

Pioneer Technology Center Board of Education
Regular Meeting
Tuesday, July 13, 2021, 6:00 PM
Room B120
2101 N. Ash St.
Ponca City, Oklahoma 74601

1. Call meeting to order
2. Roll call and establish a quorum
3. Flag salute and moment of silence
4. Discussion and vote to approve or not approve the Minutes of the June 8, 2021 regular Board of Education meeting
5. Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrance/Change Order Lists (FY21 - General Fund #11570-11572; Building Fund #none; Payroll #none) (FY22 - General Fund #20001-20194; Building Fund #20001-20020; Payroll #70001-70113).
6. Administrative Reports and Anticipated Discussion by the Board and Staff regarding facilities, district policy issues, community issues and/or personnel or student needs
 - 6.A. Traci Thorpe, Superintendent/CEO
 - 6.B. Molly Kyler, Executive Director, Business & Industry Services
7. Discussion and vote to approve or not approve purchases over \$10,000 as listed on Appendix A.
8. Discussion and vote to approve or not approve the full-time programs student handbook for 2021-22
9. Discussion and vote to approve or not approve a contract with the Pioneer Technology Center Foundation for FY22.
10. Discussion and vote to approve or not approve the following list of fundraising activities: Extra Curricular Event Staffing, Apparel and Accessories Sale(s), Food or Other Product Sale(s), Silent Auctions(s), Garage Sale(s), Raffle(s), Community (Single-Occurrence) Event(s), Solicitation of donations - if a list of prospective donors is submitted with the fund-raiser request, Student organization dues, Projects approved in advance by the appropriate administrator.
11. Discussion and vote to approve or not approve revisions to Instructional evaluation instrument

12. Discussion and vote to approve or not approve the following list of new or revised policies::BBH - Development Opportunities, Board Members; BFA - Board Policies; BJ - Board of Education Officer, Superintendent; BKBB - School Social Media Accounts (NEW); BKBC - School District Approved Social Media Accounts (NEW); CI - Disposal of Surplus School Property; DBH - Accommodations for Lactating Employees (NEW); DC - Employment Practices; DCB - Employment Vacancies; DCCA - Testing Employees (Other Than Bus Drivers); DEB - All Leave; DHAC - Staff Members and Social Networking Sites (NEW); DOAC - Support Personnel Suspension, Demotion, Termination, or Nonreemployment; DOCB - Reduction in Force, Support Personnel;EJB - Suicide Awareness and Training (NEW); FDAAA - Electronic Signatures (NEW); FDBA - Tuition Fees; FNCA-R - Student Conduct, Dress Code (Regulation); FNF-R - Search of Students, Regulations; GBA - Open Records Act: GBA-R - Open Records Act, Regulations and GKA - Alcohol on Special Events (NEW)
13. Discussion and vote to approve or not approve individuals on part-time and temporary employment contracts, and addenda to contracts as listed on Appendix B.
14. Proposed Executive Session to discuss the employment of Automotive Service Tech Instructor, employment of ABE/HSE Coordinator/Instructor, employment of Health Programs Teaching Assistant/Bus Driver, employment of T&I Programs Teacher Assistant/Bus Driver and Children's Lab & Preschool Teacher Okla. Stat. Title 25, 307(B)(1).
15. Vote to convene in Executive Session
 - 15.A. Time:
16. Acknowledge return of the Board to Open Session
 - 16.A. Time:
17. Board President statement of Executive Session minutes
18. Motion and vote to approve employment of Automotive Service Tech Instructor
19. Motion and vote to approve employment of ABE/HSE Coordinator/Instructor
20. Motion and vote to approve employment of Health Programs Teaching Assistant/Bus Driver
21. Motion and vote to approve employment of TI& Programs Teaching Assistant/Bus Driver
22. Motion and vote to approve employment of Children's Lab & Preschool Teacher
23. New Business
24. Public Comment

25. Motion and vote to adjourn

25.A. Time:

NOTE: The Board may discuss, make motions and vote upon all matters appearing on this agenda. Such votes may be to adopt, reject, table, reaffirm, rescind, or take no action on any agenda matter.

POSTED: Pioneer Technology Center, North Entrance

Posted _____

By Allison Christy, Minutes Clerk

Pioneer Technology Center Board of Education Regular Meeting
Tuesday, June 8, 2021 6:00 PM
Seminar Center West
2101 N. Ash St.
Ponca City, Oklahoma 74601

1. Call meeting to order at 6:00 pm.
2. Roll call and establish a quorum

Board Members in Attendance:

Ms. Debbie Leaming
Ms. Gay Norris
Ms. Orva Rothgeb
Mr. J.D. Soulek

Board Members Absent:

Mr. Laurence Beliel

Also in attendance were Traci Thorpe, Ryan Burkett, Kendra Keelin, Kahle Goff, Stacey Rush, Molly Kyler, Terri Busch, Mike Orr and Allison Christy. Special guests were Kari Widener, Don Bohon, Richard Evan, Jeff Woodward, Nick Payne and Nate Lee.

3. Flag salute and moment of silence
4. Reports and Presentations - Kari Widener, Blackwell Gateway Partnership Program

Ms. Widener reported during the Covid pandemic she wrote a grant and received \$5,000 to remodel her classroom. She built cabinets, tables and more. This year was a campfire theme. Two units were covered. They missed the TSA competition. Some students made board games. They all played each other's games. She showed the data from the year. She had a 7th & 8th grade class, it was the Medical Detective Expo class. Thirty previous students are now student at Pioneer Technology Center.

5. Discussion and vote to approve or not approve the Minutes of the May 11, 2021 regular Board of Education meeting

Motion to approve the Minutes of the May 11, 2021 regular Board of Education meeting passed with a motion by Ms. Debbie Leaming and a second by Ms. Gay Norris.

Mr. Laurence Beliel: Absent
Ms. Debbie Leaming: Yea
Ms. Gay Norris: Yea
Ms. Orva Rothgeb: Yea
Mr. J.D. Soulek: Yea
Yea: 4, Nay: 0, Absent: 1

6. Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrance/Change Order Lists (General Fund #11453-11569; Building Fund #10105-10114; Payroll #70166-70174).

Motion to approve the Financial Reports, Activity Fund Report, and Encumbrances as presented passed with a motion by Ms. Orva Rothgeb and a second by Ms. Gay Norris.

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea

Ms. Gay Norris: Yea

Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

7. Administrative Reports and Anticipated Discussion by the Board and Staff regarding facilities, district policy issues, community issues and/or personnel or student needs

Traci Thorpe, Superintendent/CEO

Ms. Thorpe reported closing out the month with several graduations. Summer camps have kicked off with 100 kids. We are working to get open positions filled. There are still 6 positions open. Another couple will open soon. The Firefighter program received a donation of an ambulance from Blackwell. James Kirkendall and Kenny Karnish built a rehab area for the Training Tower. We have multiple academies coming up. These are for 7-9th graders. The academies give the participants a better look at programs they are interested in attending. We will have a meeting with area superintendents next week. Will be discussing changes to Covid protocols for next year. HERRF funding - use for outreach to financial students, prevention for covid, short-term certs., cyber security, truck driver training. The capitol planning project is in the 51st week; it has been delayed some by weather. The dirtwork contractors were here today, working on parking lots. The completion date could be in September. Molly and Traci will attend the June Tech Center Superintendent Meeting on June 21-23. The tentative budget looks good.

Kahle Goff, Executive Director, Full-Time Programs

Mr. Goff stated Ben Evans, Dawn Brakey and Robert Howard provided technical assistant to clients, resulting in client awards/client savings of approximately \$3,805,708. Customized hours logged for the of May include 821 customized, 862 Safety and 100 AT&D. Mike Brown, CareerTech State board member paid a visit to Pioneer Tech. Traci gave him a tour of the campus and said he is very passionate about CareerTech. Several attended the OSSBA Summer Law Institute.

8. Discussion and vote to approve or not approve FY22 resource allocations to support Blackwell Gateway Partnership Program

Motion to approve FY22 resource allocations to support Blackwell Gateway Partnership Program passed with a motion by Ms. Gay Norris and a second by Ms. Orva Rothgeb.

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea

Ms. Gay Norris: Yea

Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

9. Discussion and vote to approve or not approve purchases over \$10,000 as listed on Appendix A.

Motion to approve purchases over \$10,000 as listed on Appendix A. passed with a motion by Ms. Debbie Leaming and a second by Ms. Gay Norris.

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea

Ms. Gay Norris: Yea

Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

10. Discussion and vote to approve or not approve the adoption of the annual insurance resolution and proposed insurance policies renewal, for FY22, as listed on Appendix B.

Motion to approve the adoption of the annual insurance resolution and proposed insurance policies renewal, for FY22, as listed on Appendix B passed with a motion by Ms. Gay Norris and a second by Ms. Orva Rothgeb.

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea

Ms. Gay Norris: Yea

Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

11. Discussion and vote to approve or not approve surplus items as listed on Appendix C.

Motion to approve surplus items as listed on Appendix C. passed with a motion by Ms. Gay Norris and a second by Ms. Debbie Leaming.

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea

Ms. Gay Norris: Yea

Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

12. Discussion and vote to approve or not approve a contract with Putnam and Company PLLC for audit of 2020-2021 year.

Motion to approve a contract with Putnam and Company PLLC for audit of 2020-2021 year passed with a motion by Ms. Gay Norris and a second by Ms. Debbie Leaming.

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea

Ms. Gay Norris: Yea

Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

13. Discussion and vote to approve or not approve FY22 agreement between the Oklahoma Small Business Development Center and Pioneer Technology Center to co-sponsor an OKSBDC Business Advisor.

Motion to approve FY22 agreement between the Oklahoma Small Business Development Center and Pioneer Technology Center to co-sponsor an OKSBDC Business Advisor. passed with a motion by Ms. Orva Rothgeb and a second by Ms. Gay Norris.

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea

Ms. Gay Norris: Yea

Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

14. Discussion and vote to approve or not approve the Agreement for Representation between Pioneer Technology Center and its Board of Education and Rosenstein, Fist & Ringold. This is an agreement for legal services, including, but not limited to, legal advice, consultation and representation for FY22

Motion to approve the Agreement for Representation between Pioneer Technology Center and its Board of Education and Rosenstein, Fist & Ringold for FY22 passed with a motion by Ms.

Debbie Leaming and a second by Ms. Gay Norris.

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea

Ms. Gay Norris: Yea

Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

15. Discussion and vote to approve or not approve BPOC (Basic Peace Officer Certification) proposal

Motion to approve BPOC (Basic Peace Officer Certification) proposal passed with a motion by Ms. Gay Norris and a second by Ms. Debbie Leaming.

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea

Ms. Gay Norris: Yea

Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

16. Discussion and vote to approve or not approve a Resolution requesting Temporary Appropriations for General Fund and Building Fund for FY22 and a Resolution authorizing the school treasurer/deputy treasurer to invest excess funds during FY22.

Motion to approve a Resolution requesting Temporary Appropriations for General Fund and Building Fund for FY22 and a Resolution authorizing the school treasurer/deputy treasurer to invest excess funds during FY22 passed with a motion by Ms. Gay Norris and a second by Ms. Orva Rothgeb.

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea

Ms. Gay Norris: Yea

Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

17. Discussion and vote to approve or not approve the close out and transfer of balances from the following Activity Fund sub-accounts to the General Fund on June 30, 2021. (Petty cash, bookstore revenue, equipment sales, facilities rental, ABE testing fees, incubator rents, incubator utilities, miscellaneous, resale, shop revenue, day tuition, AT&D tuition, IT&D tuition, safety tuition, SHARE/Local).

Motion to approve the close out and transfer of balances from the following Activity Fund sub-accounts to the General Fund on June 30, 2021. (Petty cash, bookstore revenue, equipment sales, facilities rental, ABE testing fees, incubator rents, incubator utilities, miscellaneous, resale, shop revenue, day tuition, AT&D tuition, IT&D tuition, safety tuition, SHARE/Local) passed with a motion by Ms. Orva Rothgeb and a second by Ms. Debbie Leaming.

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea

Ms. Gay Norris: Yea

Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

18. Discussion and vote to approve or not approve Activity Fund Subaccounts for FY22 as listed on Appendix D.

Motion to approve Activity Fund Subaccounts for FY22 as listed on Appendix D passed with a motion by Ms. Gay Norris and a second by Ms. Debbie Leaming.

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea

Ms. Gay Norris: Yea

Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

19. Discussion and vote to approve or not approve the appointment of LaNell Reed as School Treasurer; Stacey Rush as Deputy Treasurer; Erin Mercer as Encumbrance Clerk and Activity Fund Custodian; and Amanda Perez-Vargas as Activity Fund Clerk for FY22.

Motion to approve the appointment of LaNell Reed as School Treasurer; Stacey Rush as Deputy Treasurer; Erin Mercer as Encumbrance Clerk and Activity Fund Custodian; and Amanda Perez-Vargas as Activity Fund Clerk for FY22 passed with a motion by Ms. Debbie Leaming and a second by Ms. Gay Norris.

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea

Ms. Gay Norris: Yea

Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

20. Discussion and vote to approve or not approve individuals on part-time and temporary employment contracts, and addenda to contracts as listed on Appendix E.

Motion to approve individuals on part-time and temporary employment contracts, and addenda to contracts as listed on Appendix E passed with a motion by Ms. Gay Norris and a second by Ms. Orva Rothgeb.

Mr. Laurence Beliel: Absent
Ms. Debbie Leaming: Yea
Ms. Gay Norris: Yea
Ms. Orva Rothgeb: Yea
Mr. J.D. Soulek: Yea
Yea: 4, Nay: 0, Absent: 1

21. Proposed Executive Session to discuss the employment of Health Careers Certification Instructor, employment of Receptionist and FY22 staffing plan Okla. Stat. Title 25, 307(B)(1).

22. Vote to convene in Executive Session

Motion to convene in Executive Session passed with a motion by Ms. Gay Norris and a second by Ms. Debbie Leaming.

Mr. Laurence Beliel: Absent
Ms. Debbie Leaming: Yea
Ms. Gay Norris: Yea
Ms. Orva Rothgeb: Yea
Mr. J.D. Soulek: Yea
Yea: 4, Nay: 0, Absent: 1

23. Acknowledge return of the Board to Open Session

Board President, Mr. J.D. Soulek acknowledged return of the Board to Open Session

24. Board President statement of Executive Session minutes

The board entered into executive session at 7:40 p.m. to discuss employment of Health Careers Certification Instructor, employment of Receptionist and staffing plan. Okla. Stat. Title 25, 307(B)(1).

Those present in executive session were Gay Norris, Board Member, Debbie Leaming, Board Member, Orva Rothgeb, Board Member, J.D. Soulek, Board Member and Traci Thorpe, Superintendent. No action was taken by the board of education.

The board returned to open session at 8:38 p.m.

25. Motion to approve employment of Health Careers Certification Instructor

Motion to approve employment of Health Careers Certification Instructor passed with a motion by Ms. Gay Norris and a second by Ms. Debbie Leaming.

Mr. Laurence Beliel: Absent
Ms. Debbie Leaming: Yea
Ms. Gay Norris: Yea
Ms. Orva Rothgeb: Yea
Mr. J.D. Soulek: Yea
Yea: 4, Nay: 0, Absent: 1

26. Motion to approve employment of Receptionist

Motion to approve employment of Receptionist passed with a motion by Ms. Gay Norris and a second by Ms. Debbie Leaming.

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea

Ms. Gay Norris: Yea

Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

27. Motion to approve FY22 staffing plan

Motion to approve FY22 staffing plan passed with a motion by Ms. Debbie Leaming and a second by Ms. Orva Rothgeb.

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea

Ms. Gay Norris: Yea

Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

28. New Business

No New Business

29. Public Comment

No Public Comment

30. Board President, Mr. J.D. Soulek adjourned the meeting at 8:42 pm

Allison N. Christy

Allison N. Christy
Board Minutes Clerk

President, Board of Education

Clerk, Board of Education

Date of Approval

Motion:

Second:

Vote:

FY21

General

PIONEER TECHNOLOGY CENTER

From PO: 11570 to PO: 11572

Encumbrance For Board Approval

GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
11570	KEITH KITCHEN ESSENTIALS	CULINARY ARTS - EQUIPMENT	22,249.00	06/09/2021
11571	AZTEC SOFTWARE, LLC	ABE/TANF - DURABLE SUPPLIES/TECHNOLOGY	1,924.96	06/15/2021
11572	HODDY GLASS	FLEET & FACILITIES- SUPPLIES	435.00	06/28/2021
Current Encumbered			24,608.96	

FY22

General

PIONEER TECHNOLOGY CENTER
From PO: 20001 to PO: 20194

Encumbrance For Board Approval
GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
20001	BLACKWELL JOURNAL-TRIBUNE	BLANKET PO	5,042.00	07/01/2021
20002	NEWKIRK HERALD JOURNAL	BLANKET PO	3,100.00	07/01/2021
20003	PONCA CITY NEWS	BLANKET PO	6,096.00	07/01/2021
20004	TONKAWA NEWS	BLANKET PO	3,100.00	07/01/2021
20005	FAIRFAX CHIEF	BLANKE PO	3,100.00	07/01/2021
20006	ADPC	BLANKET PO	11,300.00	07/01/2021
20007	AF PLAN SERVE	BLANKET PO	500.00	07/01/2021
20008	ARMSTRONG MCCALL	BLANKET PO	4,000.00	07/01/2021
20009	AT&T	BLANKET PO	4,000.00	07/01/2021
20010	AT&T LONG DISTANCE	BLANKET PO	2,250.00	07/01/2021
20011	AT&T MOBILITY	BLANKET PO	10,200.00	07/01/2021
20012	BEN E. KEITH FOODS-OKLAHOMA	BLANKET PO	27,000.00	07/01/2021
20013	BRANDTS ACE HARDWARE	BLANKET PO	4,900.00	07/01/2021
20014	BRIDGEWAY INC.	BLANKET PO	500.00	07/01/2021
20015	BUMPER TO BUMPER AUTO PARTS	BLANKET PO	2,000.00	07/01/2021
20016	BURMAX COMPANY, INC.	BLANKET PO	4,000.00	07/01/2021
20017	CARYS SEPTIC LLC	BLANKET PO	1,100.00	07/01/2021
20018	COCA-COLA SOUTHWEST BEVERAGES LLC	BLANKET PO	7,000.00	07/01/2021
20019	COMPLIANCE RESOURCE GROUP	BLANKET PO	1,200.00	07/01/2021
20020	CROSS OIL CO.	BLANKET PO	35,000.00	07/01/2021
20021	DEMPEWOLF STORAGE	BLANKET PO	3,120.00	07/01/2021
20022	EDUCATION TO GO	BLANKET PO	500.00	07/01/2021
20023	EVCO	BLANKET PO	10,000.00	07/01/2021
20024	FARHA WHOLESALE COMPANY INC	BLANKET PO	15,250.00	07/01/2021
20025	FIRST BANKCARD VISA	BLANKET PO	8,500.00	07/01/2021
20026	FIRST BANKCARD VISA	BLANKET PO	1,950.00	07/01/2021
20027	FIRST BANKCARD VISA	BLANKET PO	1,000.00	07/01/2021
20028	GALAXIE BUSINESS EQUIPMENT INC	BLANKET PO	16,000.00	07/01/2021
20029	GREAT AMERICAN FINANCIAL SERVICES	BLANKET PO	18,000.00	07/01/2021
20030	HAT'S AUTO SUPPLY	BLANKET PO	5,200.00	07/01/2021
20031	KELLOGG & SOVEREIGN	BLANKET PO	5,448.00	07/01/2021
20032	LAMPTON WELDING SUPPLY	BLANKET PO	12,266.37	07/01/2021

PIONEER TECHNOLOGY CENTER

From PO: 20001 to PO: 20194

Encumbrance For Board Approval**GEN FUND-FOR OPERAT**

PO #	Vendor Name	General Description	Amount	Date
20033	LOCKE SUPPLY	BLANKET PO	8,000.00	07/01/2021
20034	MARIANNA, INC.	BLANKET PO	4,000.00	07/01/2021
20035	NEXTIVA INC	BLANKET PO	10,000.00	07/01/2021
20036	NORTHERN SAFETY & INDUSTRIAL	BLANKET PO	3,000.00	07/01/2021
20037	OATC SUPERINTENDENTS ACCT	BLANKET PO	7,940.00	07/01/2021
20038	ODCTE	BLANKET PO	22,385.00	07/01/2021
20039	OKLAHOMA EMPLOYMENT SECURITY COMMISSION	BLANKET PO	22,025.00	07/01/2021
20040	OKLA TURNPIKE AUTHORITY	BLANKET PO	500.00	07/01/2021
20041	ONENET	BLANKET PO	5,973.00	07/01/2021
20042	O'REILLY AUTOMOTIVE INC	BLANKET PO	2,000.00	07/01/2021
20043	OSBI	BLANKET PO	2,000.00	07/01/2021
20044	PARKER PEST CONTROL INC	BLANKET PO	1,800.00	07/01/2021
20045	PDG+CREATIVE	BLANKET PO	5,000.00	07/01/2021
20046	FEDERAL PELL GRANTS	BLANKET PO	200,000.00	07/01/2021
20047	PEOPLEFACTS	BLANKET PO	500.00	07/01/2021
20048	PTC STAFF/EMPLOYEES	BLANKET PO	25,000.00	07/01/2021
20049	PUBLIC SURPLUS	BLANKET PO	500.00	07/01/2021
20050	QUADIENT LEASING USA, INC	BLANKET PO	6,000.00	07/01/2021
20051	QUADIENT FINANCE USA, INC	BLANKET PO	400.00	07/01/2021
20052	QUALITY WATER SERVICES INC	BLANKET PO	2,609.00	07/01/2021
20053	REGISTERBLAST	BLANKET PO	1,000.00	07/01/2021
20054	ROSENSTEIN, FIST & RINGOL	BLANKET PO	4,000.00	07/01/2021
20055	SAFETY COUNCIL OF TEXAS CITY INC	BLANKET PO	103,000.00	07/01/2021
20056	SEOG - STUDENT AID	BLANKET PO	9,000.00	07/01/2021
20057	STAPLES ADVANTAGE	BLANKET PO	5,000.00	07/01/2021
20058	STATE BEAUTY SUPPLY-PONCA CITY	BLANKET PO	2,000.00	07/01/2021
20059	STRATA LEADERSHIP LLC	BLANKET PO	1,000.00	07/01/2021
20060	STUDENT CERTIFICATIONS	BLANKET PO	3,000.00	07/01/2021
20061	SYSCO FOOD SERVICE OF OKLAHOMA	BLANKET PO	35,000.00	07/01/2021
20062	T-MOBILE	BLANKET PO	4,000.00	07/01/2021
20063	TANF STUDENT ASSISTANCE	BLANKET PO	13,198.00	07/01/2021

PIONEER TECHNOLOGY CENTER

From PO: 20001 to PO: 20194

Encumbrance For Board Approval**GEN FUND-FOR OPERAT**

PO #	Vendor Name	General Description	Amount	Date
20064	TANKERSLEY	BLANKET PO	6,500.00	07/01/2021
20065	TRAVEL (STAFF)	BLANKET PO	49,900.00	07/01/2021
20066	UNIVERSAL PREMIUM FLEET CARD	BLANKET PO	20,050.00	07/01/2021
20067	UPS	BLANKET PO	500.00	07/01/2021
20068	USPS-POC	BLANKET PO	6,000.00	07/01/2021
20069	WAL-MART	BLANKET PO	13,500.00	07/01/2021
20070	7 MINDSETS	SHARE SOFTWARE	1,750.00	07/01/2021
20071	AGC OF OKLAHOMA	BLANKET PO	1,500.00	07/01/2021
20072	ALL DATA	AUTOMOTIVE SUBSCRIPTION	975.00	07/01/2021
20073	ASBO INTERNATIONAL	FINANCE MEMBERSHIP	460.00	07/01/2021
20074	AUGUSOFT INC	AT&D SOFTWARE	22,566.57	07/01/2021
20075	AUTOMATION INTEGRATED LLC	SUPERINTENDENT SOFTWARE	2,000.00	07/01/2021
20076	BADGEPASS	MAINTENANCE CONTRACT/STUDENT SERVICES	1,750.00	07/01/2021
20077	BLACKWELL CHAMBER OF COMMERCE	MEMBERSHIP	750.00	07/01/2021
20078	BLACKWELL PUBLIC SCHOOLS	PROFESSIONAL SERVICES	27,000.00	07/01/2021
20079	CAFETERIA CASH BOX	START UP FUNDS	175.00	07/01/2021
20080	AMERICAN RESCUE PLAN	STUDENT ASSISTANCE (COVID)	281,990.00	07/01/2021
20081	CASTLE BRANCH INC	RESALE SUPPLIES	4,000.00	07/01/2021
20082	CRYSTAL CLEAN	MTT/AST WASTE REMOVAL	3,000.00	07/01/2021
20083	EDUCAUSE	WEB HOSTING/TECH SERVICES	77.00	07/01/2021
20084	EDUCONNECT, INC	SOFTWARE SUBSCRIPTION SHARE	280.00	07/01/2021
20085	FAIRFAX CHAMBER OF COMMERCE	ANNUAL MEMBERSHIP	75.00	07/01/2021
20086	FIRST BANKCARD VISA	CHILDREN'S LAB SUPPLIES	1,200.00	07/01/2021
20087	FIRST BANKCARD VISA	SOFTWARE SERVICES/SUPERINTENDENT	390.00	07/01/2021
20088	FIRST BANKCARD VISA	MARKETING SUPPLIES	300.00	07/01/2021
20089	FIRST BANKCARD VISA	MARKETING SUBSCRIPTION	600.00	07/01/2021
20090	FIRST BANKCARD VISA	MARKETING SUBSCRIPTION	150.00	07/01/2021
20091	FRANCIS TUTTLE TECH CENTER	ADVERTISING	13,750.00	07/01/2021
20092	GIANT IMPACT	IT&D PROFESSIONAL SERVICES	1,750.00	07/01/2021

PIONEER TECHNOLOGY CENTER

From PO: 20001 to PO: 20194

Encumbrance For Board Approval**GEN FUND-FOR OPERAT**

PO #	Vendor Name	General Description	Amount	Date
20093	GOGUARDIAN	SUBSCRIPTION COMPUTER SERVICES	1,620.00	07/01/2021
20094	HEALTHSTREAM INC	RESALE SUPPLIES/MISC	1,500.00	07/01/2021
20095	INBIA	MEMBERSHIP FEE	525.00	07/01/2021
20096	INSTRUCTURE, INC	SUBSCRIPTIONS FULL TIME PROGRAMS	10,476.40	07/01/2021
20097	JUNIOR'S LOCK & ALARM	BUILDING MAINT SUPPLIES	720.00	07/01/2021
20098	KAY COUNTY ASSESSOR	COUNTY ASSESSMENT/REEVALUATION FEES	48,000.00	07/01/2021
20099	KAY COUNTY ELECTION BOARD	ELECTION SERVICES	10,000.00	07/01/2021
20100	KAY COUNTY PUBLIC BLDGS AUTHORITY	TRUST AUTHORITY FEES	125.00	07/01/2021
20101	KONVERGE DIGITAL SOLUTIONS	SUBSCRIPTION CULINARY SERVICES	800.00	07/01/2021
20102	LARRY MURPHY INSUR	INSURANCE	140,964.00	07/01/2021
20103	LERN	SCHOOL MEMBERSHIP	754.00	07/01/2021
20104	MARCIA BRENNER ASSOCIATES, LLC	MAINTENANCE CONTRACT	295.00	07/01/2021
20105	MERIDIAN TECHNOLOGY CENTER	PROFESSIONAL SERVICES/STATEWIDE MARKETING	4,200.00	07/01/2021
20106	MODERN SALON	SUBSCRIPTION COSMO	34.00	07/01/2021
20107	NEWKIRK CHAMBER OF COMMERCE	MEMBERSHIP FEE	125.00	07/01/2021
20108	OAMCTE	SCHOOL MEMBERSHIP	200.00	07/01/2021
20109	OASFAA	SCHOOL MEMBERSHIP	200.00	07/01/2021
20110	ODAT (OK DRUG & ALCOHOL TESTING)	RESALE MISC	2,000.00	07/01/2021
20111	OKLA ASBO	SCHOOL MEMBERSHIP	675.00	07/01/2021
20112	OKLA STATE BOARD OF COSMETOLOGY	COSMO SUPPLIES	125.00	07/01/2021
20113	OKLA STATE DEPT OF HEALTH	CULINARY ARTS SUPPLIES	150.00	07/01/2021
20114	OKLA BUSINESS INCUBATOR ASSOCIATION	SCHOOL MEMBERSHIP	150.00	07/01/2021
20115	OKLA DEPARTMENT OF LABOR	AT&D INSTRUCTIONAL SUPPLIES	250.00	07/01/2021
20116	OKSPRA	SCHOOL MEMBERSHIP	200.00	07/01/2021
20117	OSAGE COUNTY ASSESSOR	TRUST AUTHORITY FEES	11,000.00	07/01/2021
20118	OSSBA	SCHOOL MEMBERSHIP/SUBSCRIPTIONS/ POLICY REVIEW	5,400.00	07/01/2021

PIONEER TECHNOLOGY CENTER

From PO: 20001 to PO: 20194

Encumbrance For Board Approval**GEN FUND-FOR OPERAT**

PO #	Vendor Name	General Description	Amount	Date
20119	PALO ALTO SOFTWARE, INC.	SUBSCRIPTION ENTRP. SERVICES	1,200.00	07/01/2021
20120	PAWNEE COUNTY ASSESSOR	TRUST AUTHORITY FEES	1,500.00	07/01/2021
20121	PEARSON ONLINE & BLENDED LEARNING	EQUIP OVER 2500/ACADEMIC	20,910.75	07/01/2021
20122	PETTY CASH FUND	START UP FUNDS/PETTY CASH	200.00	07/01/2021
20123	PONCA CITY CHAMBER OF COMMERCE	SCHOOL MEMBERSHIP	850.00	07/01/2021
20124	POSTER COMPLIANCE CENTER	SUBSCRIPTIONS	100.00	07/01/2021
20125	POWERSCHOOL GROUP LLC	SOFTWARE SERVICES	15,725.00	07/01/2021
20126	PROJECT LEAD THE WAY (PLTW)	SCHOOL MEMBERSHIP	2,200.00	07/01/2021
20127	PUTNAM & COMPANY LLC	AUDITOR FEES	10,750.00	07/01/2021
20128	RISE VISION	ADVERTISING	700.00	07/01/2021
20129	SACA - SMART AUTOMATION CERTIFICATION ALLIANCE	SCHOOL MEMBERSHIP	1,000.00	07/01/2021
20130	SAFETYSKILLS	RESALE SUPPLIES SAFETY	1,000.00	07/01/2021
20131	SALON IRIS	COSMO SUBSCRIPTION	600.00	07/01/2021
20132	SHL US LLC	MAINT CONTRACT	1,000.00	07/01/2021
20133	SMART DEPLOY	COMPUTER SERVICES SUBSCRIPTION	3,800.00	07/01/2021
20134	SREB	SITE FEE	2,000.00	07/01/2021
20135	SWASFAA	SCHOOL MEMBERSHIP	175.00	07/01/2021
20136	SWIFTREACH NETWORK, LLC	SOFTWARE SERVICES	1,125.00	07/01/2021
20137	THE OKLAHOMA ACADEMY	SCHOOL MEMBERSHIP	500.00	07/01/2021
20138	THE STATE CHAMBER	SCHOOL MEMBERSHIP	795.00	07/01/2021
20139	TONKAWA CHAMBER OF COMMERCE	SCHOOL MEMBERSHIP	225.00	07/01/2021
20140	TOUCH READY POS	MAINT CONTRACT	300.00	07/01/2021
20141	TULSA WORLD	SUBSCRIPTION SUPERINTENDENT	140.00	07/01/2021
20142	US INTEGRATION	SOFTWARE SERVICES	720.00	07/01/2021
20143	WHEATLAND RC&D	SCHOOL MEMBERSHIP	100.00	07/01/2021
20144	WIZZ SYSTEMS, LLC	COMPUTER SERVICES REPAIRS	384.00	07/01/2021
20145	YORK ELECTRONIC SYSTEMS	BUILDING MAINT SUPPLIES	840.00	07/01/2021
20146	EXPRESS SERVICES, INC.	TEMP CUSTODIAL SERVICES	2,840.00	07/01/2021
20147	SCREENCASTIFY LLC	FULL TIME PROGRAMS SUBSCRIPTION	800.00	07/01/2021

PIONEER TECHNOLOGY CENTER

From PO: 20001 to PO: 20194

Encumbrance For Board Approval**GEN FUND-FOR OPERAT**

PO #	Vendor Name	General Description	Amount	Date
20148	MCGRAW HILL CONSTRUCTION	ACADEMIC MATH - BOOKS	2,578.82	07/01/2021
20149	IXL LEARNING	ACADEMIC MATH - BOOKS	760.30	07/01/2021
20150	NATIONAL RESTAURANT ASSOCIATION SOLUTIONS LLC	CULINARY ARTS - BOOKS	1,068.70	07/01/2021
20151	JONES & BARTLETT LEARNING LLC	AUTOMOTIVE - BOOKS	2,995.00	07/01/2021
20152	POLICE ONE ACADEMY	CRIMINAL JUSTICE - BOOKS	2,300.00	07/01/2021
20153	TESTOUT	BITE NETWORKING - BOOKS	2,650.00	07/01/2021
20154	CENGAGE LEARNING	MEDICAL ASSISTING - RESALE BOOKS	504.90	07/01/2021
20155	NATL CENTER FOR CONSTRUCTION	INDUSTRIAL TECH - BOOKS	1,500.00	07/01/2021
20156	CTAC	STAFF TRAVEL - REGISTRATION	100.00	07/01/2021
20157	FIRST BANKCARD VISA	CHILD LAB & PRESCHOOL TRAVEL -	985.00	07/01/2021
20158	WAL-MART	COMPUTER SERVICES - SUPPLIES	129.94	07/01/2021
20159	HOBBY LOBBY	AT&D RESALE SUPPLIES	222.00	07/01/2021
20160	WAL-MART	AT&D RESALE SUPPLIES	15.00	07/01/2021
20161	EMBASSY SUITES - NORMAN	PN LODGING	850.00	07/01/2021
20162	FIRST BANKCARD VISA	AT&D RESALE BOOKS	1,507.89	07/01/2021
20163	JOURNAL RECORD	SUPERINTENDENT - SUBSCRIPTIONS	199.00	07/01/2021
20164	SHERATON OKLAHOMA CITY DOWNTOWN	STAFF TRAVEL - LODGING	1,732.80	07/01/2021
20165	THERMACUBE, LLC	CHILD LAB & PRESCHOOL - TRAVEL REGISTRATION	60.00	07/01/2021
20166	FIRST BANKCARD VISA	CHILD LAB & PRESCHOOL - TRAVEL - REGISTRATION	50.00	07/01/2021
20167	SHERWIN WILLIAMS CO	BUILDING MAINT REPAIRS	32.41	07/01/2021
20168	JOSH SHORT PLUMBING INC.	BLDING MAINT REPAIRS	500.00	07/01/2021
20169	AAMP	TANF STUDENT ASSISTANCE OTHER	255.00	07/06/2021
20170	ACCURATE AUTO REPAIR	TANF STUDENT ASSISTANCE OTHER	602.93	07/06/2021
20171	ACCURATE AUTO REPAIR	TANF STUDENT ASSISTANCE OTHER	427.45	07/06/2021
20172	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	350.00	07/06/2021

PIONEER TECHNOLOGY CENTER

From PO: 20001 to PO: 20194

Encumbrance For Board Approval

GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
20173	TANF STUDENT ASSISTANCE	TANF STUDENT ASSISTANCE OTHER	350.00	07/06/2021
20174	FIRST BANKCARD VISA	AT&D RESALE BOOKS	541.96	07/06/2021
20175	ACCURATE AUTO REPAIR	TANF STUDENT ASSISTANCE OTHER	135.47	07/06/2021
20176	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	70.00	07/06/2021
20177	STAPLES ADVANTAGE	TANF CONSUMABLE SUPPLIES	90.60	07/06/2021
20178	SPEAK NOW FILM CO.	MARKETING - ADVERTISING	1,200.00	07/06/2021
20179	CAREER TECH PRINTING SERVICES	MARKETING - PRINTING	402.00	07/06/2021
20180	X-CEL BADGE & ENGRAVING C	MARKETING - ADVERTISING	42.50	07/06/2021
20181	NEWKIRK MAIN STREET	STAFF TRAVEL - BIS ADMIN REGISTRATION	175.00	07/06/2021
20182	123RF	MARKETING - SUPPLIES	399.00	07/06/2021
20183	PONCA CUSTOM TEES	MARKETING - ADVERTISING	1,388.35	07/06/2021
20184	JOHNSTONE SUPPLY INC.	BLDING MAINT REPAIRS	500.00	07/06/2021
20185	A+ PRINTING	MARKETING/ADVERTISING	174.00	07/06/2021
20186	FIRST BANKCARD VISA	MARKETING/ADVERTISING	168.00	07/06/2021
20187	MY MEDIA MATTERS	MARKETING/ADVERTISING	1,890.00	07/06/2021
20188	SUMMIT BUS	BUS MAINT REPAIRS	148.26	07/07/2021
20189	PROVISIONS COFFEEHOUSE & EATERY	ADVISORY COMMITTEE MEETING FOOD	236.00	07/07/2021
20190	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	160.00	07/08/2021
20191	SUMMIT BUS	BUS MAINT REPAIRS	500.00	07/08/2021
20192	***AMAZON	FINANCE SUPPLIES	200.00	07/08/2021
20193	MEEKS GROUP	MARKETING/PRINTING	3,065.68	07/08/2021
20194	CROSS OIL CO.	BUS MAIN REPAIRS	150.50	07/08/2021
Current Encumbered			1,552,523.55	

Building

PIONEER TECHNOLOGY CENTER
From PO: 20001 to PO: 20020

Encumbrance For Board Approval
BUILDING FUND

PO #	Vendor Name	General Description	Amount	Date
20001	OKLAHOMA NATURAL GAS COMPANY	BLANKET PO	6,500.00	07/01/2021
20002	BLUEMARK ENERGY, LLC	BLANKET PO	20,000.00	07/01/2021
20003	SYMMETRY ENERGY SOLUTIONS	BLANKET PO	2,000.00	07/01/2021
20004	PONCA CITY UTILITY AUTHORITY	BLANKET PO	245,500.00	07/01/2021
20005	WINTERROWD TALLEY ASSOCIATES	ARCHITECT FEES	45,000.00	07/01/2021
20006	TECHNICAL LABORATORY SYSTEMS INC	INDUSTRIAL TECH - SOFTWARE RENEWAL	2,500.00	07/01/2021
20007	FARONICS TECHNOLOGIES USA INC	COMPUTER SERVICES - SOFTWARE	1,263.90	07/01/2021
20008	SHL US LLC	COMPUTER SERVICES - SOFTWARE RENEWAL	3,955.65	07/01/2021
20009	LAB RESOURCES	COMPUTER SERVICES - SOFTWARE RENEWAL	823.00	07/01/2021
20010	RESPONDUS	NURSING - SOFTWARE RENEWAL	2,095.00	07/01/2021
20011	MNJ TECHNOLOGIES DIRECT, INC	COMPUTER SERVICES - SOFTWARE RENEWAL	33,753.60	07/01/2021
20012	KNOWB4	COMPUTER SERVICES - SOFTWARE RENEWAL	2,000.00	07/01/2021
20013	UMB BANK NA	LOAN REPAYMENT/TRUST AUTHORITY FEES	1,003,000.00	07/01/2021
20014	KYLER CONSTRUCTION	NEW CONSTRUCTION SERVICES	404,420.00	07/01/2021
20015	BC COATINGS LLC	BLDING MAINT REPAIRS	1,800.00	07/01/2021
20016	BC COATINGS LLC	BLDING MAINT REPAIRS	4,900.00	07/01/2021
20017	GALAXIE BUSINESS EQUIPMENT INC	NEW CONSTRUCTION - EQUIPMENT	2,181.40	07/01/2021
20018	MURRAY WOMBLE	BLDG MAINT - MAJOR REPAIRS REMODEL	4,902.00	07/06/2021
20019	LOWE'S HOME CENTER INC	BLDG MAINT - REPAIRS	345.60	07/06/2021
20020	BC COATINGS LLC	MAJOR REMODEL /REPAIRS	7,400.00	07/08/2021
Current Encumbered			1,794,340.15	

Payroll

PIONEER TECHNOLOGY CENTER
From PO: 70001 to PO: 70113

Encumbrance For Board Approval
GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
70001	AT&D INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	98,485.00	07/01/2021
70002	IT&D INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	27,512.50	07/01/2021
70003	SAFETY INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	6,459.00	07/01/2021
70004	CULINARY SERVICES HELPERS	BLANKET PAYROLL ENCUMBRANCE	538.25	07/01/2021
70005	ABE INSTRUCTORS (FEDERAL)	BLANKET PAYROLL ENCUMBRANCE	60,625.00	07/01/2021
70006	ABE INSTRUCTORS (STATE)	BLANKET PAYROLL ENCUMBRANCE	1,076.50	07/01/2021
70007	ABE / TANF INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	37,295.00	07/01/2021
70008	ABE / CORRECTIONS INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	3,229.50	07/01/2021
70009	SUBS - RECEPTIONIST	BLANKET PAYROLL ENCUMBRANCE	3,229.50	07/01/2021
70010	SUBS - SHARE	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2021
70011	SUBS - SECONDARY MATH	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2021
70012	SUBS - HEALTH CAREERS CERT 1	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2021
70013	SUBS - (BITE) NETWORK SYSTEMS	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2021
70014	SUBS - HEALTH CAREERS CERT 2	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2021
70015	SUBS - NURSING	BLANKET PAYROLL ENCUMBRANCE	2,153.00	07/01/2021
70016	SUBS - MEDICAL ASSISTING	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2021
70017	SUBS - BIOMEDICAL	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2021
70018	SUBS - CULINARY ARTS	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2021
70019	SUBS - COSMETOLOGY	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2021
70020	SUBS - TEACHER PREP	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2021
70021	SUBS - CHILDREN'S LAB	BLANKET PAYROLL ENCUMBRANCE	3,229.50	07/01/2021

PIONEER TECHNOLOGY CENTER

From PO: 70001 to PO: 70113

**Encumbrance For Board Approval
GEN FUND-FOR OPERAT**

PO #	Vendor Name	General Description	Amount	Date
70022	SUBS - CONSTRUCTION	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2021
70023	SUBS - AUTO SERVICE TECHNOLOGY	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2021
70024	SUBS - INDUSTRIAL TECHNOLOGY	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2021
70025	SUBS - MACHINE TOOL	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2021
70026	SUBS - WELDING	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2021
70027	SUBS - FLEET & FACILITES MAINT	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2021
70028	SUBS - CRIMIINAL JUSTICE	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2021
70029	SUBS - EMS FIREFIGHTER	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2021
70030	ADJUNCT CRIMINAL JUSTICE INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	1,076.50	07/01/2021
70031	ADJUNCT FIREFIGHTING INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	8,612.00	07/01/2021
70032	SYSTEMS SUPPORT - PT TEMP HELPERS	BLANKET PAYROLL ENCUMBRANCE	2,691.25	07/01/2021
70033	SUMMER CAMPS - PT TEMP HELPERS	BLANKET PAYROLL ENCUMBRANCE	2,153.00	07/01/2021
70034	AKE, TAMARA D	PAYROLL ENCUMBRANCE	42,691.94	07/01/2021
70035	ASSIDIO, DOLOR M	PAYROLL ENCUMBRANCE	42,551.02	07/01/2021
70036	BELL, KEVIN B	PAYROLL ENCUMBRANCE	91,708.61	07/01/2021
70037	BOOKOUT, STEVEN B	PAYROLL ENCUMBRANCE	102,318.77	07/01/2021
70038	BOSWELL, BELINDA G	PAYROLL ENCUMBRANCE	46,280.85	07/01/2021
70039	BRAKEY, DAWN M	PAYROLL ENCUMBRANCE	86,313.66	07/01/2021
70040	BURG, THOMAS A	PAYROLL ENCUMBRANCE	92,470.91	07/01/2021
70041	BURG, WENDY R	PAYROLL ENCUMBRANCE	94,224.89	07/01/2021
70042	BURGE, KEITH D	PAYROLL ENCUMBRANCE	49,489.85	07/01/2021
70043	BURKETT, RYAN L	PAYROLL ENCUMBRANCE	116,610.03	07/01/2021
70044	BUSCH, TERRI K	PAYROLL ENCUMBRANCE	94,364.34	07/01/2021
70045	CALES, CAROL J	PAYROLL ENCUMBRANCE	45,636.30	07/01/2021
70046	CARLSON, KYLIA L	PAYROLL ENCUMBRANCE	38,486.46	07/01/2021
70047	CHRISTY, ALLISON N	PAYROLL ENCUMBRANCE	80,712.22	07/01/2021

PIONEER TECHNOLOGY CENTER
From PO: 70001 to PO: 70113

Encumbrance For Board Approval
GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
70048	CLOSE, MARCIA K	PAYROLL ENCUMBRANCE	54,508.30	07/01/2021
70049	CROSS, DANIELLE R	PAYROLL ENCUMBRANCE	43,633.98	07/01/2021
70050	DEWITT, CORBIN S	PAYROLL ENCUMBRANCE	88,842.36	07/01/2021
70051	DICKERSON, PAMELA K	PAYROLL ENCUMBRANCE	112,121.31	07/01/2021
70052	ELLER, KINDAL R	PAYROLL ENCUMBRANCE	42,361.98	07/01/2021
70053	EMMEL, SHELLY D	PAYROLL ENCUMBRANCE	64,387.52	07/01/2021
70054	EVANS, BENJAMIN A	PAYROLL ENCUMBRANCE	93,778.90	07/01/2021
70055	EVANS, LORI L	PAYROLL ENCUMBRANCE	114,294.52	07/01/2021
70056	FARMER, HOLLY M	PAYROLL ENCUMBRANCE	49,825.03	07/01/2021
70057	FOXWORTHY, SHEILA S	PAYROLL ENCUMBRANCE	113,989.67	07/01/2021
70058	FREEMAN, IAN M	PAYROLL ENCUMBRANCE	87,169.91	07/01/2021
70059	GOFF, KAHLE L	PAYROLL ENCUMBRANCE	137,834.12	07/01/2021
70060	HAAS, BRETT J	PAYROLL ENCUMBRANCE	83,942.71	07/01/2021
70061	HOLLINGSWORTH, RUSSELL L	PAYROLL ENCUMBRANCE	68,794.94	07/01/2021
70062	HOOGENDOORN, JAY A	PAYROLL ENCUMBRANCE	54,841.34	07/01/2021
70063	HOWARD, ROBERT A	PAYROLL ENCUMBRANCE	112,941.49	07/01/2021
70064	JACKSON, LISA J	PAYROLL ENCUMBRANCE	70,845.34	07/01/2021
70065	JOHNSTONE, DEBORAH L	PAYROLL ENCUMBRANCE	55,423.11	07/01/2021
70066	KARNISH, JANICE K	PAYROLL ENCUMBRANCE	61,675.31	07/01/2021
70067	KEELIN, KENDRA A	PAYROLL ENCUMBRANCE	121,035.61	07/01/2021
70068	KELLY, JAMES A	PAYROLL ENCUMBRANCE	46,390.29	07/01/2021
70069	KIMBREL, PHYLLISHA G	PAYROLL ENCUMBRANCE	51,508.60	07/01/2021
70070	KIRKENDALL, JAY T	PAYROLL ENCUMBRANCE	45,931.46	07/01/2021
70071	KUBIK, JASON W	PAYROLL ENCUMBRANCE	70,736.19	07/01/2021
70072	KYLER, MOLLY D	PAYROLL ENCUMBRANCE	138,331.88	07/01/2021
70073	LYNES, KARL A	PAYROLL ENCUMBRANCE	109,620.90	07/01/2021
70074	MAUPIN, LISA A	PAYROLL ENCUMBRANCE	46,073.61	07/01/2021
70075	MCCLEARY, ALISA D	PAYROLL ENCUMBRANCE	85,205.21	07/01/2021
70076	MCMARTIN, JARED B	PAYROLL ENCUMBRANCE	96,862.70	07/01/2021
70077	MERCER, ERIN M	PAYROLL ENCUMBRANCE	64,131.11	07/01/2021
70078	OGDEN, ANGELA F	PAYROLL ENCUMBRANCE	53,426.93	07/01/2021
70079	ORR, MICHAEL W	PAYROLL ENCUMBRANCE	108,244.98	07/01/2021

PIONEER TECHNOLOGY CENTER
From PO: 70001 to PO: 70113

Encumbrance For Board Approval
GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
70080	OVERMAN, SCOTT H	PAYROLL ENCUMBRANCE	103,533.72	07/01/2021
70081	PARKER, MASON B	PAYROLL ENCUMBRANCE	87,107.04	07/01/2021
70082	PEREZ-VARGAS, AMANDA R	PAYROLL ENCUMBRANCE	54,076.56	07/01/2021
70083	POLLAK, BRENDA J	PAYROLL ENCUMBRANCE	97,346.27	07/01/2021
70084	RANDOL, KAYLA D	PAYROLL ENCUMBRANCE	91,364.37	07/01/2021
70085	RECTOR, CHARLES W	PAYROLL ENCUMBRANCE	92,900.96	07/01/2021
70086	REED, FRANCES L	PAYROLL ENCUMBRANCE	57,294.66	07/01/2021
70087	RUDD, LARHONDA J	PAYROLL ENCUMBRANCE	52,058.81	07/01/2021
70088	RUSH, STACEY D	PAYROLL ENCUMBRANCE	128,280.65	07/01/2021
70089	SCHWABE, JANET S	PAYROLL ENCUMBRANCE	88,755.74	07/01/2021
70090	SEYMOUR, KATHLEEN R	PAYROLL ENCUMBRANCE	86,744.33	07/01/2021
70091	STEELE, CONNIE M	PAYROLL ENCUMBRANCE	44,756.45	07/01/2021
70092	STORM, CARL E	PAYROLL ENCUMBRANCE	97,571.31	07/01/2021
70093	SULLINS, KATHRYN D	PAYROLL ENCUMBRANCE	99,675.91	07/01/2021
70094	TABOR, LEE C	PAYROLL ENCUMBRANCE	84,332.24	07/01/2021
70095	THORNBURGH, JOHNNY I	PAYROLL ENCUMBRANCE	105,572.62	07/01/2021
70096	THORPE, TRACI A	PAYROLL ENCUMBRANCE	220,432.81	07/01/2021
70097	TRIPP, MICHELLE L	PAYROLL ENCUMBRANCE	97,740.36	07/01/2021
70098	UNDERWOOD, HEATHER N	PAYROLL ENCUMBRANCE	3,129.89	07/01/2021
70099	URIOSTE, SYLVIA A	PAYROLL ENCUMBRANCE	86,101.94	07/01/2021
70100	VAP, GARY A	PAYROLL ENCUMBRANCE	88,306.32	07/01/2021
70101	WALTON, LORA L	PAYROLL ENCUMBRANCE	54,715.93	07/01/2021
70102	WARE, KAREN S	PAYROLL ENCUMBRANCE	48,600.62	07/01/2021
70103	GODLEY, LARRY B	PAYROLL ENCUMBRANCE	17,753.45	07/01/2021
70104	KARNISH, KENNETH R	PAYROLL ENCUMBRANCE	13,523.54	07/01/2021
70105	KIRKBRIDE, JOANA M	PAYROLL ENCUMBRANCE	12,595.05	07/01/2021
70106	BODICK, CARALYN E	PAYROLL ENCUMBRANCE	3,581.19	07/01/2021
70107	EVANS, TYLER E	PAYROLL ENCUMBRANCE	361.14	07/01/2021
70108	GARRISON, SHONDA R	PAYROLL ENCUMBRANCE	7,793.32	07/01/2021
70109	TERRAZAS, WENDY D	PAYROLL ENCUMBRANCE	1,855.80	07/01/2021
70110	LOCKETT, JEFFREY P	PAYROLL ENCUMBRANCE	4,075.50	07/01/2021
70111	EDDINGER, ASHLEY B	PAYROLL ENCUMBRANCE	1,705.34	07/01/2021

PIONEER TECHNOLOGY CENTER
From PO: 70001 to PO: 70113

Encumbrance For Board Approval
GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
70112	STREETER, VALERIE S	PAYROLL ENCUMBRANCE	22,283.55	07/01/2021
70113	WEHRENBURG, JENNIFER	PAYROLL ENCUMBRANCE	1,623.82	07/01/2021
		Current Encumbered	5,900,114.07	

Monthly Report

July, 2021

Meetings and Activities

- **June** 9 – After Board Report Meeting for Staff
- 10 – Director Retreat; PTC Westward Expansion Meeting
- 14 – Centers for Workforce Excellence Convener’s Meeting
- 15 – Area Superintendent Meeting;
- 16 – North Central Oklahoma CWE – Goal #3 Work Session; PTC COVID Operation Plan Review Meeting; Oklahoma Academy North Central Oklahoma Listening Session #2 – Mental Health; Automotive Instructor 2nd Interview; Dr. Cheryl Evans’ Retirement Celebration - NOC
- 17 – RCB Bank Advisory Board Orientation; PTC Westward Expansion Meeting; PC Chamber Auction Committee Meeting
- 18 – ODCTE Superintendent Advisory Committee Meeting with Dr. Mack
- 21 - 23 – CTE Superintendent June Planning Meeting
- 24 – PTC Westward Expansion Meeting
- 25 – **July 2** - Vacation
- 5 – 4th of July holiday – campus closed
- 6 – Admin Team meeting; 2nd Interview – ABE/HSE Coordinator/Instructor
- 8 – Threat Suppression Training Planning Meeting with Undersheriff Sean Grigsba; PTC Detention Pond Discussion with Architect, Construction Superintendent and Engineering Firm; Peachtree Landing Board Meeting; PTC Westward Expansion Meeting
- 9 – Ponca City Airport Runway Celebration
- 13 – CWE Goal #1 Committee Meeting; PTC Board Meeting

Full-Time Programs

- We are hosting summer academies for students entering 8th through 10th grades. This month we’re continuing academies for Construction, Welding, Summer Salon, and Firefighting. We’ve had 111 participants registered, and 66 participated in last month’s academies of Engineering, Culinary Arts, MetalWorks, Forensics, Youth Police and Horsepower.
- Area Superintendents are scheduled to meet later in the month to discuss the coming school year and changes to COVID protocols. We will also be looking to schedule a meeting for area principals, prior to August.

Business and Industry Services

- PTC’s BIS crew had a busy month of June. Safety instructors taught almost 700 individuals and 23 different safety programs.
- Sylvia Urioste offered training programs to the Ponca and Kaw Tribes. Topics included CPR/First Aid, Managing Money 101, and Career Skills.
- Short-term training offered 14 adult classes with over one hundred participants.
- Additional coordinator training – Front-End Loader Safety and P66 Ropes Rescue - Johnny Thornburgh; Intro to Government Contracting - Dawn Brakey; Skillful Talent part 2 for four separate companies – Janet Schwabe; Toastmasters for Various individuals and Team Building for Alliance Health and Family Vision Care – Corbin Dewitt

Capital Planning

- We are in the 56th week of the project. New construction interior work scope is currently on schedule; however, the exterior work scope remains approximately 45 days behind schedule due to inclement weather. Underground storm draining system is complete. New fire hydrant and 6” water supply line

have been installed. The main sanitary waste pipe has been installed, connected and the trench backfilled. The remaining main water line installation was postponed due to wet soil conditions and will resume after the 9th. Restroom fixtures are on site and will begin installation. Overhead electrical conduit has been installed in the Culinary and Cosmetology areas. Preparation of the exposed ceiling in the Cosmetology area is being performed. Rough in of the audio-visual work scope is being installed in the Conference Center area. Folding partitions for the conference center are scheduled to arrive in the next two weeks. Kitchen hoods for the production kitchen are scheduled to be installed in the coming week. The walk-in cooler unit of the culinary classroom has been installed and the concrete floor poured inside the unit. The automatic sliding doors are installed at the new west entrance. Exterior stone has been completed and the contractor will return at a later date to begin interior installation. Exterior tile installation is at approximately 60% completion. Exterior metal wall panels are in process of installation, following that completion and the exterior tile, the planter boxes along the perimeter of the new building will begin construction. Production kitchen patch and repair of the existing concrete floor is scheduled to begin in the next two weeks. Concrete pouring of the north parking lot curbs will begin at 9 am on the 9th, as the area needed to be de-watered and dried after the rain mid-week. Expansion of the existing south detention pond is on hold until further conversation with the engineering firm can be completed.

Retirements/Resignations

- LaNell Reed, Administrative Assistant, Finance – June 2022

Upcoming Events

- July 13th – Centers for Workforce Excellence Goal #1 Committee Meeting
- July 14th – Cross Agency/Cabinet Programs and Services Committee Meeting
- July 22nd – Elected Officials Picnic
- July 27th – North Central Oklahoma Centers for Workforce Excellence Quarterly Meeting
- Aug. 1st - 3rd – Oklahoma Summit Awards Banquet and Conference
- Aug. 4th – 6th , 9th -10th – PTC professional development and inservice activities
- Aug. 10th – Back to School Night
- Aug. 12th – First Day of School

**Directors' Report to the PTC Board of Education – July 2021
(Alphabetic by Area)**

Business & Industry Services & Safety

The BIS Team's efforts come from over 70 individuals working to ensure that we are meeting our community's needs . . .

- 10 coordinators
- 2 full-time safety instructors
- 4 registrars/secretarial support
- 2 part-time Safety Council of Texas City employees
- 50 adjunct staff
- 1 director

The BIS FY21 numbers include:

- 506 Classes (Customized, AT&D, Safety, etc.)
- 11,084 Attendees
- 49,775 Contact Hours
- 1,825 Consults
- \$2.9M in client assistance/savings in Small Business and Entrepreneurial Services
- 26 Jobs Created
- 316 Jobs Retained
- \$444,000 Revenue Generated
- 34% Market Reach (Goal 37%)
- The team has worked with 196 In-District Businesses and 84 Out-of-District.
- 22 new AT&D classes were offered this year.

Incubator:

The incubator currently houses 2 tenants:

- Total Fabrication (D115)
- Thomas Distributions/State Surgical Supply (D113)

KB Enterprises incubated out in August. We also lost Titan Preparedness due to COVID. Triune (BUNKR Trailers) was just approved as the newest incubator tenant and the company will move into D120 this coming quarter. The PCDA's most recent Pitch-off winner Splash Co. is considering our incubator to help launch her business. The incubator has a vacancy in D123/D124 and in D125 (large office/clean spaces). There is also a vacancy in the industrial space of D120. The food production department continues to be housed in the food production space (D114). Our goal is to maintain 70% occupancy. However, our current occupancy rate, including Triune, is 35%.

Procurement Technical Assistance Center (PTAC, also known as OBAN):

FY21 PTAC Assistance: Gov't Contracting & Plan Room	Hours	Awards	Dollar Amount of Awards
	284	195	\$56,067,517

On the horizon for BIS in FY22 Q1...

- Cyber Security – July 14
- Be Prepared to Meet Government Customers – July 28
- Grain Bin Safety – August 10
- AT&D Fall Class Schedule - August
- Leadercast – September
- Manager’s Tool Belt – Start in September
- Truck Driver Training
- 1 Million Cups - Monthly
- Skillful Talent Series Continued

Communications & Marketing

- Terri Busch did On-Boarding for 2 new employees this month. Angie Ogden put together gift packs for each.
- Angie Ogden is monitoring enrollment in Summer Academies we have very slots available.
- Meetings were had with Full-Time programs, BIS staff, and the C&M Tam to make yearly changes on the website for programs and services.
- Angie Ogden assisted with Summer Camp by taking photos and offering support.
- A tour was given by Terri Busch for the Westward Expansion to a My Media Matters intern Kayleigh Spielbusch. She is featuring a story in the PC Monthly for August.
- Numerous flyers were created by Angie Ogden for the BIS team.
- Research is being done on new artwork for the Westward Expansion and new hallway art by the C&M Team.
- Continued updates are being made to the Student Enrollment packet with Lori, directors, Kahle and the C&M Team.
- Angie Ogden filmed the 1 Million Cups presentation.
- Social Media posts made by Terri Busch have focused on Summer Academies, AT&D class, Job Openings and Enrollment this month.
- Celebrated Retirement for Jeff Lockett by placing a social media post and his photo on the lobby display.
- Summer Academy photos have been placed on social media and sent to newspapers by Terri Busch for Engineering, Horsepower, Forensics, Metalworks, Culinary Arts and Youth Police Academies.
- Angie Ogden is working on a new design for the BIS brochure and updating the Full-Time Programs Catalog
- A new theme was created by the C&M Team along with Traci Thorpe for the 2021-2022. Designs for PowerPoints and videos have been created by Angie Ogden.
- Terri Busch continues her live Westward Expansion videos each Monday for staff on the group page. This is for 10-month employees to stay connected.
- Organizational charts were updated for Allison Christy as many new employees are being hired.
- Angie Ogden took vacation at the end of the month and Terri Busch took a week of vacation the first week in June.
- C&M team attended the Communications and Marketing Meeting at the state agency on June 15th.

- Terri Busch has been chosen as an Accreditation Examiner for Mid-America Tech's accreditation in September.

Instructional Services

Instructional Directors

- All Instructional Directors participated in the annual director's retreat to plan the upcoming school year.
- Kahle Goff, Dr. Ryan Burkett, and Heather Cannon interviewed candidates for the Automotive Services Instructor position.
- Kahle Goff, Kendra Keelin, and Dr. Ryan Burkett interview candidates for the Health and T&I Teaching Assistant positions.
- Kahle Goff participated in the Shidler Return to Learn Public Meeting at the request of the Shidler Superintendent.
- Kahle Goff participated in the Ponca City Park and Recreation Advisory Committee Meeting.
- Kahle Goff participated in the Opportunity Center Executive Team and Board Meetings.
- Kahle Goff, Dr. Ryan Burkett, and Kendra Keelin worked with the Marketing Team and Lori Evans to update the student orientation packet.
- Dr. Ryan Burkett, Gary Vap, and Kahle Goff provided a tour of the Firefighter/EMT programs to staff members of Central Technology Center.
- Kendra Keelin, Kahle Goff, and Wendy Burg conducted interviews for the ABE/HSE Coordinator position.
- Kendra Keelin, Lora Walton, Vicki Braden and Kahle Goff conducted interviews for the Children's Lab position.
- Dr. Ryan Burkett attended the Pioneer Woman Board Meeting and worked with Mr. Freeman to extend the advertising sign space for the Board

Practical Nursing

- PTC's June student of the month was Candala Shenold. Candala is a true leader and provides compassionate, quality care during her clinical rotations. She finished up the PN program this month and waiting to take boards.
- Congratulations to Kaitlyn Jordan, a PN student who was the recipient of the Jon H. Poteat Scholarship that the National Technical Honor Society awarded.
- 5 recent graduates successfully passed the NCLEX in June! We are extremely proud of all of our new nurses.
- Billings Fairchild Center allowed students to return for clinical rotations in June. This is the first mental health clinical site that has opened back up to students since last spring.
- Test-taking strategies were presented to the students during the June contract day meeting. The students attended a power-point presentation on how to break down the question and determine the answer. Students were then given NCLEX style questions for practice.

Health, BITE and Special Programs

Medical Assisting:

- Held Forensics Summer Academy. Kids

Academic Math:

- Mrs. Johnson attended CANVAS training

Children's Lab and Preschool:

- Summer activities continue:

- We've taken the children to the splash pad as well as the Ponca Lake Park for field trips.
- All classrooms do water play on Tuesdays and Thursdays.
- Teachers are working on their lesson plans for the fall.
- Heather Underwood has been completing the final portfolio entries for those moving on to public school in the fall.
- Parent and Staff surveys have been distributed and the results will guide our goal setting in August.
- Amiee McNicholson has been a great addition to the Lab as an assistant Teacher to Kyla Carlson in our 2 & 3-Year-old classroom.
- Amiee McNicholson is working on getting her CPR & First Aid Certification as well as her Entry Level Child Care Training completed.
- Heather Underwood is preparing for her transition to the Teacher Prep teacher assistant position.
- Lora Walton attended the DHS Pyramid Model training that was held in 3 sessions here at Pioneer Tech.

HCC1:

- Mrs. Garrison, new HCC instructor, attended HCC New Teacher Academy at ODCTE on July 6-7

ABE/HSE:

- Continued with summer school. Students were able to continued attending without an interruption in services

SHARE:

- 9 students completed classes in summer school

New Beginning:

- 14 students in program at this time
- 2 RMA students have passed their certification test
- 1 student has received a job in her field of study
- I was able to do Budgeting Training with the Kaw Tribal Day Care recipients
- New students are coming to our program weekly

T&I and Service Programs

Automotive

- Brett Haas started as the new Automotive Instructor

Construction

- 10 month program

Cosmetology

- Attended SkillsUSA Summer Leadership Institute June 7-11th. Four PTC students attended, Trinity LeGrand Schanbacher, Emma Spencer, Alexis Mills, & Brenna Leonard
- 2nd year Cosmo students have been coming in this summer to make up State Board hours lost due to campus closure during Covid

Criminal Justice

- Mr. Burg has been training with the Ponca City Police Department at the PCPD Training Center. Alicia Wright is starting a new Criminal Justice/EMS Program at Canadian Valley Technology Center in El Reno. Alicia toured my program and Gary Vaps program. I gave Alicia Criminal Justice Curriculum she requested to help her get started developing her program. I also met with Steve Kelle the Sheriff of Kay County, Don Bohon Chief of Police of Ponca City and Don Jones director of the Kay County Detention Facility. During these meetings we discussed new training the students can go through during the school year at PTC, the students will be taught by Deputies, Police Officers and Correctional Officers. PTC students

during the upcoming school year will again be able to intern with the Ponca City Police Department, the Kay County Sheriff's Department and the Kay County Detention Facility. June 21st-24th we had our Youth Police Academy. There were 6 students that attended the academy. The Academy was taught by PCPD Detective Sgt. Brian Dye, PCPD Officer Cody Womack and myself. Students toured the PCPD and were trained on shoot/don't shoot, training scenarios on the shooting simulator at the PCPD training Center. Students also learned and were shown proper techniques in building searches, Defensive Tactics, Patrol Stops, Felony Stops, handcuffing techniques, and how to properly work crime scenes during the 4 days. A new radio base station was installed by Total-Com in the 911 training center simulator room. The new Base station will give students another real-life experience talking on the radio and dispatching other students to locations across the PTC campus. The new antenna mounted on the side of the building outside of the criminal justice room will also give a clearer radio signal that can be received much clearer by students on their hand-held radios all across the PTC campus.

Culinary Arts

- Had a full two session summer camp where kids made: homemade pizza, smoothies, homemade pasta and alfredo sauce, roasted vegetables, grilled chicken, tiramisu cups, stir-fried rice, pork egg rolls, and almond cookies. Their last was spent at the Ponca City Country club where they were given a tour, helped with tons of prep, and then enjoyed chicken strips and fries
- Completed creating, revising, and aligning year 1 and most of year 2 curriculum including guides and syllabi
- Working on learning and setting up Canvas

Firefighter/EMT

- Ashton Armstrong has been hired by Ponca City Fire. He was in this year's class. He makes 5 for this class.
- We are partnering with OSU-FST, the OSFA, the Fire and Life Safety Council, and Mooreland Farms for a grain bin rescue/farm equipment rescue class Aug. 21st and 22nd. This will be a county/area wide event. We are also getting support from Triangle Insurance Co. (they are an insurer of commercial agriculture facilities) and Sukup Mfg. (they produce and manufacture grain handling facilities) This training will be for area first responders, as well as grain handling facility employees, farmers, and basically anyone who works in or around grain bins or elevators. We hope to receive support to not only train, but provide the rescue equipment for several fire departments throughout the county, as most don't have the equipment or the training.
- Mr. Vap is serving as a buddy to Brett Haas

Fleet & Facilities Maintenance

- Attended Canvas training
- Working on curriculum updates

Industrial Tech

- Mr. Rector taught an excel class
- Mr. Rector is serving as a buddy for Mrs. Garrison

Machine Tool

- Held summer camp
- Tuning in new machines

Welding

- Added on to the sign for the Pioneer Woman Museum

- Preparing for Welding Camp

Student Services

Student Services

- Enrollment is looking strong for August. It continues to be busy with only three weeks before we are back in full swing! We are currently interviewing for the new testing specialist position to cross train for Sheila's retirement. Back to School Event is scheduled for August 10th.

Career Center

- No summer program

Career Development Facilitator

- No summer program

Assessment Facilitator

- Testing has continued through the summer in preparation for school to start. We have added new tests with Pearson Vue.

Disabilities Specialist/Job Placement Facilitator

- No summer program

Plant/Facilities

- The fire alarm project for the existing campus (minus the new westward expansion), to start the week of July 12-16th, pending the approval for the drawings presented to the local fire marshal.
- Roofing contractor has ordered the materials to start on the roofing project above the dining room atrium.
- HVAC ordered for the dining room atrium area, and in coordination with the roofer for that area. The roofing curb has to be installed first.
- Expansion joint project for the exterior of the building is complete.
- Seminar Center lighting project is underway and should be completed next week sometime.
- Early Care center has new LED lighting that is now dimmable.
- Furniture delivery scheduled for July 13, and 15th, 2021.
- Cosmetology furniture and equipment scheduled for delivery for July 20th, 2021.

Paperclips

June 2021

CUSTODIAN/BUS DRIVER

Pioneer Technology Center, an engaging and supportive workplace providing high quality programs and services, is looking for a Custodian/Bus Driver for the facilities maintenance department. Are you someone who is motivated by the satisfaction of a job well done, developing and maintaining positive working relationships with internal and external customers? To be successful in this job you must be dependable, loyal, team-focused, accurate, detailed-oriented and responsible.

You must have a High School Diploma, or equivalency, and possess (or be willing to obtain within 4 months) a valid Class B Commercial Driver's License with passenger/school bus endorsement with air brakes. Additionally, you must have 1-2 years of related custodial experience. Proficiency with custodial equipment and computer technology is preferred. The ability to pass a drug test, driving records check, and a criminal background check is required. If this is you, and you can prove it, you could be a great fit for our team.

PTC offers excellent pay and benefits, and provides a supportive, relationship-based environment. We are committed to assisting employees in developing strengths, focusing on opportunities, and performing purposeful work. We hire based on individual talent and fit for the organization. Complete your application at www.pioneertech.edu.

Pioneer Technology Center considers all qualified applicants for each position and does not discriminate on the basis of race, color, national origin, sex/gender, age, religion, disability or veteran status.

Salary is commensurate with experience and qualifications.

Open until a suitable applicant is found.

Oklahoma State Bureau of Investigation records check required upon employment.

Pioneer Technology Center, an engaging and supportive workplace providing high quality programs and services, is looking for a T&I Teaching Assistant/Bus Driver for the Industrial Technology Program.

Are you someone who is moved by facilitating instruction, and developing and maintaining positive working relationships with other professionals? To be successful in this job you must be dependable, loyal, team-focused, reliable, and responsible. You must also have a High School Diploma, or equivalency, and possess (or be willing to obtain within 4 months) a valid Class B Commercial Driver's License with an air brake endorsement. Additionally, you must have 2+ years of related experience and/or training, the ability to build relationships and relate to students, and be able to pass a drug test, driving records check, and a criminal background check. Proficiency with computer technology and software is also a requirement. You must be able to work in a team that values people, innovation, character, learning, and economic development. If this is you, and can prove it, you could be a great fit for our team.

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PAGE 4B - THE PONCA CITY NEWS, SATURDAY, JUNE 26, 2021

THE PONCA CITY NEWS, WEDNESDAY, JUNE 2, 2021 - PAGE 7

Pioneer Technology Center is accepting applications for the position of ABE/HSE COORDINATOR/INSTRUCTOR.

Are you someone who is moved by facilitating all aspects of instruction, and developing and maintaining positive working relationships with other professionals? To be successful in this job you must be dependable, team-focused, reliable and responsible.

Master's Degree in Education preferred. Current Oklahoma Teaching Certificate and at least five years' teaching experience required, supervisory experience also preferred. You must be able to work in a team that values people, innovation, character, learning, and economic development. If this is you, and you can prove it, you could be a great fit for our team.

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Salary is commensurate with experience and qualifications.

Contract length is 10-month (school year).

Open until a suitable applicant is found.

Pioneer Technology Center considers all qualified applicants for each position and does not discriminate on the basis of race, color, national ori-

gin, sex/gender, age, religion, disability or veteran status.

Oklahoma State Bureau of Investigation records check required upon employment.

A complete job description, list of qualifications, and application can be found at www.pioneertech.edu/about/employment or at Pioneer Technology Center (reception desk) at 2101 N. Ash, Ponca City. Please return your application in a sealed envelope to the reception desk or by mail to the Pioneer Technology Center Human Resources Manager. Additional questions can be made to the Human Resources Office at 580-762-8336, extension 224.

TESTING SPECIALIST

Contract length is 12 months

Pioneer Technology Center, an engaging and supportive workplace providing high quality programs and services, is looking for a Testing Specialist.

Are you someone who is motivated by giving excellent customer service, facilitating all aspects of assessment testing, and maintaining positive working relationships with other professionals? To be successful in this job you must be dependable, team-focused, organized, reliable, and detail oriented. You must be able to build relationships and relate to students, staff, customers, and testing company representatives.

Associate degree preferred with three to five years related experience and/or training or equivalent combination of education and experience. To be considered, you must be able to work with a team that values people, innovation, character, learning, and economic development. You could be a great fit for the Testing Specialist position if this is you!

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Salary is commensurate with experience and qualifications.

Open until a suitable applicant is found.

PIONEER TECHNOLOGY

Center, a leader in business and industry services, is looking for a Business Solutions Coordinator!

Are you someone who is motivated by partnering with others to help troubleshoot and design solutions for business challenges and opportunities? To be successful in this position, you must be analytical, perceptive, supportive, creative and goal-oriented. This position is designed for a unique person who has excellent skills in the following areas:

- Verbal and written communication
- Computer software, digital media, and app knowledge (MS Office, business apps, etc.)
- Client engagement and development
- Social media and digital marketing in business
- Teamwork
- Public speaking and presentations
- media relations and marketing plans development
- Project management and event coordination
- Research and analysis

Three years minimum of marketing/business development or comparable work experience is required. A bachelor's degree in business or marketing is preferred. You must have the ability to work with a team that values excellence, service, innovation and resilience. If this is you, and you can prove it, you could be a great fit for our team.

PTC offers excellent pay and benefits, and provides a supportive, relationship-based environment. We are committed to assisting employees in developing strengths, focusing on opportunities, and performing purposeful work. We hire based on talent and fit. Apply only if you meet our performance and abilities guidelines. It is recommended to request a full Performance Profile for this position. Find our application information at www.pioneertech.edu.

Salary is commensurate with experience and qualifications.

Open until a suitable applicant is found.

Pioneer Technology Center considers all qualified applicants for each position and does not discriminate on the basis of race, color, national origin, sex/gender, age, religion, disability or veteran status.

Oklahoma State Bureau of Investigation records check required upon employment.

CUSTODIAN/BUS DRIVER

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You must have a High School Diploma, or equivalency, and possess (or be willing to obtain within 4 months) a valid Class B Commercial Driver's License with passenger/school bus endorsement with air brakes. Additionally, you must have 1-2 years of related custodial experience. Proficiency with custodial equipment and computer technology is preferred. The ability to pass a drug test, driving records check, and a criminal background check is required. If this is you, and you can prove it, you could be a great fit for our team.

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Open until a suitable applicant is found. Oklahoma State Bureau of Investigation records check required upon employment.

Employment

Help Wanted 0470

Pioneer Technology Center is accepting applications for the position of ABE/HSE COORDINATOR/INSTRUCTOR.

Are you someone who is moved by facilitating all aspects of instruction, and developing and maintaining positive working relationships with other professionals? To be successful in this job you must be dependable, team-focused, reliable and responsible.

Master's Degree in Education preferred. Current Oklahoma Teaching Certificate and at least five years' teaching experience required, supervisory experience also preferred. You must be able to work in a team that values people, innovation, character, learning, and economic development. If this is you, and you can prove it, you could be a great fit for our team.

PTC offers excellent pay and benefits, and provides a supportive, relationship-based environment. We are committed to assisting employees in developing strengths, focusing on opportunities, and performing purposeful work. We hire based on individual talent and fit for the organization.

Pioneer Technology Center considers all qualified applicants for each position and does not discriminate on the basis of race, color, national origin, sex/gender, age, religion, disability or veteran status.

Salary is commensurate with experience and qualifications

Contract length is 10-month (school year)

Open until a suitable applicant is found.

Pioneer Technology Center considers all qualified

Pioneer Technology Center is accepting applications for the position of ABE/HSE COORDINATOR/INSTRUCTOR.

Are you someone who is moved by facilitating all aspects of instruction, and developing and maintaining positive working relationships with other professionals? To be successful in this job you must be dependable, team-focused, reliable and responsible.

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Pioneer Technology Center considers all qualified applicants for each position and does not discriminate on the basis of race, color, national origin, sex/gender, age, religion, disability or veteran status.

Salary is commensurate with experience and qualifications

Contract length is 10-month (school year)

Open until a suitable applicant is found.

Pioneer Technology Center considers all qualified

Employment

Help Wanted 0470

Pioneer Technology Center is accepting applications for the position of ABE/HSE COORDINATOR/INSTRUCTOR.

Are you someone who is moved by facilitating all aspects of instruction, and developing and maintaining positive working relationships with other professionals? To be successful in this job you must be dependable, team-focused, reliable and responsible.

Master's Degree in Education preferred. Current Oklahoma Teaching Certificate and at least five years' teaching experience required, supervisory experience also preferred. You must be able to work in a team that values people, innovation, character, learning, and economic development. If this is you, and you can prove it, you could be a great fit for our team.

PTC offers excellent pay and benefits, and provides a supportive, relationship-based environment. We are committed to assisting employees in developing strengths, focusing on opportunities, and performing purposeful work. We hire based on individual talent and fit for the organization.

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Employment

Help Wanted 0470

Pioneer Technology Center, an engaging and supportive workplace providing high quality programs and services, is looking for a **CHILDREN'S LAB AND PRESCHOOL TEACHER**.

Apply at pioneertech.ninjagig.com

Are you someone who is moved by providing positive guidance and direction to children of varying ages? To be successful in this job you must be dependable, supportive, encouraging and productive.

You must have a High School Diploma or High School Equivalency (HSE) and have or be willing to obtain a Child Development Associate Credential. Additionally, you must have 2+ years of related experience and/or training and the ability to build relationships with and relate to children. Previous teaching experience is preferred, but not required.

You must also be able to work in a team that values people, innovation, character, learning, and economic development.

If this is you, and you can prove it, you could be a great fit for our team.

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Salary is commensurate with experience and qualifications.

Open until a suitable applicant is found.

Oklahoma State Bureau of Investigation records check required upon employment.

Pioneer Technology Center, an engaging and supportive workplace providing high quality programs and services, is looking for a **COORDINATOR OF THE BASIC PEACE OFFICER CERTIFICATION PROGRAM (BPOC)**.

Apply at pioneertech.ninjagig.com

Are you someone who is motivated by developing new programs and services, facilitating all aspects of instruction, and maintaining positive working relationships with other professionals? To be successful in this job you must be dependable, team-focused, reliable and responsible. You must be able to build relationships and relate to students, staff, customers, and law enforcement agencies.

Five years of law enforcement experience, and valid CLEET Instructor Certification are required. A Bachelor's Degree in a related field is preferred, and upon employment you must obtain a clear criminal background check. To be considered, you must be able to work in a team that values people, innovation, character, learning, and economic development.

If this is you, and you can prove it, you could be a great fit for our team.

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Pioneer Technology Center considers all qualified applicants for each position and does not discriminate on the basis of race, color, national origin, sex/gender, age, religion, disability or veteran status.

Salary is commensurate with experience and qualifications.

Open until a suitable applicant is found.

Oklahoma State Bureau of Investigation records check required upon employment.



Pioneer Technology Center, an engaging and supportive workplace providing high quality programs and services, is looking for a **HEALTH PROGRAMS TEACHING ASSISTANT/BUS DRIVER**.

Apply at pioneertech.ninjagig.com

Are you someone who is

moved by facilitating instruction, and developing and maintaining positive working relationships with other professionals? To be successful in this job you must be dependable, loyal, team-focused, reliable, and responsible.

You must have a High School Diploma, or equivalency, Associate's Degree preferred, and possess (or be willing to obtain within 4 months) a valid Class B Commercial Driver's License with an air brake endorsement.

You must also have 2+ years of related experience and/or training, the ability to build relationships and relate to students, and be able to pass a drug test, driving records check, and a criminal background check.

Proficiency with computer technology and software is also a requirement. You must be able to work in a team that values people, innovation, character, learning, and economic development. If this is you, and you can prove it, you could be a great fit for our team.

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Salary is commensurate with experience and qualifications.

Open until a suitable applicant is found. Oklahoma State Bureau of Investigation records check required upon employment.

PTC Student of the Month

Candala Shenold is the Pioneer Technology Center June Student of the Month. Shenold is an adult student from Ponca City and represents the practical nursing program. Her instructor Michelle Tripp said, 'Candala is a great role model and leader. She excels in her clinical opportunities and provides compassionate, competent, and quality care to patients.' Students of the month are given a PTC refill cup and a certificate of achievement. (Courtesy photo)



Saturday

June 26, 2021

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poncacitynews.com



The Metalworks Academy at Pioneer Technology Center (PTC) allowed 8th, 9th, and 10th grade students to enter the world of machining under the instruction of Jared McMartin. Each student designed creations that were carved out of metal using CNC Machines. Pictured left to right Brock Homier, Cali Wells, Robert Leonard, and Dillin Miller. For enrollment information for the Precision Machining program at Pioneer Tech visit pioneertech.edu or call 580-762-8336.

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Pioneer Technology Center does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, disability or age in its programs and activities.

22 June 2021 9:01 AM



Courtesy Photo

Students from Pioneer Tech's Forensics Academy explored the field of Forensic Science and learned how to gather medical evidence. Back row: Jasmine Kennedy, Michaela Lee, and Rylee Cincaid. Front row: Adysan Connelly, John Kelly, and Lucinda Foreman.



Pioneer Tech student of the month

Candala Shenold is the Pioneer Technology Center (PTC) June Student of the Month. Shenold is an adult student from Ponca City and represents the Practical Nursing Program. Her instructor Michelle Tripp says, "Candala is a great role model and leader. She excels in her clinical opportunities and provides compassionate, competent, and quality care to patients." Students of the month are given a PTC refill cup and a certificate of achievement. They are encouraged to fill up their cups with their favorite beverages at no cost for the entire month. Enrollment is open for the September Practical Nursing class; call 580-762-8336 or visit pionertech.edu to find more information about the prerequisites to become a Licensed Practical Nurse.



Pioneer Tech adult graduates

The Pioneer Technology Center (PTC) 2021 Adult Basic Education and High School Equivalency (ABE/HSE) graduates were celebrated last month to commemorate earning their High School Equivalency Diplomas. This program for adults is offered in the daytime and evening for individuals desiring to improve basic verbal and math skills or to earn a high school diploma in order to get better jobs, to continue their education, and to improve their lives. The 2019 - 2021 graduates are pictured in the fourth row left to right Hannah Cerve, Ponca City; Kenneth Wolf, Ponca City; Ashton Hasselbring, Ponca City. Third row left to right Stephanie Ford, Ponca City; Jazlyn Smith, Ponca City; Alecia Jones, Ponca City; Sabrina Askew-Tilden, Ponca City; Mariabel Ramos, Ponca City; Chelsey Morgan, Ponca City; Kandice Nieto-Valez, Ponca City; Perla Villa, Ponca City; Dallas Ryan, Ponca City; Kaden Wiley, Ponca City. Front row left to right Jasmine Parks, Blackwell; Casey Smith, Ponca City; Jacop Casurus, Ponca City; Adam Hanson, Blackwell; Ciara Hall, Ponca City; Monica Koshivay, Red Rock; and Dauby Miller, Ponca City. Enrollment for this program begins again Tuesday, August 10th from 9am to 12pm or by appointment. Call 580-718-4319 or visit pioneertech.edu to find out more about Pioneer Tech's Adult Basic Education and High School Equivalency program. Graduates not pictured: Toby Bangus, Kyle Chmate, Terren Cobb, Robert Coleman, Nicholas Compala, Nickolas Cramer, Madison Daine, Cody Delaney, Alexander Fox, Dylan Greenleaf, Shelby Hambleton, Thomas Hancy, Hannah Hernandez, Wallace Hoskinson, McKayla Mare, Kindra Marek, James Marsh, Sean McDaniel, Samuel Motley, Vivanna Parz, Britney Preble, Jessica Rodriguez, Waylon Rhodd, Frankie Sanchez, Jacob Seaton, Corrina Simmons, Neal Smith, Jr., Dominic VanDusen, Lauryn Weller, and Johnathan Woodham.



Pioneer Tech Engineering Academy students

Students from Pioneer Tech's Engineering Academy explored developer concepts and used the SolidWorks computer program to build and print their customized 3D designs. Instructor Chuck Rector had both a morning and afternoon session for these future engineers. Pictured left to right Blevin Summers, Cali Wells, Rachel Lawson, Ezra Shelton, Vanessa Chavez, Mason McCleary, John Kelly, and Ethan Garcia. July academies are still taking enrollment for students going into the 8th through 10th grade. Visit pioneertech.edu for more information. Enhancing Lives, Securing Futures



Pictured left to right in the back row Gunner Proese, Landon Blakey, Robert Lee Leonard, Meyah Mooring, Jess Miller, and Matthew Mooring. Front row left to right Dylan Waltner,

PTC Horsepower



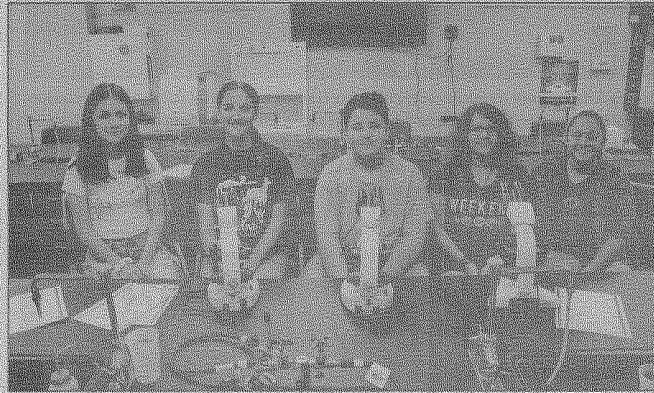
Students from Pioneer Tech's Horsepower Academy enjoyed four days of learning how vehicles work from inside the engine to rotating tires. Jay Kirkendall with Pioneer Tech Fleet Maintenance gave the students hands-on experience in disassembling a motorcycle. From left, Gunner Froese, Eli Coffman, Valeria Ochoa, Alina Muniz, Preston Jones, Adrian Perez, Dylan Walner and Micah Henry. (Courtesy photo)

PTC Forensics



ABOVE: Students from Pioneer Tech's Forensics Academy explored the field of Forensic Science and learned how to gather medical evidence. Instructor Ashley Eddinger had both a morning and afternoon session for these future investigators. FRONT ROW, FROM LEFT: the a.m. group, Adysan Connolly, John Kelly, and Lucinda Foreman. BACK ROW: Jasmine Kennedy, Michaela Lee and Rylee Kincaid.

BELOW: From left, the p.m. group, Antonio Lopez, Addison Kyler, Gabriel Dixon, Alina Muniz, and Valeria Ochoa. (Courtesy photos)



Tech students do 3D design



Students from Pioneer Tech's Engineering Academy explored developer concepts and used the SolidWorks computer program to build and print customized 3D designs. Instructor Chuck Rector had both a morning and afternoon session for these future engineers.

LEFT: FROM LEFT: a.m. group, Blevin Summers, Cali Wells, Rachel Lawson, Ezra Shelton, Vanessa Chavez, Mason McCleary, John Kelly and Ethan Garcia.

RIGHT: FRONT ROW, FROM LEFT: p.m. group, Dylan Waltner, John Kelly and Emma Pena. BACK ROW, Gunner Froese, Landon Blakey, Robert Lee Leonard, Meyah Mooring, Jesse Miller and Matthue Mooring. (Courtesy photos)



Students from Pioneer Tech's Forensics Academy explored the field of Forensic Science and learned how to gather medical evidence. Instructor Ashley Eddinger had both a morning and afternoon session for these future investigators. Pictured left to right in the back row Jasmine Kennedy, Michaela Lee, and Rylee Kincaid. Front row left to right Adysan Connelly, John Kelly, and Lucinda Foreman. For more information about Pioneer Technology Center visit pioneertech.edu.

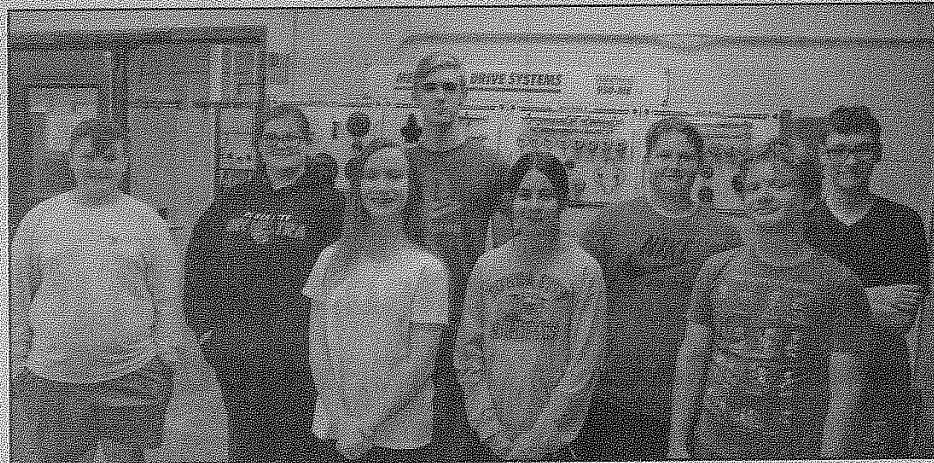


Pictured left to right from the afternoon Forensics Academy are Antonio Lopez, Addison Kyler, Gabriel Dixon, Alina Muniz, and Valeria Ochoa.

STATE



Pictured left to right in the back row Gunner Froese, Landon Blakey, Robert Lee Leonard, Meyah Mooring, Jesse Miller, and Matthue Mooring. Front row left to right Dylan Waltner, John Kelly, and Emma Pena. July academies are still taking enrollment for students going into the 8th through 10th grade. Visit pioneertech.edu for more information.



Students from Pioneer Tech's Engineering Academy explored developer concepts and used the SolidWorks computer program to build and print their customized 3D designs. Instructor Chuck Rector had both a morning and afternoon session for these future engineers. Pictured left to right Blevin Summers, Call Wells, Rachel Lawson, Ezra Shelton, Vanessa Chavez, Mason McCleary, John Kelly, and Ethan Garcia. July academies are still taking enrollment for students going into the 8th through 10th grade. Visit pioneertech.edu for more information.

PTC Graduates



The Pioneer Technology Center 2021 Adult Basic Education and High School Equivalency (ABE/HSE) graduates were celebrated last month to commemorate earning their high school equivalency diplomas. This program for adults is offered in the daytime and evening for individuals who want to improve basic verbal and math skills or to earn a high school diploma to get better jobs, continue their education, and improve their lives. FRONT ROW, FROM LEFT: Jasmine Parks, Blackwell; Casey Smith, Ponca City; Jacop Camren, Ponca City; Adam Hanson, Blackwell; Ciara Hall, Ponca City; Monica Koshiway, Red Rock; and Daisy Miller, Ponca City.

SECOND ROW: Sara Pendland, Ponca City; Maribel Ramos, Ponca City; Chelsey Morgan, Ponca City; Kandice Nieto-Valez, Ponca City; Perla Villa, Ponca City; Dallas Ryan, Ponca City; Kaden Wiley, Ponca City.

THIRD ROW: Stephanie Ford, Ponca City; Jazlyn Smith, Ponca City; Alecia Jones, Ponca City; Sabrina Askew-Tilden, Ponca City; and Audrey Segura, Ponca City.

FOURTH ROW: Hannah Cerre, Ponca City; Kenneth Wolf, Ponca City; Ashton Haselbring, Ponca City.

Graduates not pictured: Toby Baugus, Kyle Choate, Terren Cobb, Robert Coleman, Nicholas Compala, Nickolas Cramer, Madison Daine, Cody Delaney, Alexander Fox, Dylan Greenleaf, Shelby Hambleton, Thomas Haney, Hannah Hernandez, Wallace Hoskinson, McKayla Mace, Kindra Marek, James Marsh, Sean McDaniel, Samuel Motley, Vivianna Paez, Brittney Preble, Jessica Rodriguez, Waylon Rhodd, Frankie Sanchez, Jacob Seaton, Corrina Simmons, Neal Smith, Jr., Dominic VanDusen, Lauryn Weller and Johnathan Woodham. (Courtesy photo)



Ponca Tribe offers vaccines

The Ponca Tribe through the White Eagle Health Center offered Covid-19 vaccinations to Pioneer Technology Center employees recently. Medical Assisting students helped administer the vaccine, which became a clinical learning experience. "We appreciated this opportunity of learning and partnership with the Ponca Tribe and White Eagle Health Center," remarked Ashley Eddinger, Medical Assisting Instructor. Pictures left to right Alexa Gurrola (student), Kandice Nieto-Valez (student), Summer Lieb (student), Stephanie Oakley (student), Sherri Bosworth (student), Ashley Eddinger (instructor), and White Eagle Health Center workers Kimberly Burgess, Yvonne Warrior, and Kacie Childs. For more information about Pioneer Tech's programs and services, call 580-762-8336 or visit pioneertech.edu.



From left: JD Soulek, PTC Board President; Molly Kyler, Mary Rigdon, and Traci Thorpe.

Mary Rigdon Retires from the Pioneer Tech Board of Education

The Pioneer Technology Center (PTC) Board of Education accepted the resignation of Mary Rigdon, long-time board member and current Vice Clerk at this month's board meeting.

"We have been blessed with Mary's 24 years of service to Pioneer Technology Center. Her leadership and dedication as a board member have been instrumental in supporting PTC in continuing to provide high-quality education, training, and resources to the communities we serve. We sincerely appreciate Mary's commitment to Pioneer Tech and the district she represented," said Traci Thorpe, Superintendent/CEO.

Rigdon was appointed in May of 1996 to the PTC Board of Education and has served under six different superintendents. Since that time, she has provided leadership on three major building projects.

A resident of Newkirk and retired as the Newkirk Public School Nurse, Rigdon says, "It has been my honor to serve as the Zone 1 representative on the Board of Education for Pioneer Tech."

The staff of PTC presented Rigdon with a blue planter filled with flowers for her front porch, a commemorative metal rendering of the sign that stands by PTC's main entrance, and many cards of thanks. For more information about Pioneer Technology Center call 580-762-8336 or visit their website www.pioneertech.edu.

Wednesday

June 16, 2021

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The Pioneer Technology Center (PTC) 2021 Adult Basic Education and High School Equivalency (ABE/HSE) graduates were celebrated last month to commemorate earning their High School Equivalency Diplomas. This program for adults is offered in the daytime and evening for individuals desiring to improve basic verbal and math skills or to earn a high school diploma in order to get better jobs, to continue their education, and to improve their lives. The 2019 - 2021 graduates are pictured in the fourth row left to right Hannah Cerre, Ponca City; Kenneth Wolf, Ponca City; Ashton Hasselbring, Ponca City. Third row left to right Stephanie Ford, Ponca City; Jazlyn Smith, Ponca City; Alecia Jones, Ponca City; Sabrina Askew-Tilden, Ponca City; and Audrey Segura, Ponca City. Second row left to right Sara Pendland, Ponca City; Maribel Ramos, Ponca City; Chelsey Morgan, Ponca City; Kandice Nieto-Valez, Ponca City; Perla Villa, Ponca City; Dallas Ryan, Ponca City; Kaden Wiley, Ponca City. Front row left to right Jasmine Parks, Blackwell; Casey Smith, Ponca City; Jacop Camren, Ponca City; Adam Hanson, Blackwell; Ciara Hall, Ponca City; Monica Koshiway, Red Rock; and Daisy Miller, Ponca City. Enrollment for this program begins again Tuesday, August 10th from 9am to 12pm or by appointment. Call 580-718-4319 or visit pioneertech.edu to find out more about Pioneer Tech's Adult Basic Education and High School Equivalency program. Graduates not pictured: Toby Baugus, Kyle Choate, Terren Cobb, Robert Coleman, Nicholas Compala, Nickolas Cramer, Madison Daine, Cody Delaney, Alexander Fox, Dylan Greenleaf, Shelby Hambleton, Thomas Haney, Hannah Hernandez, Wallace Hoskinson, McKayla Mace, Kindra Marek, James Marsh, Sean McDaniel, Samuel Motley, Viviana Paez, Brittney Preble, Jessica Rodriguez, Waylon Rhodd, Frankie Sanchez, Jacob Seaton, Corrina Simmons, Neal Smith, Jr., Dominic VanDusen, Lauryn Weller, and Johnathan Woodham.

PTC Student of the Year



Kenny Endl was named the Pioneer Technology Center Student of the Year. He is a graduate of Woodland High School and the son of Alicia Endl. While attending PTC Endle was elected as a state HOSA officer. He participated in the student ambassador program and was inducted into the National Technical Honor Society (NTHS). Endle is enrolling at Northern Oklahoma College in Tonkawa and would like to become a neonatologist. According to his biomedical sciences academy instructor Cara Bodick, 'Kenny not only had impeccable attendance and grades, but he was also passionate about being a leader and helping his classmates. He was named valedictorian at his home school of Woodland High School, chapter FFA president and class president.' Along with completing his FFA (Future Farmers of America) chapter degree, he placed fifth in veterinary science in the HOSA state competition and received the Barbara James Service Award for his hours of community service. For more information or to enroll in Pioneer Tech's Biomedical Sciences program call (580) 762-8336 or visit www.pioneertech.edu. (Courtesy photo)



Pioneer Tech student of the year

Kenny Endl was named the Pioneer Technology Center (PTC) Student of the Year. He is a graduate of Woodland High School and the son of Alicia Endl. While attending PTC Endle was elected as a state HOSA officer. He participated in the Student Ambassador program and was inducted into the National Technical Honor Society (NTHS). Endle is enrolling at Northern Oklahoma College (NOC) in Tonkawa and would like to become a neonatologist. According to his Biomedical Sciences Academy instructor Cara Bodick, "Kenny not only had impeccable attendance and grades, but he was also passionate about being a leader and helping his classmates. He was named valedictorian at his home school of Woodland High School, chapter FFA president, and class president." Along with completing his FFA (Future Farmers of America) chapter degree, he placed fifth in Veterinary Science in the HOSA state competition and received the Barbara James Service Award for his hours of community service. For more information or to enroll in Pioneer Tech's Biomedical Sciences program call 580-762-8336 or visit www.pioneertech.edu.

Endl PTC Student of the Year

Courtesy Photo | PTC



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THE TONKAWA NEWS • Tonkawa, Oklahoma

CareerTech partners with DPS to offer driver's license testing

Pioneer Technology Center (PTC) offers Driver's License Testing through a partnership with the Oklahoma Department of Public Safety (DPS). Intended to help provide more test locations across Oklahoma, Governor Kevin Stitt signed an executive order allowing CareerTech testing centers to offer the written exam to Oklahoman's pursuing a driver's license. "This partnership will greatly benefit our customers and allows this part of the process to be accomplished without having to visit the DPS office," remarked DPS Commissioner John Scully.

Pioneer Tech will begin to offer the Class D Driver and Motorcycle written exam on April 5th. The exam is only 20 questions and requires your birth certificate. Candidates must be 15 and a half years old to take the Class D exam and 14 years old for the Motorcycle test.

For other specific requirements to obtain a license, refer to the Oklahoma Driver Manual. Registration, for test dates, is now open through the Pioneer Tech website, look for the testing tab under the student menu.



Riley Ladner, from Ponca City, was the first student to take his Class D written exam in the Pioneer Tech Testing Center. These tests are being offered along with the Motorcycle written exam in a partnership with the Department of Public Safety.

Thursday

June 3, 2021

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poncacitynews.com



1 MILLION CUPS

Pictured left to right: Allison Broome, Madelin Newcomb and Robert Howard. Newcomb and Broome talked to the assembled group of entrepreneurs and answered questions about Marland's Place at the 1 Million Cups meeting held at Pioneer Tech Center. They were presented with an orange cup for speaking at the meeting. (Photo by Calley Lamar)

Marland's Place shares foster care information at 1 Million Cups

By CALLEY LAMAR
calley@poncacitynews.com

June's speakers for the monthly 1 Million Cups meeting held at Pioneer Tech Center were Madelin Newcomb, Family Specialist, and Allison Broome, Director of Development, from Marland's Place.

Marland's Place was formerly known as the Marland Children's Home, and before that, the American Legion Children's Home.

Established in 1928, Marland's Place is located on 100 acres of land donated by E.W. Marland. Marland, along with William McFadden and other local businessmen, donated money to build dorms for children whose families had lost their lives in World War I or whose parents were serving at the time.

The mission of the organization is to improve the lives of children and bring them together with nurturing families. It has cared for over 8,000 children and at one point had as many as 130 youths at the home.

Marland's Place is a non-profit organization that provides foster services on and off campus, offers resources other agencies don't such as 24/7 on-

call assistance, while also handling childcare and a variety of monthly trainings for foster parents.

There are currently five homes on the campus, all of which are currently occupied. Marland's Place also allows foster parents to foster children off campus.

The campus consists of several buildings including a dining hall with capacity for up to 100 seated, a gym, a game and tv room known as the Rumble Room, a pavilion with picnic areas and a playground, as well as office space available on a monthly or yearly lease.

There are 7,526 children in Oklahoma who need a place to call home and 161 of those are in Kay County.

One of the many ways to help out is to become a foster parent.

"A lot of training hours, but it is all really good information. You have to do a guiding principle's training which is 27 hours of training," said Broome on training to become a foster parent. "There is also a home setting, which involves home checking, background checks, calling references, verifying employment and inspecting the home

to make sure you are provided a safe environment.

"It also takes about six months on average from when you say 'I want to become a foster parent' to when you can become certified to be a foster parent," said Newcomb. "So if you are thinking about becoming a foster parent or know someone who would like to foster, tell them to get on the ball, because there is on average about six months."

There are several other ways to help out as well including financial support since 75% of Marland's Place funding comes from donations, sharing resources offered by Marland's Place, and in-kind donations. Items that Marland's Place are always in need of include diapers, cribs, wipes, and suitcases. Donors can also visit the organization's Amazon Wishlist for additional needs.

Following the meeting, both Newcomb and Broome were presented with an orange cup that is given to speakers at 1 Million Cups meetings.

1 Million Cups will be going on a break with the next meeting being the first Wednesday in September.

Saturday

June 19, 2021

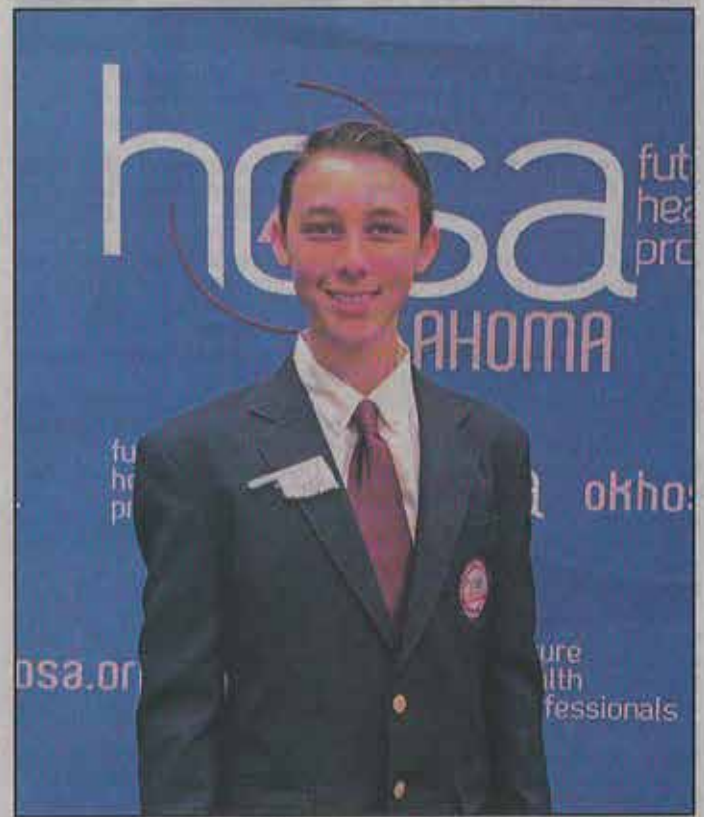
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poncacitynews.com



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Tuesday

June 1, 2021



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National Technical Honor Society

Pioneer Technology Center's (PTC) National Technical Honor Society (NTHS) inductees and their families attended a ceremony recognizing their accomplishments during the school year. Shelley Arrott, Ponca City School Superintendent, spoke to the inductees about leadership and learning from your mistakes. The inductees are pictured third row from left to right: Brenna Leonard (Ponca City); Brexten Janda (Ponca City); Jucey Burdea (Ponca City). Second row left to right: Traci Thorpe (Superintendent/CEO); Alyssa Bush (Ralston); Stewart Campeau (Fairfax), and Charleigh Haskins (Blackwell). Front row left to right Kaitlyn Jordan (Tonkawa); Sherri Bosworth (Ponca City); Ali Thiry (Ponca City); Isabelle Willis (Ponca City), and Lizeth Ulate (Ponca City). Not pictured Owen Case (Newkirk); Karissa Abello (Tonkawa); Noah Abello (Tonkawa); Kenneth Endl (Ralston); Jaime Randall (Tonkawa); Heather Roethlisberger (Ponca City), and Charity Clark (Ponca City). To receive the NTHS honor each student must be recommended by their instructor and maintain an "A" in their Pioneer Tech class. They also may not have more than three absences for the year. All students enrolled at PTC have the opportunity to earn this recognition. For more information about Fall enrollment and career training programs call 580-762-8336 or visit www.pioneerotech.edu.



Weld for work competition

MJ&H Fabrication in Ponca City and Pioneer Technology Center (PTC) teamed up once again for the Fourth Annual Weld for Work Competition last week. This competition aligns newly graduated Pioneer Tech welders with jobs available in their district. PTC students competed, in a two-day event, testing their welding ability and fabrication skills. MJ&H put together a unique welding skill challenge for the students. First place went to Koby Wilson, POHI; 2nd place was Damon Smith, POHI; 3rd place Jonathan Arteaga, Blackwell; 4th place Trey Reese, Woodland; 5th place Bryce Gilliland, POHI; and 6th place Brody Spencer, Woodland. MJ&H offered employment to the top three participants. Pictured from left to right Owen Smith with MJ&H; Jonathan Arteaga, Koby Wilson, Damon Smith, and Lane Fisher with MJ&H. For more information on Pioneer Technology Center visit pioneerotech.edu.



Pioneer Tech Practical Nursng students awarded scholarships

Pioneer Technology Center (PTC) Practical Nursing (PN) program students were awarded Community Health Foundation scholarships. Pictured left to right in the back-row Jordan Boone, Kira Looper, Elissa Jones, and Jamie Ventle. Front row left to right Candala Shenold, Kaitlyn Jordan, Heather Roethlisberger, Katelyn Watkins, Titeana Lewis, and Megan Licklitter. The Community Health Foundation was formed in 2006. Its mission exists to improve the health of the citizens of Kay County through programming, education, scholarships, partnerships, and grants. The foundation sponsors scholarships for the PN program every Fall and Spring semester. For enrollment information for the September nursing class visit pioneertech.edu and find more information on prerequisites to be a student in the program.



Pioneer Tech business students get state awards

Business Information Technology Education (BITE) students from Pioneer Technology Center received awards from the State BPA convention this month. Alex Cope, from Tonkawa, on the right was awarded second place in Information Technology Concepts and Raychell Beshirs, from Newkirk, pictured on the left received second place in Computer Network Technology. Both individuals will be competing at the national level. Originally it was supposed to be in Orlando, FL, but due to Covid-19, the convention is virtual this year. For more information about the BITE program and other services offered at Pioneer Tech call 580-762-8336 or visit pioneertech.edu.



Award of Excellence

Molly Kyler, Executive Director of Business and Industry Services, was presented the Award of Excellence at the Oklahoma PACE (Post-secondary Adult Career Education) conference on April 30th. This honor recognizes an outstanding individual in the PACE division for their professional and community involvement, outstanding achievements, and high level of professionalism; along with how the individual demonstrates leadership and customer service. "It's a true honor to be selected by my peers in CareerTech to receive this award. The tremendous support of my team has allowed me to dig in and capitalize on my strengths so we can make a greater impact on our district," remarked Kyler. For more information about Pioneer Technology Center's Business and Industry Services visit pioneertech.edu.

PIONEER TECHNOLOGY CENTER
PURCHASES OVER \$10,000
 Equipment/Furniture/Remodel or Repairs/Technology
 FY 2021-2022 July 13, 2021

<u>Program/Area</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Instructional – COVID funds	MLC CAD Systems LLC	Markforged X7 3D Printer	\$69,000.00
		X7 Customer Success Plan	\$ 6,999.00
		Markforged 1day installation & training	\$ 2,500.00
		Ground Freight	<u>\$ 365.00</u>
		TOTAL	\$78,864.00

(Other quotes: NONE – Sole Source Vendor)

Instructional – COVID funds	Vectis Automation LLC	Vectis Cobot Welding Tool UR10e	\$82,850.00
		Mega Consumables Package	\$ 490.00
		Push-Pull Wirefeeding Package	<u>\$10,310.00</u>
		TOTAL	\$93,650.00

(Other quotes: NONE – Red D Arc Inc \$99,163.)



Leave the technical ship repair, you can't dock at 07 you will be met there a technical expert. Limited cargo which more than 1000,000 packages possible only in the dock 00. Please plan your route in advance.

We remind visitors of the 07 station is included in the technical zone is possible only with permits. Security guards will be checked. You can continue your journey. Book a place in a group. Book.

Leave the technical ship repair, you can't dock at 07 you will be met there a technical expert. Limited cargo which more than 1000,000 packages possible only in the dock 00. Please plan your route in advance.

We remind visitors of the 07 station is included in the technical zone is possible only with permits. Security guards will be checked. You can continue your journey. Book a place in a group. Book.

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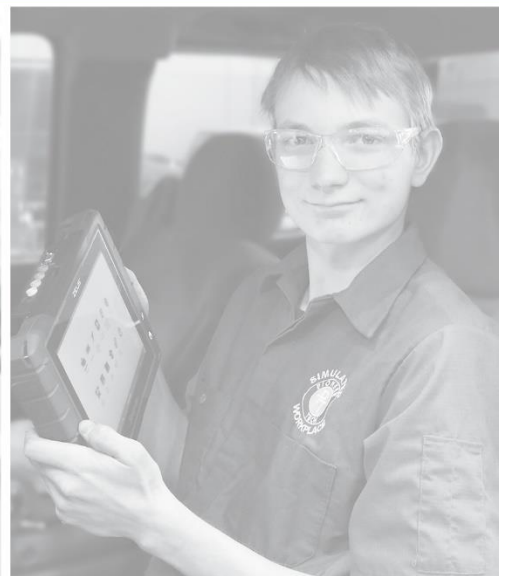
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Student Handbook

2021

www.pioneertech.edu

2022



PIONEER TECHNOLOGY CENTER

2021 – 2022 SCHOOL CALENDAR

August 10, 2021	Evening – Back to School Night
August 12, 2021	First Day of School
September 6, 2021	Labor Day Holiday (Campus Closed)
September 13, 2021	Professional Day – No Classes
October 12, 2021	Evening Parent/Teacher Conferences
October 14, 2021	Parent/Teacher Conference Day – No Classes
October 15 & 18, 2021, Friday & Monday	Student Fall Break – No Classes
November 4, 2021	Evening – Advisory Committee Banquet
November 24-26, 2021, Wednesday - Friday	Thanksgiving Holiday (Campus Closed)
December 22, 2021 thru Jan. 3, 2022	Winter Break – No Classes
January 4, 2022	First Day of Second Semester
January 14, 2022	Professional Day – No Classes
January 17, 2022	Martin Luther King Jr. Day (Campus Closed)
February 15, 2022	Evening Parent/Teacher Conferences
February 18, 2022	Parent/Teacher Conference Day – No Classes
February 21, 2022	Presidents' Day Holiday (Campus Closed)
March 14 – 18, 2022, Monday - Friday	Spring Break – No Classes
April 15, 2022	Good Friday Holiday (Campus Closed)
May 20, 2022	Final Day of Instruction
May 30, 2022	Memorial Day Holiday (Campus Closed)
Inclement weather make-up days: April 15, May 23-27	

SCHOOL SCHEDULE

Scheduled class times are from 8:00 a.m. to 10:50 a.m. and/or 12:45 p.m. to 3:35 p.m.

Note: Some programs may deviate from the set schedule based upon Accrediting Agency standards.

DATES SCHOOL NOT IN SESSION

Both secondary and adult students are required to attend PTC any date that PTC is in session
Even when their area partner high schools are not in session.

BOARD OF EDUCATION

JD Soulek
President
Nardin, Oklahoma

Gay Norris
Vice President
Ponca City, Oklahoma

Orva Rothgeb
Clerk
Tonkawa, Oklahoma

Debbie Leaming
Member
Newkirk, Oklahoma

Laurence Beliel
Vice Clerk
Ponca City, Oklahoma

ADMINISTRATIVE STAFF

Traci Thorpe
Superintendent/CEO

Molly Kyler
Executive Director, BIS

Kendra Keelin
Instructional Director

Kahle Goff
Executive Director, FTP

Stacey Rush
Chief Financial Officer

Dr. Ryan Burkett
Instructional Director

MISSION STATEMENT

ENHANCING LIVES/SECURING FUTURES

ACCREDITING AGENCIES

Oklahoma State Board of Career & Technology Education

United States Department of Education

National Association for the Education of Young Children

National Automotive Technicians Education Foundation

Southern Region Education Board (Technology Centers That Work)

Oklahoma Department of Education

OK Board of Cosmetology & Barbering

Project Lead the Way

Oklahoma Dept. of Human Services

The PTC Practical Nursing Program is approved through the Oklahoma Board of Nursing located at 2915 N. Classen Blvd, Suite 524, Oklahoma City, Ok 73106; (405) 962-1800; <https://nursing.ok.gov/>

Accreditation Request

Please email info@pioneertech.edu for accreditation documentation requests.

The purpose of this handbook is to inform the student body of the policies and procedures of Pioneer Technology Center. This handbook is posted on the Pioneer Technology Center website (<https://www.pioneertech.edu/>) as a reference to questions that may arise during the school year. Please note that student handbook policies are subject to review and change by PTC Board of Education at any time. Therefore, PTC Board of Education policy supersedes student handbook policy.

Pioneer Technology Center (2101 N. Ash, Ponca City, OK 74601) does not discriminate on the basis of race, color, national origin, sex/gender, age, religion, disability, or veteran status. For Inquiries concerning the application of this policy contact either Karl Lynes, KarlL@pioneertech.edu (580) 718-4281 or Pam Dickerson, PamD@pioneertech.edu (580) 718-4295, Compliance Officers/Title IX Coordinators, or Lori Evans, LoriE@pioneertech.edu (580) 718-4313, 504/ADA Coordinator.

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PIONEER TECHNOLOGY CENTER BUSINESS & INDUSTRY SERVICES STAFF

Adult Training & Development Coordinator/Compliance Officer	Pam Dickerson
Adult Training & Development Registrar	Marcie Close
Adult Training & Development Secretary	Dolor Assidio
Bid Assistance Coordinator	Dawn Brakey
Business Solutions Coordinator.....	TBD
BIS Coordinator	Sylvia Urioste
Entrepreneurial Services Coordinator.....	Ben Evans
Industrial Coordinator	Johnny Thornburgh
Innovation and Incubator Manager	Janet Schwabe
Leadership Development Coordinator.....	Corbin Dewitt
Small Business Management Coordinator	Robert Howard
Safety Registrar	Shelly Emmel
BIS Administrative Assistant / Registrar	Gail Boswell
Safety Instructor.....	Mason Parker
Safety Instructor	Cody Tabor
Safety Instructor.....	Carl Storm

FACULTY

Adult Basic Education Coordinator/Instructor	TBD
Automotive Service Technology Instructor	Brett Haas
Basic Peace Officer Certification Coordinator	TBD
Biomedical Sciences Instructor	Cara Bodick
Business and Information Technology Education Instructor	Zac Ladner
Business and Information Technology Education Instructor	Program in Development
Construction Technology Instructor	James Kirkendall
Cosmetology Instructor	Kayla Randol
Criminal Justice-Emergency Services Instructor	Tom Burg
Culinary Arts Instructor	Brenda Pollak
Emergency Services Instructor	Gary Vap
Fleet and Facilities Maintenance Instructor	Steve Bookout
Health Careers Certification Instructor	Caitlyn Clark
Health Careers Certification Instructor	Shonda Garrison
Health Careers Certification—Medical Assisting Instructor	Ashley Eddinger
Machine Tool Technology Instructor	Jared McMartin
Mathematics Instructor	Erika Johnson
Industrial Technology / Pre-Engineering Instructor	Chuck Rector
Practical Nursing Coordinator	Michelle Tripp
Practical Nursing Instructor	Alisa McCleary
Practical Nursing Instructor	Kathryn Sullins
Practical Nursing Instructor	Robbin Seymour
SHARE Instructor/Coordinator/Co-Compliance Officer	Karl Lynes
SHARE Instructor	John Munger
Teacher Preparation Instructor	Vicki Braden
Welding Technology Instructor	Ian Freeman

STUDENT SERVICES STAFF

Counselor/Student Services Coordinator.....	Lori Evans
Career Development Facilitator	Whitney Schneeberger
Disability Specialist / Placement Facilitator	Carol Lynes
Administrative Assistant.....	Karen Ware
Assessment Facilitator	Sheila Foxworthy
Career Center Specialist	Nancy Jones
Career Center Specialist.....	Lacey Smith
Testing Specialist	TBD

PIONEER TECHNOLOGY CENTER STAFF

Administrative Assistant/Finance	LaNell Reed
Assistant Financial Officer/Activity Fund Custodian	Erin Mercer
Assistant Registrar Full Time Programs.....	Holly Farmer
Bursar/Activity Fund Clerk.....	Amanda Perez-Vargas
Bus Driver/Custodian	Jay Hoogendoorn
Bus Driver/Custodian	Lisa Maupin
Bus Driver/Custodian	Connie Steele
Bus Driver/Custodian/Fleet Maintenance	Jay Kirkendall
Bus Driver/Custodian/Inventory	Debbie Johnstone

Bus Driver/Maintenance.....	Keith Burge
Communications & Marketing Coordinator	Terri Busch
Graphic Design/Marketing Specialist.....	Angela Ogden
Culinary Services Coordinator.....	Lori Brown
Culinary Services Cook.....	Mandy Farmer
Culinary Services Kitchen Assistant/Bus Driver.....	Melody Denke
Custodian (Evening).....	Tamara Ake
Custodian (Evening).....	Jim Kelly
Children’s Lab and Preschool Coordinator	Lora Walton
Children’s Lab and Preschool Kitchen Assistant	Kindal Eller
Children’s Lab and Preschool Teacher	Danielle Cross
Children’s Lab and Preschool Teacher	Kylia Carlson
Children’s Lab and Preschool Teacher	TBD
Financial Aid Officer	Lisa Jackson
Full-Time Programs Registrar	Janice Karnish
Grounds/Maintenance (Part-Time)	Kenny Karnish
Human Resources Manager/Administrative Assistant	Allison Christy
HVAC Technician/Maintenance	Russell Hollingsworth
Assistant Plant/Facilities Coordinator	Jason Kubik
Network Administrator	Kevin Bell
Network Administrator	Scott Overman
New Beginning Coordinator.....	Wendy Burg
Plant/Facilities Coordinator	Michael Orr
Receptionist.....	Carol Cales
Teaching Assistant—Health Programs.....	TBD
Teaching Assistant—Cosmetology.....	Kari Officer
Teaching Assistant/BITE/Teacher Prep.....	Heather Underwood
Teaching Assistant—Practical Nursing.....	LaRhonda Rudd
Teaching Assistant—SHARE	Fae Rabb
Teaching Assistant—SHARE	Celestine Hardiman
Teaching Assistant—Trade & Industry.....	Tyler Evans
Teaching Assistant—Trade & Industry.....	Cindy Ivie
Teaching Assistant—Trade & Industry.....	TBD

Disruption of Instruction

In the event of a school disruption to instruction, PTC may adopt an adjusted schedule and/or calendar according to Oklahoma State Department of Education and/or the Oklahoma State Department of Career and Technical Education guidelines in an effort to adhere to public health guidance. An updated schedule and calendar will be provided. Students will be accountable to meet online/**distance learning**, attendance, participation, and academic requirements for their program.

ADMISSIONS/PLACEMENT/WITHDRAWAL/GRADING

High School Students—All high school students shall be enrolled through a cooperative effort of the sending comprehensive high school and the area CareerTech center except in such cases where the student has provided sufficient evidence that s/he is pursuing an alternative education plan in accordance with 1981 O.S. 70-10-105.

High School Students with Alternative Education Plan—High school-age students pursuing an alternative education plan must provide written verification that s/he is working toward high school credentialing through an educational entity other than public or private school (i.e. accredited home school association or other PTC-approved option).

Students Under Age 18 without a High School Diploma or High School Equivalent (HSE)—Students under age 18

who have dropped out of high school or are at-risk of dropping out may be eligible to enroll with the high school student classification in both PTC SHARE and PTC Career Tech courses.

Students Ages 16 and 17 With a High School Diploma or HSE—Students ages 16 and 17 who have graduated from high school or have received the HSE certificate may be enrolled in a PTC Career Major; however, these students will be enrolled with the high school student classification. Students ages 16 and 17 will not have adult status privileges while on PTC campus. Students ages 16 and 17 will not have to pay tuition for a PTC Career Major. Upon reaching age 18 or when the student’s high school class has graduated, a high school graduate or a HSE recipient will then become an adult student.

Adult Students with a High School Diploma or HSE—Students age 18 within 30 days of the start of classes or older who have a high school diploma or HSE will be enrolled with an adult student classification. Students must provide proof of a high school diploma or HSE certificate.

Self-pay Students Over Age 18 Without a High School Diploma or HSE—Students who have not graduated from high school or obtained a HSE do not qualify for Federal Financial Aid. Self-pay students wishing to enroll in a full-time PTC Career Major will be considered on an individual basis. Entrance assessment scores, high school achievement, and work history will be considered for enrollment. The student will enroll half-time in a PTC Career Major and the other half day in ABE/HSE. The student must complete the HSE certificate prior to completion of the second semester of the career major. Any student not in compliance with this requirement will not be allowed to continue in the career major.

Non-resident high school students – Non-resident high school (out-of-district secondary) students may be enrolled if the program has not reached maximum enrollment and if the student meets the following requirements: pays out-of-district secondary student tuition, provides own transportation, and has approval from parents or guardian, sending high school and PTC administration.

Non-resident high school students who attend a PTC district high school and pay taxes to another career tech district may enroll in a program without paying out-of-district tuition.

Advanced Placement—Advanced placement credits may be applied for coursework successfully completed at an approved secondary or post-secondary school within the timeframe allowable by the enrolled program area.

Transfer Students—Students desiring to transfer from another institution or who have had practical experience may have his/her transcript and/or credentials evaluated or may be tested to establish equivalency of training as related to the particular training being offered.

Practical Nursing Students—Requirements for admission, placement and grading are unique to the Practical Nursing program. Questions regarding these criteria should be addressed to the Practical Nursing Director.

ADULT BASIC EDUCATION/HIGH SCHOOL EQUIVALENCY CLASSES

Pioneer Technology Center sponsors ABE/HSE classes. Classes are held Monday-Thursday. ~~from 8:30-11:30 a.m., 12:30-3:30 p.m., and Monday or Wednesday evenings from 5:00-8:00 p.m.~~ There is no initial cost for the program and individuals may enroll by contacting the PTC ABE/HSE coordinator at (580) 718-4319. Students exiting the program and desiring to re-enter may be assessed a re-enrollment fee. Pioneer Technology Center is a certified HSE/GED examination site. There is a fee for each section of the HSE assessment. Questions regarding costs or scheduling of assessments should be directed to the HSE/GED Chief Examiner at (580) 718-4313.

REQUIREMENTS FOR CONTINUING ENROLLMENT

The voluntary entrance of a student into Pioneer Technology Center means that the student also voluntarily assumes obligations of academic performance and personal behavior according to the rules and regulations stated in the student handbook. A student is expected to make satisfactory academic progress toward completion of

his/her course of study in order to be eligible for continuing enrollment. Satisfactory academic progress is based on both qualitative and quantitative measures. A student who fails to make satisfactory academic progress may not be permitted to continue enrollment. Exceptions may be granted with the recommendation of the program instructor, approval by the Instructional Director, and Financial Aid officer, if applicable. A student who fails to attend class regularly or otherwise demonstrates a lack of appropriate concern for satisfactory academic progress and personal conduct will be dismissed from Pioneer Technology Center. A student may apply for reinstatement at the beginning of the new class or grading period.

CO-ENROLLMENT IN HS/ADULT CLASSES

Adults and high school students may be co-enrolled in the same instructional areas. It is of paramount importance that all adult students enrolled in day classes at PTC (Adult-only or HS/Adult classes) be a positive, motivational force in the school life of the high school students with whom they share the campus. This includes attendance, dress, language, attitudes, and class/laboratory efforts. Those adult students not meeting these expectations shall be subject to dismissal from daytime classes.

WITHDRAWAL FROM PIONEER TECHNOLOGY CENTER

A Student Withdrawal/Placement form must be completed for any student (high school or adult) to be formally withdrawn from school. This form must be completed regardless of the reason the student is leaving Pioneer Technology Center including job placement. The student must notify the instructor, counselor, and/or Financial Aid Officer who will assist the student in initiating the withdrawal process. All district-owned books, supplies, equipment, etc. must be returned to the program instructor. In addition, any monies owed to the school must be paid before the withdrawal is considered official. Transcripts and other records will be released only after proper clearance has been accomplished. Failure to complete this process may result in a delay in the processing of refunds and/or may jeopardize the student's ability to qualify for future financial assistance. A doctor's note does not remove the student's obligation to officially withdraw. Adult students will be administratively withdrawn from a training program after five (5) consecutive absences if the student's instructor or a PTC administrator has received no contact from the student.

GRADING SYSTEM

Grade marks will not be used as a means of punishment or reward. Reduction of grade marks will not be used as a form of discipline under any circumstances. A student having less than 90% attendance will not be eligible for course credit and "NC" will be recorded on his/her PTC transcript. "NC" will be reported to the appropriate partner school for secondary students who have less than 90% attendance.

The following letter grades will appear in the student's permanent record:

A -- Superior	4 Grade Points	90 - 100%
B -- Above Average	3 Grade Points	80 - 89%
C -- Average	2 Grade Points	70 - 79%
D -- Below Average	1 Grade Point	60 - 69%
F -- Failing	0 Grade Point	Below 60%
NC -- No Credit	0 Grade Point	
I -- Incomplete		
W -- Withdraw		
P -- Pass (Career Major)		
AP -- Advance Placement		

Make up work: Students will be provided additional time (one day/absence) to make up coursework, without penalty, due to absences. All coursework must be completed before the end of the grading period.

PRACTICAL NURSING GRADING SYSTEM

Evaluation of students' comprehension and performance is ongoing and utilizes methods that include skills laboratory check-offs, critical skills demonstrations, clinical performance ratings, assignments, quizzes, and examinations.

The following letter grades will appear in the student's permanent record:

A -- Superior	4 Grade Points	94 - 100%
B -- Above Average	3 Grade Points	87 - 93%
C -- Average	2 Grade Points	80 - 86%

(Below 80% constitutes a failing grade for theory and clinical courses. In order to be promoted to the next course of study, the student MUST have completed the previous course with a score of 80% or higher in each theory course and 80% or higher in the clinical component of each trimester.)

D/F-- Unsatisfactory / Failing	0 Grade Point	0 - 79%
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Note: This grading scale is used for transcribing advanced placement courses.

Health Programs (Drug Screening)

A key component of Health curriculum is clinical rotations. Clinical contracts with outside agencies do not permit student participant in clinical hours after a positive drug screening. Due to the safety sensitive nature of clinical rotations students enrolled in Health Programs and **Firefighter/EMT** will be released (PN, MA, **FF/EMT**), or be unable to complete the program (HCC) on the outcome of a positive drug screening. This includes students who possess a medical cannabis card, and test positive for THC.

TRANSCRIPT

When requested, a PTC transcript is issued to any student in good standing who has completed one or more courses within the career major enrolled.

TUITION/FEES/STUDENT FINANCIAL AID

TUITION AND FEES

Tuition for adult (post-secondary) students is based on the career major in which they are enrolled. Career majors that qualify for financial assistance range from 600 to 1500 hours. A \$25.00 (nonrefundable) enrollment fee is required of all enrolling adult students. This enrollment fee is not applied toward tuition costs. A complete list of career majors offered at Pioneer Technology Center is available from the Counselor and/or Financial Aid Officer. Tuition for nonresident / out-of-district high school (secondary) students has been established by the Oklahoma State Board of Career and Technology Education for 2021-2022 at **\$16,823** (plus books/supplies, if required). Resident secondary students pay NO TUITION; some courses may require the purchase of specified books and/or supplies.

POST-SECONDARY TUITION

(Calculated on number of hours in career major of enrollment)

Full Time Programs:

<u>Resident</u> (in PTC District)	<u>Nonresident</u> (out of PTC District; in Oklahoma)	<u>Out-of-State</u> (out of Oklahoma)
\$2.00 per hour	\$4.00 per hour	\$8.00 per hour

Basic Peace Officer Certification (BPOC):

In State Tuition:	\$2000
Out-of-State Tuition:	\$4000

TUITION / FEE PAYMENTS

A payment agreement will be generated for the purpose of establishing a timeline of tuition/fee payments. Nonpayment may result in the student being dropped from class, a hold being placed on the student's records, and/or the outstanding balance being referred to an outside agency for collections.

EXTENDED CLASSROOM/LAB HOURS

The length (in hours) of a PTC career major is based on the number of classroom and lab/shop hours needed to complete the training. Students are expected to complete the career major(s) in which they are enrolled within the established enrolled instructional time (career major hours). Enrolled instructional time refers to the hours of training offered by the institution during the period the student was enrolled, not necessarily the hours the student actually attended. Therefore, good attendance is necessary to complete a career major in the established timeframe. Students needing additional classroom/lab hours to complete a career major will be charged the hourly tuition rate (based on residency) for the additional number of hours needed to complete the career major. Projected additional completion hours will be determined by the Instructor. (Refer to the calculation example below.)

Example: Career major A=1,050 hours—If, after 1,050 hours of enrolled instructional time has been offered, the student needs an additional 200 hours to complete the career major, a resident student will be charged an additional \$400 (200 X \$2.00); a nonresident student will be charged an additional \$800 (200 X \$4.00); an out-of-state student will be charged \$1,600 (200 X \$8.00).

These additional costs will not qualify for financial aid benefits. If the student does not complete the career major after the extension, the Instructional Director will determine whether to terminate the student or offer another extension. If these hours extend into the following school year, the student will also be required to pay a \$25 re-enrollment fee.

INSTITUTIONAL REFUND

If a student withdraws from school after enrolling in a full-time program, a refund of tuition will be made according to PTC school board policy *FDBA*. In addition to Pioneer Tech's refund policy, students receiving Federal and State financial aid are subject to the Federal and State financial aid refund policies as published by the Department of Education and the Oklahoma State Regents for Higher Education and referred to in the Consumer Information Guide. The Tuition Fees (Refund) Policy is provided in Appendix A. (Reference policy *FDBA*).

BOOKS / SUPPLIES / UNIFORMS

Costs for books, supplies, and uniforms vary by career major. A complete list of books and supplies is available from the Bursar and on the Pioneer Technology Center website (www.pioneertech.edu). Bookstore charges funded through a financial assistance plan must be completed within the first two weeks of training. Uniform cost and purchase options will be provided.

STUDENT ACTIVITY FEE

A \$25.00 (nonrefundable) student activity fee is required of all enrolling students. This activity fee is applied toward student activity costs.

FINANCIAL AID/ASSISTANCE

Pioneer Technology Center offers financial aid to qualified students. Financial assistance may consist of scholarships, grants and tuition waivers which may be offered singly or in various combinations depending on the degree of student need and eligibility. Pioneer Technology Center does not participate in any student loan programs. Additional financial aid and compliance information is available on the Pioneer Technology Center website: www.pioneertech.edu.

FINANCIAL AID INFORMATION PROVIDER

Lisa Jackson, Financial Aid Officer / 762-8336 ext. 228 / Office hours: 8:00 to 4:00, Monday-Friday.

FINANCIAL AID AND CONSUMER INFORMATION GUIDE

For annual Consumer Information go to our website <https://pioneertech.edu/financial-aid?category=students>, scroll to the bottom of the page and click on Consumer Information Guide. Types of Financial Aid, Guidance, Academics, Transition Services, Financial Aid Policies, and Procedures, Consumer Information, as well as many other topics are included in the guide. A paper copy is available upon request from the Financial Aid office.

FINANCIAL AID PROGRAMS OFFERED BY PTC

FEDERAL PROGRAM(S)

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a grant for undergraduate students with exceptional financial need. To establish eligibility, the Free Application for Federal Student Aid (FAFSA) must be completed so the amount of financial need a student has can be determined.

Pell Grant

This is a federally funded grant program which provides funds for adult students to attend post-secondary education. Any post-secondary student may apply online at www.fafsa.ed.gov.

STATE PROGRAM(S)

Oklahoma Tuition Aid Grant Program (OTAG)

This is a federally funded program administered on the state level. Students who have completed the FAFSA have automatically applied for OTAG. It is recommended that a student file as soon as possible after October 1st, because OTAG funds are awarded on a first come /first served basis.

Oklahoma's Promise

Students must apply for this scholarship during eighth, ninth or tenth grade; students must meet certain income eligibility, academic and conduct requirements. This scholarship may be used at Oklahoma accredited public and private colleges and for post-secondary vocational-technical programs eligible for federal student financial aid at a technology center school.

SCHOLARSHIPS/TUITION WAIVERS

Pioneer Technology Center offers the scholarship opportunities explained below to its students. Additionally, many PTC students have been successful in securing scholarships from some of the local civic organizations such as Soroptimist and Community Health Foundation. These opportunities vary by dates and amounts. Applications for scholarships awarded through PTC are available in the Financial Aid Office. Applications for Tuition Waivers are available in the Student Services Office.

Pioneer Technology Center Foundation Scholarship

In 1998, a group of Kay County individual, dedicated to helping PTC students, formed a foundation to provide scholarships. These scholarships vary in amounts and are awarded by the executive board of the Foundation in December. See the Financial Aid Officer for complete details.

Olin and Paula Branstetter Memorial Nursing Scholarship

In May 2017, the Branstetter Family established a scholarship in memory of their parents. The intent is to award the scholarship to a student in the Practical Nursing program who exhibits good character traits such as honesty, integrity, courage, determination, dedication and perseverance in combination with academic achievement. The scholarship will vary in amount and be awarded once annually in March. Applications will be available February 1st of each year in the Financial Aid Office.

Oklahoma CareerTech Foundation Scholarship

The Oklahoma CareerTech Foundation was formed in 1970 for the purpose of administering scholarship monies generated by gifts from individuals who have expressed concern for the continued advancement of career and technical education in Oklahoma. These scholarships are unique in that they are reserved for deserving adult students who may not qualify for other student assistance programs. They are also unique in that they are awarded more on the basis of need and commitment than on good grades alone.

Industrial Tech Memorial Scholarship

In May 2019, an anonymous donor established a scholarship in memory of their son. The scholarship is open to any adult Industrial Technology student with a financial need that has completed at least one semester in the IT program. Funds must be used to assist with the cost of tuition, fees, books and/or tools. The scholarship will vary in amount and be awarded once annually in March. Applications will be available February 1st of each year in the Financial Aid Office.

13th Year Tuition Waiver

The opportunity now exists for recent high school graduates to complete the training program started as a high school student at PTC by obtaining one of the school's 13th Year Tuition Waivers. These waivers are available, on a limited basis, to qualified high school graduates within the PTC district.

First Time Student Tuition Waiver

Pioneer Technology Center's Board of Education made a commitment to the residents of District #13 that qualifying graduates from any of PTC's in-district high schools have the opportunity to attend tuition free. Students may take advantage of this opportunity until the age of 23.

ELIGIBILITY FOR FINANCIAL AID PROGRAMS OFFERED BY PTC

A student must meet the following requirements in order to be eligible for financial aid programs offered by PTC:

1. Have a valid Institutional Student Information Report (ISIR);
2. Be a regular student enrolled in a program of at least 600 clock hours;
3. Be a U.S. citizen or eligible non-citizen. Eligible non-citizens may be required to furnish proof of immigration status. The aid office will advise the student what documentation is needed;
4. Be in good standing and maintain satisfactory academic progress in the course of study s/he is pursuing according to the standards of PTC;
5. Not owe a refund on any grant, is not in default on any student loan, and has not borrowed in excess of loan limits under Title IV programs at any institution;
6. Agree to use all Title IV money received only for expenses related to study at PTC;
7. Have a valid social security number, except students from the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau;
8. Be registered with the Selective Service if required;
9. Have a high school diploma, HSE, or home school affidavit;
10. Is not simultaneously enrolled in an elementary or secondary school;
11. Certify, by signing a statement of Educational Purpose, that s/he will use federal student financial aid only to pay for educational costs;
12. Must not have any disqualifying drug convictions;
13. Have financial need, if applicable.

SATISFACTORY ACADEMIC PROGRESS (SAP)

All students at Pioneer Technology Center must be making satisfactory progress toward completion of their identified training goals. Therefore, in order for a student to remain eligible for federal financial aid, s/he must maintain Satisfactory Academic Progress (SAP). All students are considered to be making SAP at the time of enrollment. SAP is comprised of both qualitative and quantitative measures. A student is in compliance with Federal Student Aid SAP requirements if the percent of curriculum hours completed meets or exceeds the percent of clock hours completed (quantitative standard) and maintains a cumulative grade of "C" or better (qualitative standard), and are in compliance with PTC's 90% attendance policy. SAP is verified at the end of each payment period. Failure to meet SAP will result in the loss of eligibility to receive federal financial aid. If a student fails to maintain SAP, s/he will be notified in writing. Due to the length of career majors PTC will not utilize the financial aid warning option. Additionally, all career majors must be completed within 150% of the established time. Example: A 1050-hour career major must be completed in 1575 hours (1050 x 150% =1575). If at any point the student is not progressing at the 150% pace his/her financial aid will be terminated. Should there be extenuating circumstances that prevent the student from achieving this requirement the student can file an appeal (with documentation) requesting additional time.

A student may appeal the initial termination of financial aid. The appeal form will be included with the notification of funding termination. The student must answer why s/he failed to meet SAP standards, what has changed in his/her circumstances, and what s/he plans to do differently from the past in order to meet minimum SAP standards. The student has (10) working days from the date of the notification to submit the appeal form and documentation to the Financial Aid Officer. The appeal will be reviewed by the Financial Aid Officer and an Appeals Committee. The Appeals Committee will determine whether 1) the student's financial aid will be reinstated with no action; 2) the student's financial aid will be reinstated on a probationary basis with attendance monitoring and/or an academic plan; or 3) the student's financial aid eligibility will be terminated. A student can regain eligibility by attending one payment period on a self-pay (or agency funded) basis. The student must request

reinstatement of federal financial aid in writing. Upon receipt of reinstatement request, will be reviewed by the financial aid officer. The student will be notified in writing regarding his/her eligibility status.

OPPORTUNITIES/PROGRAMS/SERVICES

NATIONAL TECHNICAL HONOR SOCIETY

The National Technical Honor Society is a nonprofit, honor organization for outstanding students enrolled in occupational, vocational or technical programs. These students may attend secondary schools, vocational centers, technical colleges, private occupational training institutions or colleges with technical majors.

Criteria for Membership

PIONEER TECHNOLOGY CENTER

National Technical Honor Society

I. Secondary Students

1. An "A" student at Pioneer Technology Center
2. Three unexcused absences or fewer (three tardies/early outs will count as one absence)
3. Instructor recommendation based on:
attitude / leadership / citizenship / behavior / professionalism / ability to work well with others
4. Minimum of Silver WorkKeys level
5. Maintain a "C" or above in all other classes during the current school year (no D's or F's)
6. Partner school administrator or counselor recommendation; recommendation from a PTC administrator or counselor for home schooled students

II. Adult Students

1. An "A" student enrolled in a career major of at least 600 hours
2. Three unexcused absences or fewer (three tardies/early outs will count as one absence)
3. Instructor recommendation based on:
attitude / leadership / citizenship / behavior / professionalism / ability to work well with others
4. Minimum of Silver WorkKeys level
5. PTC administrator, counselor or program coordinator recommendation

III. Practical Nursing Students

1. A student maintaining a 90% (or higher) overall grade average (during the current school year)
2. Attend at least 98% of the total required hours (during the current school year)
3. Limited to continuing student or student entering in September
4. Instructor recommendation based on:
attitude / leadership / citizenship / behavior / professionalism / ability to work well with others
5. Minimum of Silver WorkKeys level
6. PTC administrator, counselor or program coordinator recommendation

Recommendation for admission to NTHS is based on enrollment in a PTC program for a minimum of eighteen weeks prior to the recommendation deadline. Students with discipline problems at PTC or the partner high school will not be considered for NTHS membership. Administrator, counselor or coordinator recommendations will be sought only if the student meets the other identified criteria. For students enrolled in two-year programs, membership will not automatically qualify the student for the following year. The student (secondary or adult) will be required to meet the same criteria for membership in the Honor Society for the second year.

SUPERINTENDENT'S & DIRECTOR'S HONOR ROLLS

The Superintendent's and Director's Honor Rolls are acknowledged each semester based on academic performance. Students earning a 4.0 GPA are listed on the Superintendent's Honor Roll; students earning a 3.0 or better GPA are listed on the Director's Honor Roll.

PROGRAM COMPLETER/GRADUATE

To qualify for participation in a graduation activity or ceremony related to completion of the program/career major enrolled, students must meet the following criteria.

The student must have:

1. Been enrolled in a program/career major with a minimum of 300 hours, including ABE/HSE and SHARE programs.
2. Completed all coursework related to the program/career major.
3. Earned a credential and/or passed an end of instruction assessment related to the program/career major.
 - a. Credential Examples: WorkKeys, Forklift Safety, CPR, HSE, High School Diploma (SHARE students), or other industry recognized credentials.
 - b. Exemptions will be made for programs requiring credentialing after program/career major completion as long as the student:
 - i. Has completed 90% of coursework in the program/career major enrolled.
 - ii. Has scheduled the required certification exam(s)
4. Maintained compliance with PTC's attendance policy. Students receiving no credit due to attendance concerns will not qualify for graduation ceremony activities.

Note: The Instructional Director may amend the requirements on a case by case basis for the benefit of the student.

GUARANTEED GRADUATES

~~Pioneer Technology Center believes that in order to be successful in a career, individuals must meet the academic and technical standards related to their career of choice. To that end, PTC offers rigorous programs of study designed in cooperation with business and industry to ensure that students are fully prepared for the demands of the workplace.~~

~~The PTC Guaranteed Graduate program allows employers to hire PTC graduates with the confidence of knowing that their new employees have the backing of the school that prepared them for the job. Being a Guaranteed Graduate is something that is earned by our graduates. Students are encouraged to strive for this goal beginning at the time of enrollment.~~

~~Candidates for this program undergo a rigorous screening process to make sure that they are ready to work. When a student completes the following standards, they will be considered a "Guaranteed Graduate" of PTC:~~

- ~~• Verification of HS Diploma or High School Equivalent~~
- ~~• Completion of all Career Major course requirements~~
- ~~• PTC GPA \geq 3.0~~
- ~~• PTC Attendance 6 absences/year (3 tardies = 1 absence)~~
- ~~• Achieve a WorkKeys endorsement~~
- ~~• Achieve a credential, license, certification or exam (End of Instruction, predictor) related to Career Major~~

~~If the employer experiences issues or concerns with a Guaranteed Graduate's performance at any time during the first 90 days of employment, the employer can contact PTC to give us the opportunity to coach the graduate and~~

~~provide additional support. PTC will provide re-training, coaching and support for the Guaranteed Graduate at no cost to the graduate or the employer. PTC stands by our graduates!~~

STUDENT CERTIFICATION/LICENSING EXAMINATIONS AND FEES

Pioneer Technology Center recognizes there is an important public purpose served by expending funds to reimburse students for the direct costs of trade-specific industry certification and/or licensing examinations and/or fees related to students' programs of study where applicable. Pioneer Technology Center believes that providing for the direct costs of students' certification and/or licensing examinations and/or fees will assist to increase the number of students who obtain certification and/or licensing and ultimately benefit the public by having an increased number of certified and/or licensed personnel in a given area of study.

Pioneer Technology Center will reimburse the student for one examination or one fee per certification or license. Each student will be limited to a total accumulated assistance of **\$200** regardless of the length of study or change of major. This program may be discontinued at any time, including but not limited to when 1) the allocated budget is exhausted or 2) Pioneer Technology Center's Board of Education discontinues the program.

Criteria: The following criteria will be utilized to determine the student's eligibility for reimbursement:

1. Student must have accumulated a minimum of 60 hours of full-time instruction;
2. Student must meet the requirements of the PTC attendance policy;
3. Student must be in good financial standing with the district;
4. Student must have a grade of B or better in the represented career major;
5. Student must complete reimbursement application and obtain signature of instructor recommending them to take the certification or licensure test.

CAREERTECH STUDENT ORGANIZATIONS (CTSO)

Students enrolled at PTC have the opportunity to participate in the CareerTech student organization related to their fields of study. The student organization is sponsored by the instructor of each program and is an integral part of the vocational curriculum. CareerTech student organizations include:

BPA (Business Professionals of America)

Our mission at Business Professionals of America is to develop and empower student leaders to discover their passion and change the world by creating unmatched opportunities in learning, professional growth and service.

CyberPatriot

CyberPatriot is a national youth cyber education program created in the United States to help direct students toward careers in cybersecurity or other science, technology, engineering, and mathematics disciplines.

ProStart

Our mission as the philanthropic foundation of the National Restaurant Association, the National Restaurant Association Educational Foundation is dedicated to enhancing the industry's training and education, career development and community engagement efforts.

HOSA-Future Health Professionals

The mission of HOSA is to enhance the delivery of compassionate, quality health by providing opportunities for knowledge, skill and leadership development of all health science education students, therefore, helping the students to meet the needs of the health community.

FCCLA (Family Career & Community Leaders of America)

Our mission is to promote personal growth and leadership development through Family and Consumer Sciences education. We are the Family, Career and Community Leaders of America.

SkillsUSA

SkillsUSA empowers its members to become world-class workers, leaders and responsible American citizens. We improve the quality of our nation's future skilled workforce through the development of SkillsUSA Framework skills that include personal, workplace and technical skills grounded in academics.

Educators Rising

Educators Rising is cultivating a new generation of highly skilled educators by guiding young people on a path from high school through college and into their teaching careers.

CTSO members have the opportunity to participate in leadership activities as well as local, district, state and/or national events. Students who participate in these activities must meet the specified criteria for CTSO/activities eligibility.

COLLEGE CREDIT OPTIONS

Pioneer Technology Center has developed several articulation agreements with area colleges including Northern Oklahoma College, Cowley College, Northwestern Oklahoma State University, OSUIT, and Oklahoma Wesleyan University. These agreements allow Pioneer Technology Center students the opportunity to receive college credit for specific courses taken within PTC Career Major options. Each agreement is unique. Specific information is available from each college representative. Contacts may be initiated through the PTC Student Services office.

WORKKEYS

WorkKeys is a required part of PTC career majors and is a component of the Career Center. It is a job skills assessment system that measures “real world” skills that employers believe are critical to job success. WorkKeys testers earn Bronze, Silver, Gold or Platinum certificates based on knowledge which has been cross-walked with pre-determined scores needed by the career major in which they are enrolled. These skills are valuable for any occupation at any level of education.

WORK-BASED LEARNING ACTIVITIES (WBL)

Pioneer Technology Center students are encouraged to experience “life in the workplace” through work-based learning opportunities. A student must meet the following requirements before being placed in an employment training activity:

1. The employment training activity must be scheduled through the program instructor.
2. The student must maintain satisfactory academic progress through the date on which the employment training assignment is to begin.
3. The student must be placed in the field of the program enrolled.
4. The student must have completed and returned (to the instructor) all required documents prior to being released to the employment training assignment.
5. The student must return to class as scheduled to meet with the instructor.
6. Should a student be dismissed from the employment training activity site, the student must report to class the following day.
7. Deviations from this plan can be made at the agreement and the discretion of the Instructional Director and the classroom instructor.

Note: Due to the nature of some programs and clinical/work based learning, appropriate vaccinations/health assessment may be required by the assigned worksite in order for students to participate.

SAFETY

Safety is very important at Pioneer Technology Center. Students are expected to practice safety at all times while on Pioneer Technology Center campus and while participating in school activities off campus. Students are required to achieve 100% on departmental safety tests before proceeding with curriculum. Eye protection is required in industrial shop areas. Hearing protection is required in specific shop areas. **Pioneer Technology Center does not insure students.** If you do not have a family health and/or accident policy, please consider obtaining one.

ASBESTOS INSPECTION

The U.S. Environmental Protection Agency (EPA) has required that all public schools will be inspected for the presence of asbestos and is to develop a management plan, which identifies and defines procedures for managing and scheduling re-inspection of all asbestos in the school. Pioneer Technology Center has been inspected for asbestos and has completed a management plan that may be reviewed during regular working hours in the office of the Plant/Facilities Coordinator.

THREATS / ORDER OF PROTECTION

If threats of violence are being made to harm a student or staff member, a report must be made immediately to a PTC Administrator. When a Court Order of protection has been issued for or against a student or staff member, the Court Order must be immediately provided to a PTC Administrator.

DRILLS

PTC prepares staff and students to appropriately react to emergency situations by planning and executing required drills including fire, tornado, intruder, lockdown and other safety drills. These drills may occur at any time during the school day and throughout the school year.

FIRE DRILLS

SIGNAL: The signal for a fire drill is a continuous sounding of the alarm. Exit immediately as follows:

- If your room has an outside door, use it.
- Walk rapidly.
- Do not crowd or push.
- Exit the building immediately when the alarm sounds using the closest exit route; do not return to any area for personal possessions, books or equipment.
- When leaving the building, please get a considerable distance away from the entrance so that others will have no difficulty leaving the building.
- When clear of the building, report to your instructor for roll call.

POSTED IN EACH CLASSROOM IS A FIRE ESCAPE ROUTE. FOR YOUR PROTECTION, LEARN YOUR EXIT ROUTE.

TORNADO WARNING

It is important that precautions should be taken so that everyone knows what to do in case of a tornado alert. In accordance with general recommendations made by the Oklahoma Civil Defense, the following regulations have been prepared for use.

SIGNAL: The signal for a tornado alert is a verbal alarm. This alarm shall be given over the P.A. system. In the event of electrical failure, air horns and verbal instructions will be used. Move to the designated area immediately as follows:

- Walk rapidly.

- Do not crowd or push.
- When safely in the designated refuge area, report to your instructor for roll call.

POSTED IN EACH CLASSROOM IS A DESIGNATED REFUGE AREA MAP. FOR YOUR PROTECTION, LEARN THE LOCATION OF YOUR REFUGE AREA.

ARMED SCHOOL EMPLOYEES

The Pioneer Technology Center Board of Education is committed to providing a safe environment for students and employees. To further this commitment, the board has designated select employee(s) to carry a handgun on school property. These individuals may use whatever force is necessary to protect students and staff.

INTRUDER ALERT / ACTIVE SHOOTER

Notification of an intruder in the building may take a variety of forms: telephone, in-person, announcement, etc. In the event of an intruder in the building, students will be directed to the most secure location in the immediate area (i.e. area with covered or no windows, etc.) If you are separated from your class or away from your usual area, go with the nearest PTC staff person to a secure location. If you are unable to locate assistance, find the closest enclosed location with the least visibility. Do not leave a secure location until your instructor, a PTC staff member or a law enforcement officer advises you (in person) to do so.

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable and safest way to protect your own life. Active shooter situations are unpredictable and evolve quickly.

IF YOU CAN ESCAPE

If there is an accessible escape path, attempt to evacuate the premises. Make sure you:

- Listen for the sound of gun fire, and move accordingly.
- Determine an escape route.
- Evacuate regardless of whether others agree to follow. Warn others of the danger.
 - Leave your belongings behind.
 - If possible, help others escape.
 - Do not attempt to move wounded people.
 - Keep your hands empty and visible and fingers spread apart during evacuation.
 - Keep quiet.
 - Follow instructions from law enforcement.
- Call 9-911 (from any campus phone) when you are safe.
- Reunification locations (TBD)

IF YOU MUST HIDE OUT

If evacuation is not possible, find a place to hide from where the active shooter is less likely to find you.

- Lock the door and turn off the lights.
- Response professionals recommend you turn off your cell phone and any other noise source that will give away your position (i.e., computers, radios, televisions).
- Bring items with you that may help to fight the shooter.
- Keep out of view of the shooter.
- Provide protection if shots are fired in your direction (i.e., make body armor with text books, heavy purses, backpacks, etc.).
- Barricade entrances. Stack furniture deep, wide and high.
- Hide behind large items (i.e., cabinets, desks).
- Do not restrict your options for movement.
- Remain quiet.

TAKE ACTION AGAINST THE ACTIVE SHOOTER

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Attempting to take the active shooter down. When the shooter is at close range, and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her with whatever means available.
- Adopt the survival mindset during times of crisis.

LOCKDOWN

In some instances, lockdown of classrooms, lab/shop areas, offices and meeting rooms may be required. Notification of a lockdown is made over the intercom. All doors will be locked by PTC staff and will remain locked until the threat has been resolved. If you are in a location other than your classroom (i.e. cafeteria; bathroom; etc.) when a lockdown is issued, you should return to your classroom immediately. An announcement will be made over the intercom when the lockdown is over.

VISITORS/ACCESS TO STUDENTS

Students are not allowed to receive visitors during class except with the permission of the Instructional Director. A Pioneer Technology Center administrator will act in loco parentis to protect the interest of minor students when allowing a minor student to be interviewed by appropriate authorities on school premises.

FREEDOM OF EXPRESSION

Pioneer Technology Center is committed to the free and open exchange of ideas. PTC guarantees students, staff and visitors broad latitude regarding their rights to speak, write, listen, learn and assemble. Except where limitations on those rights are necessary to avoid disruption of the educational process, to protect minors, and to avoid lewd, vulgar and dangerous speech—PTC does not interfere with the exercise of free speech rights as defined by federal and state laws.

The outdoor areas of any campus of the technology center are deemed public forums for the campus community, and the technology center will not create "free speech zones" or other designated areas of campus outside of which expressive activities are prohibited. The technology center may maintain and enforce reasonable time, place and manner restrictions narrowly tailored in service of a significant institutional interest when the restrictions employ clear, published, content- and viewpoint-neutral criteria and provide for ample alternative means of expression. Any such restrictions shall allow for members of the campus community to spontaneously and contemporaneously assemble and distribute literature. Nothing in this paragraph shall be interpreted as applying to student expression taking place elsewhere on campus.

Any person who wishes to engage in noncommercial expressive activity on campus shall be permitted to do so freely, as long as the person's conduct is not unlawful and does not materially and substantially disrupt the functioning of the technology center.

Pioneer Technology Center may prohibit harassment, or may prohibit, limit, or restrict expression that the First Amendment does not protect as defined in policy FNAA.

Conduct that intentionally, materially and substantially disrupts another person's expressive activity if that activity is occurring in a campus space reserved for that activity under the exclusive use or control of a particular group is prohibited.

Nothing in this policy shall prohibit the technology center from maintaining and enforcing reasonable time, place, and manner restrictions that are narrowly tailored to serve a significant institutional interest only when such restrictions employ clear, published, content- and viewpoint-neutral criteria. Any such restrictions shall allow for members of the campus community to spontaneously and contemporaneously assemble, speak, and distribute literature.

STUDENT ATTENDANCE/BEHAVIOR EXPECTATIONS/ATTENDANCE POLICY

The Pioneer Technology Center Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes if possible. However, it is important for those students who are ill to stay home. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or school activities.

Each instructor has a classroom management tool that assesses the value of each day's curriculum and documents the measurable loss to the student for failure to attend and be punctual, perform-personal responsibility and task management, and maintain safety.

Excused absences will be granted for the following reasons:*

1. Personal or family illnesses
2. Medical appointments
3. Legal matters, including service on a grand, multicounty grand, or petit jury
4. Extenuating circumstances deemed necessary by the instructional director
5. Observance of holidays required by student's religious affiliation

It is the responsibility of the parent/guardian or adult student to notify the school if a student is to be absent for one of the above reasons. Documentation must be provided before the absence can be excused.

Secondary students will be allowed to be absent to participate in authorized sending school activities (SSA), Pioneer Tech School Activities (PSA) and Work-Based Learning (WBL). Absences due to school activities shall be recorded as SSA, PSA, or WBL and are not counted against student attendance. School activity absences shall not be counted in the accumulated hours present as shown on the permanent records. Unexcused absences are any absences that do not fall within one of the above categories.

Students having less than 90% attendance will not be eligible for course credit and NC will be recorded on his/her PTC transcript. Percent of attendance calculation is based upon days present divided by the number of days in which the student is enrolled during the grading period. For this calculation, three (3) tardies or early out(s) are equal to one (1) absence. A full-time adult student must maintain 90% attendance in both the a.m. and p. m. sessions. Failure to do so will result in loss of credit. NC will be reported to the appropriate sending school for secondary students who have less than 90% attendance. Students who receive No Credit resulting from failure to attend may be ineligible for continued enrollment.

Any student who exceeds the 90% limit may appeal to the instructional director for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.

*Note: Documented and undocumented absences count toward attendance totals for financial aid requirements.

***Online/Virtual Attendance**

A student will not be considered absent from school if:

1. Online/Virtual instruction is available in program enrolled.
 - a. theory only, skills/clinicals must be in-person instruction

2. They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district and are meeting the following attendance requirements:
 - a. The student has completed instructional activities for no less than ninety (90%) of the time that services were provided in a virtual or distance learning format. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,
 - b. The student is on pace for on-time completion of the course as required by the school district,
 - c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or
3. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

***Note: Need-based access to online/virtual instruction may be provided on a limited basis pending Instructional Director approval.**

Students who experience absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma may qualify for a Leave of Absence according to the PTC Student Handbook.

INCLEMENT WEATHER

Pioneer Technology Center campus closures due to hazardous weather conditions are reported to area television and radio stations. In addition, a message is sent through a student notification system to all students via automated phone call. Additionally, school closings are listed on PTC social media. If there is no announcement regarding campus closure, PTC is open and students are expected to attend. In the event that Pioneer Technology Center is open and a partner school district is closed due to weather/road conditions, PTC will not run bus transportation to/from that district and high school students are not expected to attend.

Adult students are encouraged to exercise good judgment regarding traveling in inclement weather. If Pioneer Technology Center is in session, absences are recorded. Although absences due to inclement weather are not excused, a notation can be made in the student's attendance record.

LEAVE OF ABSENCE

A Leave of Absence (LOA) is defined as a period of time which can be granted to students for circumstances which require the student to be absent from school for five (5) or more consecutive class days (not to exceed thirty (30) calendar days). A student can receive one (1) LOA in a twelve- (12) month period. Requests for additional LOAs will be considered (on a case-by-case basis) based on the nature and gravity of the incident prompting the request. Requests for an extension to an approved LOA will also be considered on a case-by-case basis. Application for a LOA must be made in advance. Exceptions may be considered if the student can show with proper documentation that it was not possible to make the request in advance. A doctor's note does not remove the student's obligation to officially request a leave of absence. If a student fails to return to school at the end of the LOA, the school must treat the LOA as withdrawal. In such an event, the effective date of the withdrawal is the beginning date of the

LOA. The Leave of Absence process should originate with the PTC Counselor. The student and counselor will develop the specific details of the Leave of Absence with input from the student's instructor and the Financial Aid Officer (as needed). The Instructional Director will approve or deny the LOA request. The student will report to the Full-time Programs Registrar upon return to classes; the Full-time Programs Registrar will notify the Instructor, Instructional Director, Counselor, Bursar and Financial Aid Officer of the date of return. The counselor will monitor the LOA return date and will process a student drop for failure to return.

NOTE: This Leave of Absence process does not apply to the PTC Practical Nursing program. For information specific to the PN program, contact the Adult Health Programs Instructional Director.

***FINANCIAL AID COVID 19 LEAVE OF ABSENCE ADDENDUM**

Pioneer Technology Center has extended its current Leave of Absence Policy to accommodate the COVID-19 pandemic. A COVID-19 LOA will not start prior to March 13, 2020 with a maximum timeframe not to exceed 180 days. Students who do not return from the scheduled LOA will be considered a drop and a R2T4 calculation will be done to determine if a post withdrawal disbursement is due or if the student owes money back for hours not completed.

NOTE: This COVID-19 Leave of Absence process does apply to Practical Nursing students.

***The COVID-19 Leave of Absence Addendum may be eliminated by the U.S. Department of Education at any time. Please communicate with the Financial Aid Officer for updates.**

RELEASE FROM CLASS/LEAVING CAMPUS

Under no conditions will any student leave the PTC campus during scheduled class times without gaining the instructor's permission and signing out in the Full-Time Programs Office. High school students will not be allowed to leave campus until parent/guardian contact is made.

STUDENT CODE OF CONDUCT

All students are expected to act with due consideration for the rights and needs of others. Appropriate language, grooming, dress, and conduct of good taste are essential qualities of successful employees; therefore, only the best is expected of Pioneer Technology Center students.

The goal of the PTC disciplinary policy is to promote adherence to the policies and regulations of the district and to correct misconduct. Pioneer Technology Center, in order to provide quality education for all students, will not tolerate disruptive acts that would interfere with the tranquility of the school, the safety of students or the damaging of property. Students, while enrolled in Pioneer Technology Center, shall be under the supervision of, and accountable to, school personnel. All staff members have the responsibility to monitor for and address inappropriate student conduct. This includes travel to/from campus and school-related activities as well as time spent on campus and/or at the location of any school-related activity. In addition, each instructor has the responsibility and authority to establish a classroom atmosphere conducive to quality education and training. Students are expected to adhere to classroom rules and procedures as set forth by PTC instructors.

Administrative response to student misconduct is a matter directly influencing the morale of the entire student body. As such, all student discipline will be based on a careful assessment of the circumstances surrounding each infraction (i.e., the student's attitude and the seriousness of the offense and its potential effect on other students.) *(Reference policies FO and FO-R4 in Appendix A of this handbook.)*

TERMS AND CONDITIONS FOR NETWORK SYSTEMS & INTERNET USE

Internet access is available to students and staff in Oklahoma public school districts. Accessing the Internet will allow students and instructors to utilize vast resources of information from many locations. Access to the Internet

at Pioneer Technology Center by employees, students or guests is subject to the policies and conditions set forth by the Pioneer Technology Center Board of Education. The Network Systems & Internet Acceptable Use Policy is provided in Appendix A. *(Reference policies EFBCA and EFBCB in Appendix A of this handbook.)* Users of the Internet are subject to any conditions or terms of agreement that may be required by the State Department of Education and/or Pioneer Technology Center at any time. All students must agree to comply with these terms and conditions of Network Systems and Internet use before they will be allowed to access the PTC network systems and/or Internet using Pioneer Technology Center equipment and/or class time.

ACTIVITIES ELIGIBILITY

CLASS-RELATED EXCURSIONS, FIELD TRIPS AND OFF CAMPUS ACTIVITIES

A secondary student must be passing all subjects at the partner high school to be eligible to participate in PTC class-related field trips and off-campus activities that are **outside** of the student's regular PTC class schedule. In addition, the student must return the required eligibility form(s) by the designated due date to participate.

Secondary students must be passing all subjects at the partner high school and making a "C" or better at PTC in order to be eligible to participate in student organization activities including district, state or national events and competitions. Adult students must be making a "C" or better at PTC in order to be eligible to participate in these student organization activities.

TELEPHONE USE

A courtesy phone with TDD capability is available for student use at the Receptionist's Desk in the front lobby.

ELECTRONIC COMMUNICATION DEVICE

It is the policy of the Pioneer Technology Center Board of Education that a student may possess a wireless telecommunications device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon prior written consent of both the student's parent or guardian, and the superintendent or the superintendent's designee. During class/shop/lab times, electronic communication devices are to be used for educational purposes only. Electronic communication devices which distract from the learning environment will not be allowed. Failure to follow policy may warrant disciplinary action.

APPROPRIATE SCHOOL ATTIRE

Appropriate attire (dress) and grooming are based upon business and industry expectations. (Inappropriate attire includes, but is not limited to: midriff tops; halter tops; tank tops; low-cut tops; shorts; dresses and skirts above the knee; **pants/jeans that expose skin above the knee**; exposed undergarments; leggings/tights/yoga pants as an outer garment; trench coats; house shoes; pajama pants; clothing with unprofessional pictures and phrases including those that reference alcohol, drugs, and/or tobacco products; and clothing which depicts death, violence, vulgarity or racial slurs.) An administrator or the student's instructor will ask a student to change clothes, leave school or will exercise other suitable disciplinary measures when inappropriate clothing is worn. *(Reference policy FNCA-R in Appendix A of this handbook.)*

Note: School officials may require the use of face coverings in an effort to provide a safe learning environment, **in accordance with any applicable state law and/or local regulation.**

CARE OF SCHOOL-OWNED PROPERTY

Students are responsible for the care of school-owned property (i.e. books, tools, equipment, etc.). If school-owned property is lost, damaged, or destroyed, the student shall be charged the repair or replacement cost.

HARASSMENT/DISCRIMINATION/BULLYING

Pioneer Technology Center will not tolerate harassment, sexual harassment, discrimination or bullying (including hazing) of any kind. Harassment, discrimination or bullying complaints will be treated with confidentiality and urgency. Karl Lynes, SHARE Coordinator / Instructor and Pam Dickerson, AT&D Coordinator are the designated Co-Compliance Officers/Title IX Coordinators; however, complaints may be taken to any Pioneer Technology Center employee. Policies related to harassment/discrimination and complaint procedures are included in Appendix A. *(Reference policies, FNCC, FNCD-P, FNCD-R, FO, GJ-A, and GJ-P in Appendix A of this handbook.)*

COPYRIGHT INFRINGEMENT

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may result in civil and criminal liabilities. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at: www.copyright.gov. Copyright infringement is a direct violation of the Pioneer Technology Center Network Systems & Internet Acceptable Use Policy; students who violate the terms of this policy will be subject to disciplinary action as outlined in the Secondary or Adult Student Behavior and Discipline Policies. *(Reference policies EFBCA and FO in Appendix A of this handbook.)*

ACADEMIC INTEGRITY

All Pioneer Technology Center students are expected to demonstrate positive character traits in all interactions both on and off campus. In regard to academic integrity, it is expected that Pioneer Technology Center students will exhibit responsibility and honesty when presenting the written, published or creative work of another. Further, it is expected that they will hold themselves and their classmates to the highest levels of truthfulness and obedience as they complete assignments and examinations as directed by their instructors. Behaviors that violate the concept of academic integrity include: plagiarism; unauthorized collaboration; cheating; multiple submissions; fabricating information; helping another person cheat; unauthorized access to examinations; modifying/destroying another’s work; changing academic records. Definitions of these behaviors are posted in each classroom for reference. Failure to demonstrate academic integrity is a violation of the Secondary and Adult Student Behavior and Discipline Policies. *(Reference policy FO in Appendix A of this handbook.)*

TOBACCO POLICY

Pioneer Technology Center is a "SMOKE-FREE AND TOBACCO-FREE ENVIRONMENT"

The use of any tobacco products and the use or possession of simulated tobacco products is specifically prohibited on the Pioneer Technology Center campus, which includes buildings, land and vehicles used by the school. NOTE: The term “Tobacco Products” includes all forms of tobacco, but is not limited to cigarettes, cigars, pipes, chewing

tobacco, snuff and all other forms of tobacco prepared in such a manner to be suitable for spit tobacco use, smoking, or both. This term also includes herbal tobacco products, simulated tobacco products that imitate or mimic tobacco products, including but not limited to e-cigarettes, “vapes”, cloves, bidis and kreteks. (*Reference policy CKDA in Appendix A of this handbook.*)

POSSESSION OR SALE OF BEER, ALCOHOLIC BEVERAGES OR CONTROLLED DANGEROUS SUBSTANCES

It is the policy of the Board of Education that all students and employees of this district be made aware of the Board's intention to maintain a drug and alcohol free environment. This policy applies to any location at which school business or activity is conducted. A list of controlled dangerous substances and their side effects is printed in the Drug Abuse Prevention Program Information section of this handbook. For health hazards or other information associated with drug or alcohol use, contact a PTC counselor or instructor.

Any student found to be in possession of, or to have sold or transferred alcoholic beverages, nonalcoholic beverages, beer of any type, or controlled dangerous substance (including medical cannabis), as defined by the statutes of the State of Oklahoma, while attending school, on school premises, or at a school sponsored function, either as a participant or spectator, shall be dealt with according to Pioneer Technology Center School Board Policy. (*Reference policies FO and FO-R4 in Appendix A of this handbook.*) Any suspension and/or search of said student shall be subject to any applicable state statute and school policy.

ADMINISTRATION OF MEDICATION TO STUDENTS

It is the policy of the Pioneer Technology Center Board of Education that if a student is required to take medication during school hours or while attending a school activity, and the parent or guardian cannot be present to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a prescribed medication be dispensed to that student, the Instructional Director, or the director's designee, may administer the medication, only as allowed by PTC Board Policy FFACA.

Self-administration of medication by a student for treatment of asthma, anaphylaxis, diabetes or cystic fibrosis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma, anaphylaxis, diabetes or cystic fibrosis and is capable of, and has been instructed in the proper method of, self-administration of medication. Additional criteria are outlined in PTC Board Policy FFACA. (*Reference policy FFACA in Appendix A of this handbook.*)

IMMUNIZATIONS

The board of education shall require that no child be admitted to this school unless and until certification from a licensed physician or authorized representative of the State Department of Health is presented to the school administrators that such child has received or is in the process of receiving the immunization required by the State Department of Public Health unless an exemption has been granted from the immunizations on medical, religious, or personal grounds. The local school administration through which a student is enrolled in Pioneer Technology Center classes may certify such evidence. (*Reference policy FFAB in Appendix A of this handbook.*)

SCHOOL BUS TRANSPORTATION

Secondary students may be required to use school bus transportation to and from PTC, as determined in joint agreement with each partner school. Permission of the partner high school is required to use private transportation of any type. Adults may use school transportation (where space is available) by making arrangements with the PTC Instructional Director or an administrator of the school furnishing the school bus and driver.

The drivers of all school bus transportation are certified personnel with the same authority as a classroom instructor and are charged to maintain a safe and comfortable transportation system. Each passenger (student) using the school bus transportation must abide by all boarding, traveling, and exiting safety precautions as outlined in Pioneer Technology Center board policy. *(Reference policy FFFF-R1 in Appendix A of this handbook.)*

***** A CURRENT BUS SCHEDULE MAY BE OBTAINED FROM THE STUDENT SERVICES OFFICE. *****

PRIVATE TRANSPORTATION

Permission of the partner high school is required for secondary students to drive or ride to and/or from Pioneer Technology Center in private vehicles. Authorization must be granted by a partner school administrator **prior to** using private transportation.

All students must register the vehicle(s) they are driving to PTC. A parking decal will be issued for each vehicle registered and must be displayed in the required location. The north **and west** parking lots **is are** the designated parking for all students; students are not allowed to park in any other locations on campus. Vehicles must be promptly parked upon arrival and not moved until the end of the class session. Students are not to be in the parking lot during class hours.

Reckless or careless driving will result in suspension of driving privileges. Violation of rules, excessive tardiness, and/or absences may cause the loss of driving privileges. Any student's vehicle, and its contents, will be subject to a thorough search whenever, in the opinion of school officials, a reasonable suspicion for said search exists.

NO EXPECTATION OF PRIVACY

Students have no reasonable expectation of privacy. It is the policy of the Board, that the Superintendent, program administrator(s), instructor(s), and security personnel shall have the authority to search a student and a student's property when there is reasonable suspicion for such searches. School personnel shall have access at any and all times to any vehicle on school property. Locked containers (school lockers and other storage areas or compartments) are subject to being forcibly opened.

DISCIPLINARY ACTION

Pioneer Technology Center serves as an extension of the high school for students currently enrolled in a high school. Secondary student discipline and control shall be a cooperative effort between the partner high school and the CareerTech center. Each institution shall enforce rules and regulations in accordance with its board approved policies. It is the intent of the Pioneer Technology Center administration to involve the parent of minor secondary students early in the discipline process. Parental support is encouraged and solicited. In administering discipline, consideration will be given to available alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, the administration will be mindful of the fact that they are dealing with individual personalities. School policy will be followed when punishment is warranted.

70 O.S. §24-101.3 (E) states that a student who has been suspended out-of-school from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in this school district until the terms of the suspension have been met or the time of suspension has expired.

This district shall not provide education services in the regular school setting to any student who has been removed from any public or private school in Oklahoma or any other state until the district determines that the student no longer poses a threat to himself or others.

(Reference policies FO and FO-R4 in Appendix A of this handbook.)

LEGAL & REGULATORY INFORMATION
COMPLIANCE NOTICE (NON-DISCRIMINATION/504/ADA)

This is to notify all applicants for admission or employment, students and parents, employees, unions or professional organizations, that Pioneer Technology Center not discriminate on the basis of race, color, national origin, sex/gender, age, religion, disability, or veteran status. For inquiries concerning the application of this policy contact either Karl Lynes, KarlL@pioneertech.edu (580) 718-4281 or Pam Dickerson Pam, PamD@pioneertech.edu (580) 718-4295, Compliance Officers/Title IX Coordinators, or Lori Evans, LoriE@pioneertech.edu (580) 718-4313, 504/ADA Coordinator.”

An aggrieved participant should present his/her grievance in writing within 120 days to a Pioneer Technology Center Compliance Officer.

CO-COMPLIANCE OFFICERS / TITLE IX COORDINATORS

Pam Dickerson, AT&D Coordinator
2101 N. Ash Street
Ponca City, OK 74601
(580) 718-4295
pamd@pioneertech.edu

Karl Lynes, Instructor/Coordinator, SHARE
2101 N. Ash Street
Ponca City, OK 74601
(580) 718-4281
karll@pioneertech.edu

504/ADA COORDINATOR

Lori Evans, Counselor/Student Services Coordinator
2101 N. Ash Street
Ponca City, OK 74601
(580) 718-4313
LoriE@pioneertech.edu

ACCESSIBLE FACILITIES

Pioneer Technology Center is situated on 46 acres. It is constructed on one level making the entire facility wheelchair accessible. Although Pioneer Technology Center is in compliance with the Americans with Disabilities Act, a self-study has been completed and the school is in an ongoing transition of making the facility more accommodating to individuals with disabilities. TDD has been installed, as well as fire alarms that are both strobe and sound, automatic wheelchair doors have been installed at the two main entrances, and accessible door handles will be installed as necessary. A well-planned safety program is conducted at Pioneer Technology Center and each area of instruction follows safety practices appropriate to that program and in compliance with the Occupational Safety and Health Act (OSHA). Any handicapped person requiring specific information regarding special services or facilities should contact a PTC Compliance Officer between 8:00 a.m. and 4:00 p.m., Monday through Friday.

SERVICE ANIMALS

PTC acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by a service animal in its facilities and programs and intends to comply with all state and federal laws, rules and regulations regarding the use of service animals by students with disabilities.

PTC does **not** allow the following types of animals in its facilities and programs unless specifically authorized by the board of education:

“Emotional support animal” meaning an animal selected to reside with an individual with a disability that does not work or perform tasks for the benefit of an individual with a disability and does not accompany at all times an individual with a disability; and

“Therapy animal” meaning a personal pet who is certified to make therapeutic visits with a trained volunteer to places including, but not limited to, nursing facilities, schools and hospitals to bring therapeutic benefit, comfort and cheer to others.

The student will submit a request for a service animal to the Executive Director of Full-Time Programs. The notification will identify whether the service animal is required because of the person’s disability, and, if so, identify and describe the manner in which the service animal will meet the individual’s particular need(s).

STUDENT DUE PROCESS—DISCIPLINE, SUSPENSION

In the event that a minor student is suspended, the parent/guardian shall be notified by phone and a written report of the situation (charged violation), including the student’s due process rights, shall be delivered or mailed to that parent.

Due process procedures will be followed as outlined in the PTC school board policies. (*Reference policies FO and FO-R4 in Appendix A of this handbook.*) When a student has been suspended from school for disciplinary purposes, upon returning to school after suspension, s/he should report to the Instructional Director.

All discipline other than suspensions may be made summarily, based upon reasonable suspicion and a preponderance of evidence collected by the appropriate administrator or instructor. There must be an orderly administration of any system of discipline. An accusation or the lodging of a charge is not the equivalent of guilt. Guilt must be determined in an evidentiary hearing.

Corporal punishment is not a part of the discipline policy of Pioneer Technology Center.

TRANSFER AND RELEASE OF CONFIDENTIAL INFORMATION

It is the policy of the Pioneer Technology Center Board of Education to adhere to Oklahoma and federal law concerning the transfer and release of confidential information including student records. Unless otherwise permitted by state or federal law or regulation, confidential information will be released only in accordance with PTC school board policy. (*Reference policy FLE in Appendix A of this handbook.*)

ACCESS TO STUDENT RECORDS

Access to student records will be given to students and parents according to the Family Educational Rights and Privacy Act (FERPA) and Pioneer Technology Center Board policies (FL; FL-R; FLA). The school will require a prior written consent before information may be divulged to third parties. A copy of this Act and/or related PTC Board policies (FL, FL-R; FLA) can be obtained from the Executive Director, Full Time Programs.

CLASSIFICATION OF STUDENT RECORDS/CUMULATIVE RECORDS

1. The Cumulative Record exists as the official file record of each student enrolled in Pioneer Technology Center. Said records will include, but are not limited to, the following items:
 - A. Identifying data;
 - B. Academic work completed;
 - C. Grades;
 - D. Achievement test scores;
 - E. Attendance data;
 - F. Health data;

- G. Family background information; and
 - H. Disciplinary records.
2. The Cumulative Record is the only record that is accessible pursuant to the circumstances delineated in the Family Education Rights and Privacy Act (FERPA) of 1974.
 3. The Executive Director, Full Time Programs is the only person authorized to determine what is and what is not a part of the Cumulative Record.
 4. Under no circumstance will any instructor, counselor, or administrator reveal any information concerning any student attending Pioneer Technology Center, except as is permitted by the Family Education Rights and Privacy Act (FERPA) of 1974. (See Title 70, Oklahoma Statutes, Section 7-115.)
 5. The Full-Time Programs Registrar (under the supervision of the Directors of Instruction) is responsible for the storing, filing, distribution, certification, and maintenance of all student records.
 6. All student Cumulative Records are private by their nature and accordingly are not subject to the provision of the Public Record Act of Oklahoma (Title 51, Oklahoma Statutes, and Section 24.)
 7. The destruction of student records is not subject to the provision of Title 70, Oklahoma Statutes, Section 5-122, and accordingly will be effected at the discretion of the Executive Director, Full Time Programs.

DIRECTORY INFORMATION

The school district proposes to designate the following personally identifiable information contained in a student’s education record as “directory information,” and it may disclose that information without prior written consent:

1. The student’s name;
2. The names of the student’s parents;
3. The student’s date of birth;
4. The student’s class designation (i.e., first grade, tenth grade, etc.);
5. The student’s extracurricular participation;
6. The student’s achievement awards or honors;
7. The student’s photograph; and
8. The school or school district the student attended before the student enrolled in this school district.

The above list is designated as directory information for the school year. Parents or eligible students have two weeks from the start of their enrollment to advise the school district in writing (a letter to the Executive Director of Full Time Programs) of any or all of the items they refuse to permit the district to designate as directory information about their student.

CHALLENGE PROCEDURE

In the event that the content of a student's school record is inaccurate, misleading, or in violation of the privacy or other rights of the student, the student or the parent of a student under the age of 18 shall have an opportunity for a hearing on otherwise inappropriate data. In order to request a hearing for such purpose, the student or parent shall submit a written request to the Executive Director, Full Time Programs. The hearing shall be conducted promptly by the Executive Director, Full Time Programs. The decision of the hearing shall be made in writing and shall be communicated promptly to the student or parent. In the event the student or parent does not concur in the decision, the student or parent shall have a right to appeal the decision of the Executive Director, Full Time Programs; the appeal shall be heard by the Superintendent/CEO. A student or parent desiring to appeal the

decision of the Superintendent/CEO shall notify school officials in writing of a desire to appeal within ten (10) days after receipt of the decision. The Executive Director, Full Time Programs shall forward all necessary documents in connection with the appeal to the Board of Education. Upon receipt of such documents, the Board shall notify the student or parent in writing of the time and place of said hearing. The appeal hearing shall be held promptly. The Board shall render its decision in writing. This decision shall be communicated to the student or parent and will be final.

HATCH AMENDMENT/STUDENT SURVEYS

Pioneer Technology Center is committed to enforcing the Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, included in the Goals 2000 Education America Act of 1994. PPRA applies to all funding provided by the United States Department of Education and seeks to protect the rights of parents to inspect surveys or instructional materials if these materials or surveys are funded by the United States Department of Education.

With respect to survey activities, survey materials, evaluation materials, and Instructional materials used by students and funded by the United States Department of Education, the school district will:

1. Make such materials available for inspection by parents.
2. Obtain written parental consent if students are required to participate in a survey, analysis or evaluation that reveals information such as: political affiliations; mental and psychological problems potentially embarrassing to the student and his/her family; sexual behavior or attitudes; illegal or self-incriminating behavior (such as use or possession of tobacco, alcohol, or other drugs); critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, doctors, and ministers; income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such programs)

DRUG ABUSE & PREVENTION PROGRAM INFORMATION

POLICY

The Pioneer Technology Center school district prohibits the unlawful manufacture, consumption, distribution, dispensation, possession, OR use of controlled, dangerous substances (including medical cannabis and intoxicants) at any time while on district property—including grounds, buildings, parking lots, vehicles, and buses, OR while participating in school activities off campus. The district also prohibits students from reporting to school under the influence of any substance that impairs performance.

PROCEDURE

When it becomes apparent that a student is in violation of the above policy, the district will:

- report the violation to the police;
- report the violation to the parents of high school students; and
- report the violation to the partner high school.

PENALTY

Pioneer Technology Center will take appropriate action when it has been determined that a student is in violation of district policy. Penalties may include one or more of the following:

- suspension;
- dismissal; and/or
- legal action including local, state, and federal prosecution.

STUDENT RESPONSIBILITIES

1. Students are expected to arrive at school in a physical and mental state conducive to learning. Arrival at school under the influence of a substance or in possession of a substance that may impair performance of the student or the performance of others is prohibited.
2. Students taking prescription medication that may affect work performance must report this to the instructor before beginning the school day. Certain learning activities may not be permitted when a student is affected by a legal prescription medication.
3. Students are expected to conduct themselves in a legal and lawful manner while on district property and while engaged in district activities both on and off campus.

INSTRUCTOR AND INSTRUCTIONAL DIRECTOR RESPONSIBILITIES

1. Instructors will be aware of and report to the Instructional Director reasonable suspicion that a student is under the influence of, in possession of, or distributing a controlled substance.
2. Instructional Directors will determine violations of school policy. Instructional Directors will facilitate reporting to the police, parents, and partner high school. Instructional Directors will work with other Pioneer Technology Center administration to determine penalties.

LEGAL SUBSTANCES

Certain legal substances have laws governing their use. Pioneer Technology Center upholds the law regarding these substances and will impose penalties and legal prosecution when violations of the law occur. Intentional misuse of legal chemicals and other substances used in industry is against Pioneer Technology Center policy and will result in penalties.

TOBACCO – Cigarettes and tobacco in any form are illegal for minors and anyone under the age of 21. Giving cigarettes or tobacco in any form to a anyone under the age of 21 is illegal and can result in criminal prosecution.

ALCOHOL – Alcohol is illegal for minors under the age of 21. Giving alcohol to a minor under the age of 21 is illegal and can result in criminal prosecution.

CANNABIS – Not allowed in any form on the Pioneer Technology Center Campus or Grounds.

WARNING SIGNS OF SUBSTANCE ABUSE

Physical Signs

poor coordination
slurred speech
incoherent speech
bloodshot eyes
dilated pupils
pinpoint pupils
extreme sleepiness
hyperactivity
short attention span
cannot concentrate
memory lapses
inattention to grooming
poor hygiene
unhealthy appearance

Behavioral Signs

low motivation
low self-esteem
low energy levels
inappropriate anger
mood swings
secretive attitude
tardiness
absenteeism
personality change
dishonesty
change in friends
drop in grades
incomplete assignments
forgetfulness

Cultural Signs

drug symbols or slogans on clothes
talking in coded language
hostility when authorities talk about drugs
bragging about unsafe acts or drug use
group of friends has reputation for drugs, breaking rules, and antisocial behavior
possession of drug paraphernalia
inappropriate laughter
defensiveness of others in drug culture
excessive resistance to school/family activities
overuse of cover up scents—room deodorizers, mouth wash, cologne
excessive amounts of time alone or sitting in car
staying home as little as possible

weight loss	irresponsible actions	confrontations with law enforcement or school
weight gain	frequent rule breaking	authorities
persistent runny nose	refusing to communicate	

DANGEROUS EFFECTS OF CONTROLLED SUBSTANCES

CANNABIS (*Marijuana, Hashish*)—Side Effects: Relaxed inhibitions, increased appetite, disorientation, psychological dependence, paranoia, fatigue, impaired coordination and reflexes, dry mouth and throat. **Long-term effects:** Physical dependence.

NARCOTICS (*Opium, Heroin, Morphine, Codeine, Dilaudid, Demeral, Methadone, Percodan, Darvon*)—Side Effects: Drowsiness, slowed breathing, constricted pupils, nausea, physical and psychological dependence, convulsions, coma, death. **Withdrawal:** Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills, sweating.

DEPRESSANTS (*Phenobarbital, Nembutal, Seconal, Tuinal, Ativan, Dalmane, Valium, Librium, Xanax, Serax, Tranxene, Versed, Halcion, Restoril, Placidyl*)—Side Effects: Slurred speech, disorientation, drunken behavior without the smell of alcohol, physical and psychological dependence, dilated pupils, rapid pulse, coma, death. **Withdrawal:** Anxiety, insomnia, tremors, convulsions.

STIMULANTS (*Cocaine, Methamphetamine, Dexadrine, Ritalin, Ionamin*)—Side Effects: Increased alertness, excitation, increased pulse and blood pressure, insomnia, loss of appetite, agitation, physical and psychological dependence, psychosis, brain injury, death.

HALLUCINOGENS (*LSD, Mescaline, Peyote, PCP*)—Side Effects: Delusions, hallucinations, distorted perception of time and space, psychological and physical dependence, psychosis, brain injury, death.

INHALANTS (*Common household and office products*)—Side Effects: Interferes with the exchange of oxygen by replacing it with vapor, double vision, slowed reflexes, severe headaches, nausea, vomiting, convulsions, psychological and physical dependence, respiratory difficulty and damage, perforated nasal septum, confusion, mood swings, delusions, hallucinations, brain damage, death.

PREVENTION PROGRAM

Pioneer Technology Center provides students the opportunity to participate in Red Ribbon Week activities highlighting awareness and prevention of drug / alcohol abuse and anti-bullying.

DRUG ADDICTION TREATMENT

Drug addiction is a treatable disorder. There are a variety of treatment options available including short- and long-term treatment plans. The ultimate goal of all drug abuse treatment is to enable the patient to achieve lasting abstinence, but the immediate goals are to reduce drug use, improve the patient's ability to function, and minimize the medical and social complications of drug abuse. Drug addiction treatment information is available from a variety of resources including private physicians, licensed counselors and the Kay County Health Department. Pioneer Technology Center staff will assist students in locating treatment option information.

CAMPUS SECURITY REPORT/CRIME STATISTICS

PURPOSE

The purpose of this report is to provide information about the Student Right to Know Act regarding campus security and campus crime statistics to current and prospective students and employees of Pioneer Technology Center. The report explains the school's security guidelines for reporting emergencies and crimes and security guidelines regarding campus facilities.

REPORTING CAMPUS CRIMES AND EMERGENCIES

It is everyone's responsibility to be aware of suspicious activity or behavior on campus. Any student or staff member who observes suspicious or criminal activity while on the Pioneer Technology Center campus should report directly to an administrator. Pioneer Technology Center officials will notify the proper local authorities and/or place emergency telephone calls if needed. A campus security report form will be completed as a follow-up to the suspected crime. These forms can be obtained from the Receptionist in either building. The completed form should be turned in to any Instructional Director.

ACCESS TO CAMPUS FACILITIES

Pioneer Technology Center sits on 46 acres of land with controlled access and exits. The main building is open to the public from 7:30 a.m. to 9:00 p.m. Monday-Thursday and 7:30 a.m. to 4:30 p.m. Friday. School personnel are on duty during these hours. The west covered entrance and the north covered entrance are the only public access doors unlocked during regular operational hours. During class hours, security functions are performed by Pioneer Technology Center employees. Adequate exterior lighting is present and is automatically activated via the use of photocells and timers.

INFORMATION PROGRAMS ON CAMPUS SECURITY/CRIME PREVENTION

Students and employees are informed of campus security policy and procedures at the beginning of and throughout each school year during student orientations and annual staff development in-service.

HOW TO AVOID VICTIMIZATION

We offer these tips for your personal safety and property security:

- Report strangers and suspicious activity.
- Avoid getting into vulnerable/no exit places.
- Do not hesitate to call police when confronted by persons.
- Report all incidents and losses to the police immediately.
- At night, walk in groups of at least two.
- Walk with confidence and avoid walking near bushes and parked vehicles.
- Familiarize yourself with the emergency telephone numbers or use 911.
- When parking, remove valuables from plain view and lock your vehicle.
- Record the account number or make copies of credit cards and other valuables in your wallet.
- Write your name in textbooks.
- Do not leave books, book bags, school supplies, coats or other items in unsecured places.

CAMPUS SEX CRIMES PREVENTION ACT COMPLIANCE

In compliance with the Campus Sex Crimes Prevention Act, Pioneer Technology Center provides the following website to enable its campus community access to information about registered sex offenders:

<https://sors.doc.state.ok.us/>

Computer resources and assistance are available through an Instructional Director.

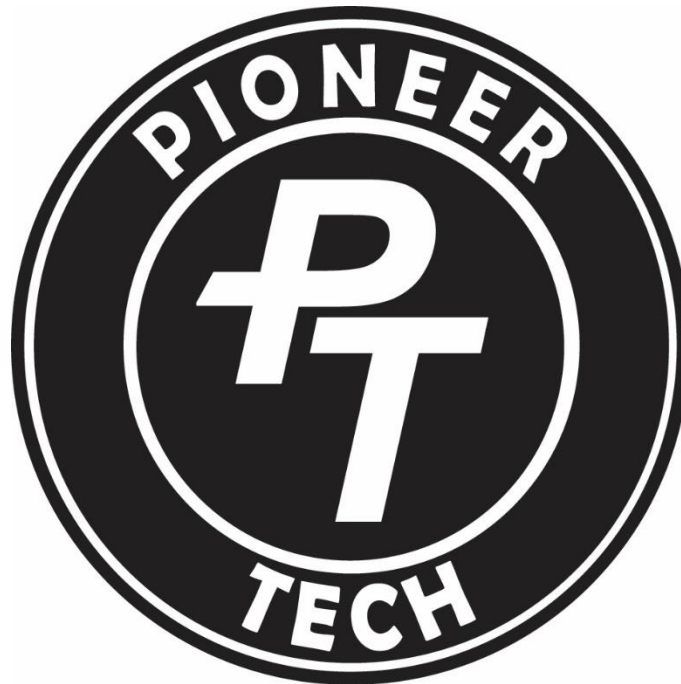
CAMPUS CRIME STATISTICS

<i>Crimes on Campus</i>	<i>2015</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>	2020
Murder	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Sexual Offenses Forcible and Non-forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Motor Vehicle Theft on Campus	0	0	0	0	0	0
Arrests for Drug Abuse Violations	2	0	0	0	0	0
Arrests for Weapons Possessions	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Domestic Assault	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0

NOTE: The complete Campus Security Report is posted to the Pioneer Technology Center website <https://pioneertech.edu/legal?category=about>. The report is updated annually on October 1.

PIONEER TECHNOLOGY CENTER
2021-2022 STUDENT HANDBOOK
APPENDIX A—School Board Policies

CKDA—Smoking and Tobacco Free Campus
EFBCA—Network Systems & Internet Acceptable Use
EFBCB—Internet Safety
FDBA—Tuition Fees
FFAB—Immunizations, Students
FFACA—Medication, Administering to Students
FFFF-R1—School Bus Program (Regulations)
FLE—Transfer and Release of Confidential Information
FNAA – Freedom of Expression
FNCA-R—Student Conduct, Dress Code
FNCC—Hazing
FNCD-P—Bullying (Investigation Procedures)
FNCD-R—Prohibiting Harassment, Intimidation and Bullying (Regulation)
FNCF—Drug-Free Schools
FNCGA—Weapons-Free Schools
FNG – Electronic Communication Devices
FO—Student Conduct, Behavior and Discipline
FO-R4—Student Discipline
FNCE-R - Dangerous Weapons, Non-Intoxicating Beverages, Etc. (Regulation)
GJ-A—Sexual Harassment of Students
GJ-P—Grievance Procedure for Filing, Processing and Resolving
Discrimination Complaints



SMOKING AND TOBACCO FREE CAMPUS

The use of any tobacco products and the use or possession of simulated tobacco products is specifically prohibited on Pioneer Technology Center campus, which includes buildings, land and vehicles used by the school.

NOTE: The term “Tobacco Products” includes all forms of tobacco, but is not limited to cigarettes, cigars, pipes, chewing tobacco, snuff, and all other kinds and forms of tobacco prepared in such a manner to be suitable for spit tobacco use, smoking, or both. This term also includes herbal tobacco products, simulated tobacco products that imitate or mimic tobacco products, including but not limited to e-cigarettes, “vapes”, cloves, bidis, and kreteks.

REFERENCE: 63 O.S. §1-1522, et seq.
20 U.S.C. §6083

Adoption Date: 7/14/1998

*Revision Date(s): 8/8/2000, 12/11/2001,
1/10/2006, 11/12/2013, 7/8/2014, 6/9/2015*

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NETWORK SYSTEMS & INTERNET ACCEPTABLE USE

- A. Purpose Statement. Pioneer Technology Center of Kay County, Oklahoma (the “Technology Center”) provides its students and employees with access to the Technology Center’s computer network system, including Internet access, in an effort to expand the informational and communication resources in furtherance of the Technology Center’s goal of promoting educational excellence. It is hoped that the expanded use of these resources will enhance students’ research capabilities, increase faculty and staff productivity and result in better communication between the Technology Center and its patrons.

The guidelines provided in this policy are designed to promote the efficient, ethical and legal provisions, his or her account will be terminated and future access could be denied. The user’s signature on the internet Access Agreement is a legally binding obligation, affirming that the user has read the terms and conditions of the Internet Acceptable Use Policy, understands the policies and agrees to abide by all terms and conditions described in the policy or subsequently implemented by the Technology Center’s Director of Technical Services. Students’ use of the Technology Center’s system will also be governed by a student code of conduct.

- B. Internet Access – Terms and Conditions

1. **Acceptable Use.** **THE USE OF THE TECHNOLOGY CENTER’S SYSTEM, WHETHER BY STUDENTS, FACULTY OR STAFF, MUST BE IN SUPPORT OF EDUCATION AND CONSISTENT WITH THE EDUCATIONAL OBJECTIVES OF THE TECHNOLOGY CENTER.** The use of any other organizations’ network or computing resources must comply with the rules and regulations appropriate for that network. **THE TRANSMISSION OR RECEIPT OF ANY MATERIAL IN VIOLATION OF ANY UNITED STATES OR STATE LAW OR REGULATION AND THE TRANSMISSION OR RECEIPT OF ANY MATERIAL INCONSISTENT WITH THE EDUCATIONAL OBJECTIVES OF THE TECHNOLOGY CENTER IS PROHIBITED.** This includes, but is not limited to: copyrighted material, threatening, indecent, lewd or obscene material, or material protected by trade secret. Use of the Technology Center system for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.
2. **Parental Consent.** In order for a secondary student to gain access to the Technology Center system, the student’s parent or guardian must be provided a copy of the Internet Acceptable Use Policy and sign the Internet Access Agreement requesting that their child be given Internet access under the terms and conditions described in this policy. Parents may withdraw their consent at any time. **THERE IS, HOWEVER, A WIDE RANGE OF INFORMATION AVAILABLE THROUGH THE INTERNET WHICH EITHER IS NOT APPROPRIATE FOR ACCESS BY MINORS, HAS NO EDUCATIONAL VALUE OR DOES NOT MEET WITH THE PARTICULAR VALUES OF THE FAMILIES OF THE STUDENT. THE TECHNOLOGY CENTER’S SYSTEM AND INTERNET ACCEPTABLE USE POLICY CONTAINS DEVICES AND RESTRICTIONS ON USE INTENDED TO PREVENT ACCESS TO INAPPROPRIATE MATERIAL OR INFORMATION. IT IS IMPOSSIBLE FOR THE TECHNOLOGY CENTER TO GUARANTEE THAT STUDENTS WILL NOT BE EXPOSED TO INAPPROPRIATE MATERIAL THROUGH THEIR USE OF THE INTERNET. THE TECHNOLOGY CENTER BELIEVES THAT PARENTS BEAR PRIMARY RESPONSIBILITY FOR COMMUNICATING ACCEPTABLE BEHAVIOR AND FAMILY VALUES TO THEIR CHILDREN. THE TECHNOLOGY CENTER ENCOURAGES PARENTS TO DISCUSS WITH THEIR CHILDREN WHAT MATERIAL IS AND IS NOT ACCEPTABLE FOR THEIR CHILDREN TO ACCESS THROUGH THE TECHNOLOGY CENTER SYSTEM**

NETWORK SYSTEMS & INTERNET ACCEPTABLE USE (Cont.)

3. **Privilege of Use.** The Technology Center system and its Internet access is a privilege afforded to students, staff and employees of the Technology Center. Use of these resources is not a right and inappropriate use will result in a cancellation of those privileges. Inappropriate use is any use prohibited by the terms of this policy or use determined by the Technology Center system administrators to be inappropriate under particular facts and circumstances. Prior to receiving Internet access, users will be required to successfully complete an Internet training program administered by the Technology Center.
4. **Inappropriate Use.** See policy EFBCA-R – Code of Conduct for Internet, Computer Network and Social Media Access.
5. **Limitation of Liability.** The Technology Center makes no warranties of any kinds, whether express or implied, for the services provided and will not be responsible for any damages which you may suffer through use of the Technology Center system or the Internet, including, but not limited to, the loss of information or files or the interruption of service. The Technology Center is not responsible for the accuracy or quality of information obtained through use of the Technology Center system or the Internet. The Technology Center is not responsible for any financial obligations which may be incurred through use of the Technology Center system.
6. **Security.** Security on any computer system is a high priority, especially when the system involves multiple users. Users are responsible for their individual account and should take precautions to prevent others from accessing that account. Under no conditions should a user provide their personal password to another person. If you identify a potential security problem on the Technology Center system or the Internet, you must notify the system administrator immediately. You should not demonstrate the problem to others, nor should you intentionally attempt to identify potential security problems. In either instance, your actions may be misinterpreted as an illegal attempt to gain unauthorized access. Any attempt to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with the Technology Center system or any other computer system may be denied further access.
7. **Vandalism.** Vandalism of Technology Center hardware, software or the system itself will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the property or data of the Technology Center, of another user or of any other network connected to the Internet or all or any portion of the Technology Center’s computer network system or any other network or system connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses or any actions that disrupt, “crash” or “bomb” all or any portion of the Technology Center’s computer system. All system users shall avoid the accidental spread of computer viruses by strict adherence to Technology Center policies governing the downloading of software. No system user may use the system to “hack” or attempt to gain unauthorized access to any other computer system, network or site or any unauthorized portion of the Technology Center’s system.
8. **Inappropriate Material.** Access to information shall not be restricted or denied solely because of the political, religious or philosophical content of the material. However, system users must realize that rights go hand-in-hand with responsibilities and agree not to use the Technology Center system to access information or to distribute information or material which is:

Adoption Date: 8/14/2001

Revision Date(s): 7/9/2002, 7/8/2014

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NETWORK SYSTEMS & INTERNET ACCEPTABLE USE (Cont.)

- (a) Obscene to minors, meaning (i) material which, taken as a whole, lacks serious literary, artistic, political or scientific value for minors and, (ii) when an average person applying contemporary community standards, would find that the written material, taken as a whole, appeals to an obsessive interest in sex by minors.
- (b) Libelous, meaning a false and unprivileged statement about a specific individual, which tends to harm the individual's reputation.
- (c) Vulgar, lewd or indecent, meaning material which, taken as a whole, an average person would deem improper for access by or distribution to minors because of sexual connotations or profane language.
- (d) Display or promotion of unlawful products or services, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors.
- (e) Group defamation or hate literature, meaning material which disparages a group or a member of a group on the basis of race, religious affiliation, ethnic or national origin, gender identity or preference, or handicapped condition or advocates illegal conduct or violence or discrimination toward any particular group of people. This includes racial and religious epithets, "slurs", insults and abuse.
- (f) Disruptive to school operations, meaning material which, on the basis of past experience or based upon specific instances of actual or threatened disruptions relating to the information or material in questions, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.

- 3. **Employee Access.** In order for any employee of the Technology Center to gain access to the Technology Center system, the employee must sign the Employee Internet Access Agreement.
- 4. **Application and Enforceability.** The terms and conditions set forth in this policy shall be deemed to be incorporated in their entirety in the Internet Access Agreement executed by each system user. **BY EXECUTING THE INTERNET ACCESS AGREEMENT, THE SYSTEM USER AGREES TO ABIDE BY THE TERMS AND CONDITIONS CONTAINED IN THIS ACCEPTABLE USE POLICY. THE SYSTEM USER ACKNOWLEDGES THAT ANY VIOLATION OF THIS ACCEPTABLE USE POLICY MAY RESULT IN ACCESS PRIVILEGES BEING REVOKED, DISCIPLINARY ACTION BEING TAKEN, INCLUDING, AS TO STUDENTS, DISCIPLINARY ACTION UNDER THE TECHNOLOGY CENTER'S STUDENT DISCIPLINE POLICY AND, AS TO EMPLOYEES, ANY SUCH DISCIPLINE AS MAY BE ALLOWED BY LAW, INCLUDING TERMINATION OF EMPLOYMENT.**

**PIONEER TECHNOLOGY CENTER
STUDENT NETWORK SYSTEMS & INTERNET ACCESS
AGREEMENT**

STUDENT SECTION:

Student Name _____ Grade _____
(Last) (First) (Middle)

School _____

Home Address _____ Home Phone No. _____

I have received a copy of the Network Systems & Internet Acceptable Use Policy and Student Handbook. I have read and agree to abide by their provisions. I understand that any violation of the use provisions may result in disciplinary action including, but not limited to, suspension and/or revocation of network privileges and suspension from school.

Student's Signature _____ Date _____

SPONSORING PARENT OR GUARDIAN SECTION (Required):

I have read the Network Systems & Internet Acceptable Use Policy and Student Handbook for Pioneer Technology Center. I understand that Pioneer Technology Center has taken reasonable precautions to ensure that access to controversial material is limited to the extent possible. I realize, however, that it is not possible to completely prevent access to inappropriate material. I will monitor my child's use of the network and his/her access to the Internet, and will accept full responsibility for supervision in that regard if and when my child's use is not in a school setting. I hereby release the Technology Center from liability in the event that my child acquires inappropriate material through use of the Technology Center's computing resources or the Internet. I hereby request that the Technology Center issue an account for my child and certify that the information contained on this form is correct.

Parent's Signature _____ Date _____

Home Address _____ Home Phone No. _____

Student Access Agreement must be renewed each academic year.

**PIONEER TECHNOLOGY CENTER
EMPLOYEE NETWORK SYSTEMS & INTERNET ACCESS
AGREEMENT**

Employee Name _____ Position _____
(Last) (First) (Middle)

School or Site _____

Home Address _____ Home Phone No. _____

I have received a copy of the Network Systems & Internet Acceptable Use Policy. I have read and agree to abide by its provisions. I understand that any violation of the use provisions may result in disciplinary action including, suspension and/or revocation of network privileges as well as any discipline allowed by law including termination of employment.

Employee's Signature _____ Date _____

INTERNET SAFETY

Introduction

It is the policy of Pioneer Technology Center to:

1. Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
2. Prevent unauthorized access and other unlawful online activity;
3. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
4. Comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children’s Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Pioneer Technology Center online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Pioneer Technology Center staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Pioneer Technology Center Network Administration or designated representatives.

INTERNET SAFETY (Cont.)

Pioneer Technology Center staff will provide age-appropriate training for students who use the Pioneer Technology Center's Internet facilities. The training provided will be designed to promote the Pioneer Technology Center's commitment to:

1. The standards and acceptable use of Internet services as set forth in the Pioneer Technology Center's Internet Safety Policy;
2. Student safety with regard to:
 - a. safety on the Internet;
 - b. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - c. cyber bullying awareness and response.
3. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

TUITION FEES

Students enrolling in Pioneer Technology Center programs may be charged tuition fees in accordance with board-approved rates. The board of education will review the tuition fee schedule on an annual basis.

There are no tuition fees for district secondary students enrolling in daytime courses. Out-of-district secondary and postsecondary students will be charged a tuition fee based on the length of instruction and residency status. Tuition for an out-of-district adult student shall be double the amount of an in-district adult student. Adult out-of-state tuition shall be double the amount of an out-of-district adult student. Tuition for non-district secondary students is established by the Oklahoma State Board of Career and Technology Education. This rate is updated annually and is available through the Bursar. A chart of the currently approved tuition rates will be listed in the student handbook.

ADULT TRAINING AND DEVELOPMENT PROGRAMS

Tuition and Refunds

1. Upon request, enrollments are refunded less \$10.00, if the student cancels enrollment before the second class meeting. (This does not apply to 1 day or 3 hour courses). No refunds will be issued after the second class meeting, whether or not the student attends any classes. Special circumstances may be considered and will be at the discretion of the school administration (i.e. natural disaster, death of spouse, severe illness, etc.)
2. Tuition for out-of-district post-secondary students is double that of in-district students; however, out-of-district students may enroll with the following options: (1) they may pay double tuition and be assured of enrollment in the program; or, (2) they may choose to wait until one week prior to class starting and enroll at in-district rates only after the in-district needs have been met and if space is available.
3. If, one week prior to the beginning of class, space is available, the district is authorized to provide free tuition for full-time employees, board members, spouses and dependent children of full-time employees or board members desiring to attend Pioneer Technology Center courses. Full-time employees of sending school districts may attend courses for one-half of normal tuition rates. District employees, board members, and full-time employees of sending schools who receive this benefit are responsible for the cost of books and other non-tuition fees. Note: A PTC full-time employee, board member, spouse or dependent can guarantee a seat in any "high" demand course by paying for ½ of the tuition fee.
4. Pricing may be adjusted for special programs, promotions and referrals.

FULL-TIME PROGRAMS

At the time of enrollment in full-time career majors, a \$25.00 non-refundable enrollment fee is required of all adult students. Two weeks prior to a successful practical nursing applicant's start date; a \$50 deposit toward tuition must be paid to secure his/her place in class. This deposit is applied toward tuition. A \$25 school enrollment fee is due at this time also. This enrollment fee is non-refundable and does not apply toward tuition. The balance of the tuition shall be paid in full by the end of the second week the student is enrolled in school, unless payment arrangements have been made.

Students receiving financial support for tuition shall present a letter certifying the support agency. Such agencies may include Vocational-Rehabilitation, Workforce Investment, tribal programs, and scholarships.

TUITION FEES (Cont.)

Refunds

1. Institutional Refund of Tuition

If a student formally withdraws from school after enrolling in a full-time career major, a full refund of tuition will be made only if the withdrawal occurs within the first 10 school days of the defined payment period. A 50% refund will be made if the withdrawal occurs within 11-20 school days. After the 20th school day of the defined payment period, there will be no refund for that period.

For financial aid purposes, a student is considered to have dropped out when he/she has been absent for five (5) consecutive class days without contacting Pioneer Technology Center.

In addition to Pioneer Tech's refund policy, students receiving Federal and State financial aid are subject to the Federal and State financial aid refund policies as published by the Department of Education and the Oklahoma State Regents for Higher Education and referred to in the Consumer Information Guide.

In all cases, the non-refundable deposit will be withheld from any refund. The district reserves the right to withhold any amounts owed for tuition from any financial aid or other funds that come into the district's possession on behalf of the student.

For the purpose of this policy, out-of-district students are those who do not currently reside within the Pioneer Technology Center taxation district

**REFERENCE: Board Minutes dated March 10, 1995
Board Minutes dated February 13, 1996
Board Minutes dated May 14, 1996
Board Minutes dated June 11, 1996
Board Minutes dated November 14, 2000**

**IMMUNIZATIONS
STUDENTS**

The Pioneer Technology Center Board of Education shall provide an environment for students to study, interact, and learn. Such an environment shall be reasonably free of known hazards which may threaten or endanger the health of our students or educators.

The board of education shall require that no child be admitted to this school unless and until certification from a licensed physician or authorized representative of the State Department of Health is presented to the school administrators that such child has received or is in the process of receiving the immunization required by the State Department of Public Health unless an exemption has been granted from the immunizations on medical, religious, or personal grounds. The local school administration through which a student is enrolled in Pioneer Technology Center classes may certify such evidence.

If a parent or guardian is unable to pay for the required immunizations, the school will refer the student to the State Department of Public Health for assistance.

The following immunizations are required by the State Department of Public Health prior to the enrollment of a child in public school:

- 5 DPT (Diphtheria - Pertussis - Tetanus) (unless the fourth dose was received after the fourth birthday)
- 4 Polio (unless the third dose was received after the fourth birthday)
- 2 Measles (Rubeola)
- 1 Rubella
- 1 Mumps

Beginning with the fall 1998 semester, all students entering kindergarten and first grade must provide documentation of having received three doses of hepatitis B vaccine. All students entering the seventh and eighth grades must provide documentation of having received three doses of hepatitis B vaccine. Every subsequent year, the hepatitis B requirements will be extended by one additional grade level.

Beginning with the fall 1998 semester, all students entering the seventh grade must provide documentation of having received two doses of hepatitis A vaccine. Beginning with the fall 1998 semester, all students entering kindergarten must provide documentation of having received two doses of the hepatitis A vaccine and chicken pox (varicella) vaccine. Every subsequent year, these requirements will be extended by one additional grade level. The State Department of Public Health has granted a 120 day grace period to receive the hepatitis A vaccine with all students entering kindergarten, first grade, seventh grade, and eighth grade in the fall 1999 semester required to provide documentation of vaccination.

Students may be required to have additional immunizations for certain programs.

**REFERENCE: SB 887, SB 1239, & SB 1400 (70 O.S. §1210.191, et seq.)
Oklahoma State Department of Health Regulations**

MEDICATION:ADMINISTERING TO STUDENTS

Giving medications to students at school requires the utmost care and caution on the part of the school staff. The danger of a student receiving an incorrect medication puts the student’s health at risk and places the school and employees in legal jeopardy.

It is the policy of the Pioneer Technology Center Board of Education that if a student is required to take medication during school hours or while attending a school activity and the parent or guardian cannot be present to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a prescribed medication be dispensed to that student, the instructional director, or the director's designee, may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:

- A. student's name
- B. name and strength of medication
- C. dosage and directions for administration
- D. name of physician or dentist
- E.date, name of pharmacy, and
- F.whether the child has asthma or other disability which may require immediate dispensation of medication

The medication must be delivered to the instructional director’s office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. If it is not possible for the parent/guardian to deliver the medication in person, arrangements may be made by contacting the program area instructional director. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

- A. purpose of the medication
- B. time to be administered
- C. whether the medication must be retained by student for self-administration
- D. termination date for administering the medication
- E.whether the child has asthma or other disability which may require immediate dispensation of medication
- F.other appropriate information requested by the instructional director or the director's designee

Students requiring medication while attending conferences or events that include overnight stays must have a completed authorization form and any special medical needs must be provided in writing to the activity sponsor.

2. Self-administration of medication by a student for treatment of asthma, anaphylaxis, cystic fibrosis or diabetes is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma, anaphylaxis or diabetes and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:

- A. The parent or guardian must provide the school with an emergency supply of the student’s medication to be administered as authorized by state law.

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FFACA

B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, 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.

C. Permission for the self-administration of asthma, anaphylaxis or diabetes medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.

D. A student who is permitted to self-administer asthma, anaphylaxis or diabetes medication shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication at all times.

E. Definitions:

1. **Medication** means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, 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, or replacement pancreatic enzymes prescribed by a physician and having an individual label.
2. **Self-administration** means a student's use of medication pursuant to prescription or written direction from a physician.
3. Students shall be permitted to possess and self-apply sunscreen that is regulated by the Food and Drug Administration without the written authorization of a parent, legal guardian, or physician. Students applying sunscreen are prohibited from applying sunscreen during instructional time. Aerosol spray must be applied outside of school buildings and away from other students. Students shall not be allowed to apply sunscreen to other students. Students who do not conform to these rules will be disciplined by the administration in accordance with school discipline policies.
4. Other prescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody. The medication will be administered in accordance with label directions or written instructions from the student's physician and the appropriate form(s) must be completed and on file in the full-time programs office.

The instructional director, or director's designee, will:

- A. Inform appropriate school personnel of the medication being administered
- B. Keep an accurate record of the administration of the medication
- C. Keep all medication in a locked cabinet except medication retained by a student per physician's order
- D. Return unused prescription medication to the parent/guardian or to the student with written permission from the parent/guardian.

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

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Students who act outside of the guidelines of this policy will be subject to discipline as outlined in policies FO, FO-R, FNCE and FNCF.

NOTE: Pioneer Technology Center does not have a school nurse. The nurses on staff are teachers and cannot act as a school nurse. Their opinions may be requested, but are not to be confused as being directive in nature. The instructional director of a program area is the individual who makes the decision regarding the individual welfare of the student.

Students with additional medical needs can work with administration to develop a plan to address their specific medical needs.

**REFERENCE: 10 O.S. §170.1
59 O.S. §353.1
70 O.S. §1-116, et seq.**

SEE ALSO:

Policy:

- FO – Student Conduct, Behavior and Discipline
- FOD – Suspension of Students
- FNCE – Reporting Students Under the Influence
- FNCF – Drug-Free Schools

Forms:

- Medication Administration Authorization Form – Administered by School Personnel
- Medication Administration Authorization Form – Administered by Student
- Authorization to Self-Carry/Self-Administration of Medication and/or Procedures at School and After School Activities

THIS POLICY REQUIRED BY LAW

**PIONEER TECHNOLOGY CENTER
BOARD OF EDUCATION**

FFFF-R1

SCHOOL BUS PROGRAM (REGULATIONS)

In accordance with the policy of the board of education, the following rules and regulations shall govern the conduct of school bus passengers:

1. Students and other school bus passengers shall conduct themselves in a manner consistent with good classroom behavior while waiting for and traveling on school buses. Misconduct will be brought to the attention of the students' program administrator by the school bus driver.
2. The noise level on school buses must remain at a low level to enable the driver to hear emergency and train signals. Therefore, passengers must not shout, sing, or otherwise cause any disturbance that may distract the driver.
3. Tobacco use is not permitted on school buses. (See policy CKDA.)
4. Pagers, or other wireless electronic communications devices are not permitted on school buses unless under the provision provided in policy FNG. (See policy FNG.)
5. School bus windows must remain closed unless the driver permits them to be opened. When windows are open, passengers must not throw objects from windows or extend any part of the body through a window.
6. Any passenger who defaces or vandalizes a school bus in any way shall be immediately suspended from riding school buses. No suspended student shall be permitted to resume the school bus privilege until all damages for which the student was responsible are paid.
7. For misconduct other than vandalism, the student's parent/guardian and the home school principal shall be notified of a first occurrence. The program administrator shall take whatever reasonable action is deemed necessary. For a second occurrence, the student shall be placed on probation in addition to the above notification and bus privileges shall be withdrawn. The loss of bus privileges may cause a student to be ineligible to attend the Pioneer Technology Center.
8. School bus departure schedules are set by the class schedule. Students must board the bus on time. Drivers are not to pick up students after leaving the designated pickup point. Students missing the bus to the technology center are to immediately report to their home high school principal.
9. Students must board the school bus at designated bus stops and at school bus boarding areas on school premises. Students must remain orderly until the bus comes to a complete stop and boarding permission is given by the driver. Seats may be assigned at the driver's discretion. Passengers must be seated immediately. Seats may not be held for later passengers, and must be shared when necessary.
10. After the bus is en route, passengers must remain seated until the bus is stopped. Upon exiting the bus, passengers must move away from the bus. The school bus will not move until the passenger can be observed by the driver.
11. If a student is denied transportation for any reason, the parent(s) and home high school must be notified. The bus driver shall not put a student off the bus other than at the student's regular stop without written permission from the parent and the home high school principal.

Adoption Date: 7/14/1998

Revision Date(s): 2/19/2001, 9/11/2001, 7/8/2014

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**PIONEER TECHNOLOGY CENTER
BOARD OF EDUCATION**

FLE

TRANSFER AND RELEASE OF CONFIDENTIAL INFORMATION

It is the policy of the Board of Education to adhere strictly to Oklahoma and Federal law concerning the transfer and release of confidential information including student records.

For the purposes of this policy, "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.

The school district will transfer and release confidential information in accordance with this policy to:

- (1) The Department of Human Services,
- (2) The Department of Mental Health and Substance Abuse Services,
- (3) The State Department of Health,
- (4) The State Department of Education,
- (5) The Oklahoma Department of Career and Technology Education,
- (6) The Oklahoma Commission on Children and Youth,
- (7) The J.D. McCarty Center for Handicapped Children,
- (8) The Department of Corrections,
- (9) Private agencies receiving public funds pursuant to a grant or contract with one of the agencies listed in (1) through (8) and providing institutional, community residential or community-based services as defined by Title 10, Section 7001-1.3 of the Oklahoma Statutes, to children and family,
- (10) Persons and agencies subject to the rules promulgated by the agencies listed in (1) through (8), and
- (11) Statutorily-constituted juvenile bureaus.

Unless otherwise permitted by state or federal law or regulation, confidential information will only be released to the above-described entities pursuant to (1) a court order or (2) an informed consent that has been executed by (a) the parent or guardian of the child or other person authorized by state or federal law to execute such consent, if the subject of the confidential information is a child or (b) the individual who was the subject of the confidential information or other person authorized by law to execute such consent on his or her behalf, if the subject of the confidential information is an adult.

Adoption Date: 7/14/1998

*Revision Date(s): 11/14/2000, 9/11/2001,
7/8/2014*

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TRANSFER AND RELEASE OF CONFIDENTIAL INFORMATION (Cont.)

The school district will follow the rules promulgated by the State Department of Education for authorizing access to and the transfer or release of confidential information for the purpose of gathering statistical information or conducting studies or research otherwise authorized by law.

The school district may charge \$.10 per page for all copies made pursuant to this policy plus the actual cost of mailing the copies.

**REFERENCE: 10 O.S. §620.1, et seq.
10 O.S. §7001-1.3**

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PIONEER TECHNOLOGY CENTER BOARD OF EDUCATION	FNAA
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FREEDOM OF EXPRESSION

The technology center board of education hereby adheres to Oklahoma Law providing that outdoor areas of campuses of public institutions of higher education, which include technology center schools overseen by the State Board of Career and Technology Education, are public forums for the campus community.

Policy

The outdoor areas of any campus of the technology center are deemed public forums for the campus community, and the technology center will not create "free speech zones" or other designated areas of campus outside of which expressive activities are prohibited. The technology center may maintain and enforce reasonable time, place and manner restrictions narrowly tailored in service of a significant institutional interest when the restrictions employ clear, published, content- and viewpoint-neutral criteria and provide for ample alternative means of expression. Any such restrictions shall allow for members of the campus community to spontaneously and contemporaneously assemble and distribute literature. Nothing in this paragraph shall be interpreted as applying to student expression taking place elsewhere on campus.

Any person who wishes to engage in noncommercial expressive activity on campus shall be permitted to do so freely, as long as the person's conduct is not unlawful and does not materially and substantially disrupt the functioning of the technology center.

Nothing in this policy shall be interpreted as preventing the technology center from prohibiting, limiting or restricting expression that the First Amendment does not protect or prohibiting harassment as defined in this policy.

Space reserved or rented from the technology center for a specific purpose shall not be deemed as an area wherein noncommercial expressive activity may occur during the duration of time that the group has exclusive use or control of that space.

Nothing in this policy shall prohibit the technology center from maintaining and enforcing reasonable time, place and manner restrictions that are narrowly tailored to serve a significant institutional interest only when such restrictions employ clear, published, content- and viewpoint-neutral criteria. Any such restrictions shall allow for members of the campus community to spontaneously and contemporaneously assemble, speak and distribute literature.

The technology center will make public in its *Full-Time Programs Student Handbook*, on its website and through its orientation programs for students the policies, regulations and expectations of students regarding free expression on campus consistent with this policy.

The technology center will develop materials, programs and procedures to ensure that those persons who have responsibility for discipline or education of students, including but not limited to administrators, campus police officers, and instructors, understand the policies, regulations and duties of the technology center regarding free expression on campus.

Reporting Requirement

By December 31st each year, the technology center will publicly post on its website and submit to the Governor and Legislature a report that details the course of action implemented to comply with the requirements of Okla. Stat. tit. 70, § 2120. A report shall also be submitted in the instance of any changes or updates to the chosen course of action. The report provided on the website shall be:

- a. Accessible from the technology center's website home page by use of not more than three links;

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FREEDOM OF EXPRESSION (Cont)

- b. Searchable by key words and phrases; and
- c. Accessible to the public without requiring registration or use of a user name, password or another user identification.

The technology center's report will include the following information:

- a. a description of any barriers to or incidents of disruption of free expression occurring on campus, including but not limited to attempts to block or prohibit speakers and investigations into students or student organizations for their speech. The description shall include the nature of each barrier or incident, as well as what disciplinary action, if any, was taken against members of the campus community determined to be
- b. responsible for those specific barriers or incidents involving students without revealing those students' personally identifiable information, and
- c. any other information the technology center deems valuable for the public to evaluate whether free expression rights for all members of the campus community have been equally protected and enforced.

In the event the technology center is sued for an alleged violation of First Amendment rights, a supplementary report, with a copy of the complaint or amended complaint, will be submitted to the Governor and the Legislature within thirty (30) days.

Definitions

"Campus community" means students, administrators, faculty and staff at the technology center and their invited guests;

"Expressive activities" include, but are not limited to, any lawful verbal, written, audio-visual or electronic means by which individuals may communicate ideas to one another, including all forms of peaceful assembly, protests, speeches and guest speakers, distribution of literature, carrying signs and circulating petitions.

"Harassment" means only that expression that is unwelcome, so severe, pervasive and subjectively and objectively offensive that a student is effectively denied equal access to educational opportunities or benefits provided by the technology center.

"Materially and substantially disrupts" means when a person, with the intent to or with knowledge of doing so, significantly hinders another person's or group's expressive activity, prevents the communication of the message or prevents the transaction of the business of a lawful meeting, gathering or procession by:

- a. engaging in fighting, violent or other unlawful behavior, or
- b. physically blocking or using threats of violence to prevent any person from attending, listening to, viewing or otherwise participating in an expressive activity. Conduct that "materially disrupts" shall not include conduct that is protected under the First Amendment to the United States Constitution or Section 22 of Article 2 of the Oklahoma Constitution. Such protected conduct includes but is not limited to lawful protests in the outdoor areas of campus generally accessible to the members of the public, except during times when those areas have been reserved in advance for other events, or minor, brief or fleeting nonviolent disruptions of events that are isolated and short in duration;

"Outdoor areas of campus" means the generally accessible outside areas of campus where members of the campus community are commonly allowed, such as grassy areas, walkways or other similar common areas and does not include outdoor areas where access is restricted from a majority of the campus community.

"Student organization" means an officially recognized group at the technology center, or a group seeking official recognition, comprised of admitted students that receive or are seeking to receive benefits at the technology center.

LEGAL REFERENCE: 70 O.S. § 2120

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**PIONEER TECHNOLOGY CENTER
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STUDENT CONDUCT DRESS CODE (REGULATION)

In accordance with the policy of the board of education, the following regulation shall establish a dress and grooming code for the Pioneer Technology Center school system.

Generally, students should regard neatness and cleanliness in grooming and clothing as important. Dress or grooming which is in any way disruptive to the operation of the school or student safety will not be permitted.

Appropriate attire (dress) and grooming are based upon business and industry expectations. (Inappropriate attire includes, but is not limited to: midriff tops; halter tops; tank tops; low-cut tops; shorts; dresses and skirts above the knee; exposed undergarments; trench coats; house shoes; pajama pants; clothing with unprofessional pictures and phrases including those that reference alcohol, drugs, and/or tobacco products; and clothing which depicts death, violence, vulgarity or racial slurs.) An administrator or the student's instructor will ask a student to change clothes, leave school or will exercise other suitable disciplinary measures when inappropriate clothing is worn.

Clothing and jewelry articles with unacceptable language, alcoholic beverage advertisements or promiscuous figures are not tolerated. Revealing or sexually provocative clothing, or clothing of extreme style may not be worn. Scantily clad individuals are not considered appropriately clothed for the classroom. Inappropriate tattoos must be covered.

Administrators, instructors, or other persons in charge of school-related activities, may regulate dress and grooming of students who participate in a particular activity if the administrator or instructor reasonably believes that the student's dress or grooming creates a hazard, or may prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

Students may be required to purchase coveralls, industrial aprons, uniforms, or other appropriate dress for reasons of safety and program area requirements.

Students who violate provisions of the dress code and who refuse to correct the violation may be disciplined by removal or exclusion from extracurricular activities. In extreme cases, students may be suspended until the violation is corrected.

Clarifying information regarding appropriate dress is published annually in the student handbook.

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6/19/2018 (incid.)*

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HAZING

It is the policy of this school district that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned or authorized by the board of education shall engage or participate in hazing.

For the purposes 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 sanctioned or authorized by the board of education.

“Endanger the physical health” shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled dangerous substance; or other forced physical activity which could adversely affect the physical health or safety of the individual.

“Endanger the mental health” shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the board of education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees.

A copy of this policy will be furnished to each student and teacher in this school district.

REFERENCE: 21 O.S. §1190

Adoption Date: 7/14/1998

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**BULLYING
(INVESTIGATION PROCEDURES)**

The following procedures will be used by any person for the filing, processing, and resolution of a reported incident of harassment, intimidation, bullying, or threatening behavior. The procedures are to be followed by the administration of the school district in an effort to determine the severity of the incident and the potential to result in future violence.

Definitions

1. “Bullying” means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

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

Procedures

The procedure for investigating reported incidents of bullying is as follows:

1. The matter should immediately be reported to the compliance officer(s). If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the compliance officer(s). As much detailed information as possible should be provided to the compliance officer(s) in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the compliance officer(s) shall contact the superintendent or superintendent’s designee and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If, during the course of the investigation, it appears that a crime may have been committed the compliance officer(s) and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district’s discipline code has been violated, the compliance officer(s) shall follow district policies regarding the discipline of the student. The compliance officer(s) shall make a determination as to whether the conduct is actually occurring.
5. Upon completion of the investigation, the compliance officer(s) or superintendent or his/her designee may recommend that available community mental health care substance abuse or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a

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BULLYING, INVESTIGATION PROCEDURES (Cont.)

recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.

6. Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying. This information should be provided within 10 days of the conclusion of the investigation. *See also FNCD – Bullying - pg. 2, #6-8*
7. Upon completion of an investigation, timely notification shall be provided to the parent or guardian of the perpetrator of the documented and verified bullying. This information should be provided within 10 days of the conclusion of the investigation.

Reports may be made anonymously. However, no formal disciplinary action shall be taken solely on the basis of an anonymous report. Reports shall be made immediately to the compliance officer(s) by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying.

The Superintendent shall be responsible for enforcing this policy. The compliance officer(s) should notify the superintendent and his/her designee within twenty-four (24) hours of any report of bullying. Upon completion of an investigation, the compliance officer(s) should notify the superintendent and his/her designee of the findings of the investigation. Documentation should also be provided to the superintendent and his/her designee to establish that timely notification was provided to the parents of the victim and the parents of the perpetrator.

Unsubstantiated bullying complaints will be forwarded to the appropriate PTC administrator or staff member to be addressed accordingly through any applicable district policy. Notification of the completion of the investigation will be provided to the complainant and or the parent/guardian within 10 days of the conclusion of the investigation.

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**PIONEER TECHNOLOGY CENTER
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PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING (REGULATION)

The Pioneer Technology Center’s student conduct code prohibits bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention.

Statement of Board Purpose in Adopting Policy

The board of education recognizes that bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the bullying. The board observes that this conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.
2. Substantially disrupts school operations by interfering with the district’s mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and is just as disruptive of the district’s efforts to prepare students for productive lives in the community as they become adults.
3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports the district’s primary and substantial interest in operating schools that foster and promote academic achievement.
4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions.
5. Substantially interferes with the district’s mission to advance the social skills and social and emotional well-being of students. Targets of intimidation, harassment, and bullying are often “passive-target” students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide.
6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.
7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

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BULLYING, REGULATION (Cont.)

Bullying often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim's or bystander's ability to concentrate, retain instruction, and study or to operate free from the effects of bullying. This results in a reluctance or resistance to attend school.

Definition of Terms

1. Statutory definition of bullying:

70 O.S. §24-100.3(c) of the School Safety and Bullying Prevention Act defines the terms "bullying," as including, but not limited to a pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication, directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student that a reasonable person should recognize will:

- A. Harm another student;
- B. Damage another student's property;
- C. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or
- D. 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.

2. The "Reasonable Person" Standard

In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self-esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

3. General Display of Bullying Acts

Bullying, for purposes of this section of the regulation, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

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BULLYING, REGULATION (Cont.)

A. Physical Bullying includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

B. Emotional Bullying includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

C. Social Bullying includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

D. Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Pioneer Technology Center.

Procedures Applicable to the Understanding of and Prevention of Bullying of Students

1. Student and Staff Education and Training

All staff will be provided with a copy of the district's policy on prevention of bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. Pioneer Technology Center is committed to providing appropriate and relevant training to staff

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BULLYING, REGULATION (Cont.)

regarding identification of behavior constituting bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of bullying.

Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute bullying. Employees, whether certified or noncertified, shall encourage students who tell them about acts that may constitute bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the compliance officer(s). Staff members who hear of incidents that may, in the staff member's judgment, constitute bullying, are to report all relevant information to the compliance officer(s).

Parental Responsibilities

Parents/guardians will be informed in writing of the district's program to stop bullying. An administrative response to bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

Discipline of Students

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

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BULLYING, REGULATION (Cont.)

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Performing Campus-site services for the school district
15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

The above consequences will be imposed for any person who commits an act of bullying as well as any person found to have falsely accused another as a means of retaliation, reprisal, or as a means of bullying. Strategies will be created to provide counseling or referral to appropriate services, including guidance, academic intervention, and other protection for students, both targets and perpetrators, and family members affected by bullying, as necessary.

The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

Publication of Policy

Annual written notice of this policy will be provided to parents, guardians, staff, volunteers, and students with age-appropriate language for students. Notice of the policy will be posted at various locations within each school site, including but not limited to, cafeterias, school bulletin boards, and administrative offices. The policy will be posted on the school district's website at www.pioneertech.edu and at each school site that has an Internet website. The policy will be included in all student and staff handbooks.

Adoption Date: 7/8/2014

Revision Date(s): 1/10/2017

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**PIONEER TECHNOLOGY CENTER
BOARD OF EDUCATION**

FNCF

DRUG-FREE SCHOOLS

It is the policy of the Pioneer Technology Center Board of Education that in recognition of the clear danger resulting from illicit drug and alcohol abuse and in good faith effort to promote the health, safety, and well-being of students, employees, and the community, the board has implemented a drug and alcohol education and prevention program.

Students are hereby notified that the use, possession, or distribution of illicit drugs and alcohol is wrong and harmful. Therefore, standards of conduct that are applicable to all schools in this district, 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.

Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws, up to and including probation, suspension, and expulsion, as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

Information about drug and alcohol counseling and rehabilitation and reentry programs will be made available through the school office.

The standards of conduct and the disciplinary sanctions imposed by this policy will be part of the required notification to parents and students which will include the following:

"The Drug Free Schools and Communities Act Amendments, P.L. 101-226 requires that State, as well as local educational agencies, must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees." (Federal Regulations can be examined through the school office.)

Parent/Guardian signature certifies acknowledgement of access to a Student Handbook of Guidelines and Policies for Students and Parents which includes district policy relating to adoption and implementation of a drug prevention program for students.

**REFERENCE: Public Law 101-226
70 O.S. §1210.221, et seq.**

POLICIES:

- FO - Student Conduct, Behavior and Discipline**
- FO-R4 – Student Discipline Possession of Alcoholic Beverages or CDS, Regulation**
- FOD – Suspension of Secondary Students**
- FOD-R – Suspension of Secondary Students, Regulation**
- FNCE - Reporting Students Under the Influence**
- FNF - Search of Students**
- FNF-R – Search of Students, Regulation**
- FNFBFA - Drugs, Alcohol and Contraband Searches**
- FNFBFA-R - Drugs, Alcohol and Contraband Searches, Regulation**

<i>Adoption Date: 7/14/1998</i>	<i>Revision Date(s): 7/8/2014</i>	<i>Page 1 of 1</i>
PIONEER TECHNOLOGY CENTER BOARD OF EDUCATION		FNCGA

WEAPONS-FREE SCHOOLS

It is the policy of this school district to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from school for not less than one full calendar year.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

Such firearm or weapon will be confiscated and released only to a law enforcement authority.

Any student who violates this policy will be subject to discipline which may include suspension up to one full calendar year or longer (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee.

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act. If the violation is found by the student's Individual Education Plan (IEP) team to be unrelated to the student's disability, the student may be suspended for one calendar year at the discretion of the superintendent. If the student's IEP team determines that the violation is related to the student's disability, the student may be suspended for up to ten days and placed up to 45 days in an alternative educational setting.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined below:

"...any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon."

The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the board of education at its next meeting.

**REFERENCE: 18 U.S.C. §921
21 O.S. §1271.1, §1280.1**

Adoption Date: 7/14/1998

Revision Date(s): 7/8/2014

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FNCGA

WEAPONS-FREE SCHOOLS (Cont.)

NOTE: The district is required to include, in each application to the State Department of Education for assistance under the Elementary and Secondary Education Act of 1965, a description of the circumstances surrounding any expulsions imposed under this policy, including the name of the school; the number of students expelled from the school, and the type of weapons concerned.

Adoption Date: 7/14/1998

Revision Date(s): 7/8/2014

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BOARD OF EDUCATION**

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ELECTRONIC COMMUNICATION DEVICES

It is the policy of the Pioneer Technology Center Board of Education that a student may possess a wireless telecommunications device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon prior written consent of both the student's parent or guardian, and the superintendent or the superintendent's designee.

During class/shop/lab times, electronic communication devices are to be used for educational purposes only. Electronic communication devices which distract from the learning environment will not be allowed. Failure to follow policy may warrant disciplinary action.

Adoption Date: 9/11/2001

Revision Date(s): 12/11/2012. 7/8/2014

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BOARD OF EDUCATION**

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STUDENT CONDUCT, BEHAVIOR AND DISCIPLINE

The Board of Education of Pioneer Technology Center (“Pioneer”) adopts the following policy and procedures dealing with student behavior.

Pioneer Technology Center serves adult and secondary students. A behavior and discipline code is provided to inform students of the standards of conduct required and of the consequences of misconduct. School laws that prescribe procedures applicable to secondary students are, in many instances, not applicable to adult students.

- Reference to “parent” in this policy refers to a student’s parent or legal guardian.
- Reference to “administrator” means Program Administrator or the Pioneer staff member to whom the administration has delegated the responsibility for student discipline.
- Reference to the “Superintendent” refers to the Superintendent of Schools or the Superintendent’s designee.
- Removal or dismissal refers to taking a student out of a course or program for a short period, a long period, or permanently.

General Expectations

The Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at Pioneer. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that inclusion demands, including respect for and obedience to school rules and standards of conduct.

Student Conduct

The Pioneer Technology Center Board of Education believes that an important responsibility of any school system is to teach acceptable social conduct. We believe that such conduct may be taught by example and by providing appropriate incentives. The board also believes that reasonable standards of conduct must be established and that adherence to those standards must be insisted upon.

In accordance with the policy of the board of education, the following standards of conduct are established for the Pioneer Technology Center school system.

All students are expected to act as ladies and gentlemen with due consideration for the rights and needs of others. Individual language, grooming, dress, and conduct of good taste are essential qualities of successful employees. Therefore, only the best is expected of Pioneer Technology students.

For the purpose of this policy, a student is defined as any person regularly enrolled in a full-time educational program provided by, or approved by, the board of education and carried on in premises owned or controlled by the school district. Students in school buildings, on school grounds, using district property, or attending a district-sanctioned event shall not engage in any of the following:

1. Any conduct, the purpose of which is to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any other activity sponsored or approved by the board of education.
2. Physical, emotional, or mental abuse of, or threat of harm to, any person on school owned or controlled property or at any school attended, sponsored, or supervised event or function.

Adoption Date: 9/11/2001

*Revision Date(s): 8/13/2002, 10/14/2003,
11/12/2013, 7/8/2014, (incid.) 6/4/2018*

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STUDENT CONDUCT, BEHAVIOR AND DISCIPLINE (Cont.)

1. Damage, or threat of damage, to property of the school, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on school-owned, controlled, attended, or supervised premises.
2. Forceful or unauthorized entry into or upon, or occupation of, school district facilities including buildings and grounds.
3. Unlawful use, possession, distribution, sale, or trade of drugs, alcohol, or controlled/dangerous substances, or any substance or material believed to be drugs, alcohol or any chemical substance, or any substance which is capable of causing or producing mood alteration or behavioral changes.
4. Conduct or speech that violates commonly accepted standards of society within the community.
5. Failure to comply with the reasonable and lawful directions of school district officials or law enforcement officers, acting in the performance of their duties, or failure to identify themselves to such officials or officers when directed to do so.
6. Any conduct constituting a breach of any federal, state, or city law or ordinance or duly adopted policy of the board of education.

Any student violating policies or regulations may be subject to warning, reprimand, probation, or suspension, expulsion or dismissal in addition to any civil or criminal proceedings or prosecution.

Adult students enrolled in full-time educational programs may attend class with high school students. It is of paramount importance that each adult enrolled in day classes be an example for secondary students in all areas, including attendance, dress, language, attitudes, and class and laboratory efforts. Adults enrolled in classes with high school students should be a positive, motivational force in the school life of their high school classmates.

Adults are held to standards of conduct that are not less than those for secondary students attending Pioneer. Educational opportunities available to adult students may be cut short or terminated in instances where an adult student's conduct violates the approved standards or when a student, for other reasons, cannot fulfill program requirements essential to successful program completion.

Adult students do not have due process rights pursuant to Pioneer Technology Center policy. Pioneer Technology Center administration will consider the best interest of the student in violation of the policy, the other students impacted by the violating student and the educational climate of the school when making decisions regarding discipline, suspension or dismissal of an adult student. The disciplinary decision(s) is final and cannot be appealed.

Behavior and Discipline Code

The following behaviors at school, while in school vehicles or going to or from or attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension (secondary students) or including the possibility of dismissal (adult students):

Adoption Date: 9/11/2001

*Revision Date(s): 8/13/2002, 10/14/2003,
11/12/2013, 7/8/2014, (incid.) 6/4/2018*

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STUDENT CONDUCT, BEHAVIOR AND DISCIPLINE (Cont.)

1. Adjudication as a delinquent for an offense that is not a violent offense. For purposes of this section, “violent offense” shall include those offenses listed as the exceptions to the term “nonviolent offenses” as specified in Section 571 of Title 57 of the Oklahoma Statutes. “Violent offense” shall include the offense of assault with a dangerous weapon, but shall not include the offense of assault;
2. Arson;
3. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message;
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material;
5. Bullying; (see policy FNCD)
6. Cheating;
7. Conduct that threatens or jeopardizes the safety of others;
8. Cutting class, sleeping, or refusing to work in class;
9. Disruption of the education process or operation of the school;
10. Extortion;
11. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval;
12. Failure to comply with state immunization requirements;
13. False reports or false calls;
14. Fighting;
15. Forgery;
16. Gambling;
17. Hazing (initiations) in connection with any school activity;
18. Inappropriate attire;
19. Inappropriate behavior or gestures;
20. Inappropriate public behavior;
21. Indecent exposure;
22. Intimidation or harassment because of race, color, national origin, sex/gender, age, religion, disability or veteran status, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b);
23. Obscene language;
24. Physical or verbal abuse;
25. Plagiarism;
26. Possession or use of a caustic substance not related to course work;
27. Possession or distribution of obscene materials;
28. Possession, threat or use of a dangerous weapon, including firearms, and related instrumentalities (i.e., bullets, shells, gunpowder, pellets, etc.); (see policy FNCGA)
29. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer as defined by Oklahoma law, (i.e., 3.2 beer) and/or any controlled/dangerous substance, counterfeit drugs, or other abusable chemical substances as defined by policy FNCE-R (see also policies FNCE, FNCE-R)
30. Possession or distribution of any controlled/dangerous substances, as defined in the Uniform controlled Dangerous Substances Act; (see policy FNCE)
31. Possession of illegal and/or drug related paraphernalia;
32. Profanity;

Adoption Date: 9/11/2001

Revision Date(s): 8/13/2002, 10/14/2003, 11/12/2013, 7/8/2014, (incid.) 6/4/2018

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STUDENT CONDUCT, BEHAVIOR AND DISCIPLINE (Cont.)

1. Sexual or other harassment of individuals, including, but not limited to, students, school employees, volunteers;
2. Theft;
3. Threatening behavior (whether involving written, verbal or physical actions);
4. Truancy;
5. Use or possession of tobacco products and the use or possession of simulated tobacco products is specifically prohibited at Pioneer Technology Center. (see policy CKDA)
6. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, school employee, or the school;
7. Using racial, religious, ethnic, sexual, gender or disability-related epithets;
8. Use of the school’s technology resources (i.e., computers, electronic mail, internet, and similar resources) in a manner prohibited by policies and regulations, or in any manner not authorized by school officials or in violation of law;
9. Vandalism;
10. Violation of the Board of Education or school policies, rules or regulations;
11. Vulgarity;
12. Willful damage to school property;
13. Willful disobedience of a directive of any school official.

Students suspended or dismissed for a violent offense directed toward an instructor shall not be allowed to return to the instructor’s classroom without the instructor’s prior approval. Whether an offense is considered a violent offense, requiring an instructor’s approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable criminal law distinguishing between violent and nonviolent offenses.

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options, out-of-school suspension, expulsion or dismissal.

The Pioneer Technology Center Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. Occasionally, corrective actions are necessary for the benefit of the individual and the school. The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function. Further, it is the policy of the district that students may be disciplined for any misconduct related to the programs or activities of the district. No teacher or administrator will administer formal discipline to his or her own child on behalf of the school except in cases of disruption in the classroom or common areas. Disciplinary matters concerning children of school employees will be handled by the appropriate principal or the superintendent or the superintendent's designee. The superintendent’s child will be disciplined by someone other than the superintendent.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction.

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful

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STUDENT CONDUCT, BEHAVIOR AND DISCIPLINE (Cont.)

of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

Parents, guardians, and students enrolled in this school district shall be notified at the beginning of each school year that this policy is in effect. A copy of this policy will be made available upon request to parents or guardians at any time during the school year.

Parents, guardians, and students residing in this school district are also advised by means of this policy statement and by the student handbook that students in this district shall have no reasonable expectation of privacy rights towards school officials, in school lockers, desks, or other school property. School personnel shall have access to school lockers, desks, and other school property at any time and no reason shall be necessary for such search. Student property may be searched with reasonable suspicion.

Teachers, parents, guardians, and students are invited and encouraged to participate in the formulation of disciplinary policies, rules, and regulations by suggesting to administrators appropriate means of discipline for specific infractions.

Dismissal of Students Because of Failure to Meet or Comply with Essential Program Requirements

Pioneer’s program offerings include those that incorporate requirements essential to successful completion of the program. An example is the clinical hours which are a part of and necessary for completion of many health care programs. When a student cannot complete essential program requirements the student may be dismissed from a program for a variety of reasons, including but not limited to conduct, behavior, or other inability to meet mandatory parts of the program.

<i>Adoption Date: 9/11/2001</i>	<i>Revision Date(s): 8/13/2002, 10/14/2003, 11/12/2013, 7/8/2014, (incid.) 6/4/2018</i>	<i>Page 5 of 7</i>
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STUDENT CONDUCT, BEHAVIOR AND DISCIPLINE (Cont.)

Adult Students Attending the Technology Center by Virtue of a Special Program

In some instances, adult students are participating in programs offered by Pioneer as a result of their eligibility established by terms of a federal or state program. In these instances, the programs establish eligibility requirements as well as minimum standards which students must meet in order to remain a part of the program and recipient of program benefits. Student participation and dismissal of the student may be governed by the program criteria. Students have no property interest in these programs and, as a result, those who violate expectations related to attendance, participation, and otherwise fail to meet the obligations which accompany participation, may be removed from the program with notice to the student and the program director. Whether to allow the student to return to the program, and, if so, under what conditions, will be a joint decision of the designated school representatives and the designees for the federal or state program. The student's dismissal shall include written notice to the program or project director of the student's dismissal and the reasons for dismissal.

Immediate Removal of a Student

Whenever an alleged violation of the Student Conduct, Behavior and Discipline Code is reported to an administrator, he or she will ascertain whether the immediate removal of the student is required. This determination will be based on whether the student's continued presence on campus would create, in the administrator's judgment, a dangerous and/or disruptive situation with regard to the continued operation and management of the school system. If dismissal is found necessary, the administrator shall document the justification in a report and immediately forward it to the Superintendent, and also immediately contact the student.

In instances involving a student's dismissal or removal from a program, Pioneer will utilize procedures that are fair and reasonable. The complete cooperation of students is encouraged to assure that all students have an opportunity to benefit from the educational opportunities available. Conduct which violates policies, rules and practices or which interferes with or disrupts learning must and will be addressed by school administration. Policy FOD-R, describes the procedure that will be used when it is necessary to remove a secondary student from a program. Removal may involve a short or long period or may involve a permanent removal.

Readmission

A dismissed student is eligible to be readmitted upon proper application for readmission. However, the administration may consider the student's prior disciplinary and incident record in determining whether to grant a student's request for readmission.

Notification of Policy

Copies of any procedural regulations and the *Student Conduct, Behavior and Discipline Policy* shall be distributed to all students annually, and students are responsible for compliance with the school's behavior and conduct standards. Questions as to the interpretation of any part of the policy should be presented to the appropriate administrator.

Adoption Date: 9/11/2001

Revision Date(s): 8/13/2002, 10/14/2003, 11/12/2013, 7/8/2014, (incid.) 6/4/2018

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STUDENT CONDUCT, BEHAVIOR AND DISCIPLINE (Cont.)

Administrative Actions

Administrative actions called for in this policy may be taken by the administrator designated by this policy or the Superintendent. An administrator, whether a program administrator, superintendent, or other administrator in charge, may appoint a designee to act in his/her place. With the exception of the Superintendent, designees must be approved by the Superintendent.

REFERENCE: 10 O.S. §7115
70 O.S. §6-114
70 O.S. §24-101.3

POLICIES: FO-R4 - Secondary Student Discipline, Possession of Alcoholic Beverages or CDS, Regulation
FOD – Suspension of Secondary Students
FOD-R – Suspension of Secondary Students, Regulation
FNCE - Reporting Students Under the Influence
FNCE –R – Dangerous Weapons, Nonintoxicating Beverages, Controlled Dangerous Substances, Counterfeit Drugs, or Other Abusable Substances
FNCF - Drug-Free Schools
FNF - Search of Students
FNF-R - Search of Students, Regulation
FNFBA - Drugs, Alcohol and Contraband Searches
FNFBA-R - Drugs, Alcohol and Contraband Searches, Regulation
CKDA – Smoking and Tobacco Free Campus

THIS POLICY REQUIRED BY LAW.

Adoption Date: 9/11/2001

*Revision Date(s): 8/13/2002, 10/14/2003,
11/12/2013, 7/8/2014, (incid.) 6/4/2018*

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**PIONEER TECHNOLOGY CENTER
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FO-R4

**STUDENT DISCIPLINE
POSSESSION OF NONINTOXICATING BEVERAGES,
INTOXICATING BEVERAGES, CONTROLLED DANGEROUS
SUBSTANCES, COUNTERFEIT DRUGS, OR OTHER ABUSABLE
CHEMICAL SUBSTANCES
(REGULATION)**

Possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, low-point beer (as defined by Oklahoma law), (b) any mind altering substance, except for medication taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content is not permitted in school buildings, on school property, or at school functions.

Violation of This Policy Will Result in The Following Consequences:

1. When possible, the parent/guardian will be notified.
2. The law enforcement agency will be notified of any criminal activity and school officials will cooperate fully.
3. The student may be required to submit to any or all of the following tests: blood, breath, polygraph.
4. 1st Violation: The student will be suspended for no less than 20 days.
 - The consequences may be lessened if:
 - ♦ The student elects to participate in a drug/alcohol assessment. (Proof of a drug/alcohol assessment must be provided.)
 - ♦ Information provided by the student leads to student(s) involved in the sale, distribution, use or possession of nonintoxicating beverages, intoxicating beverages, controlled dangerous substance, counterfeit drug, or other abusable chemical substance as defined by policy FNCE-R.

2nd Violation: The student will be suspended for the remainder of that semester and the following semester.

These consequences will be imposed independently of court action

Any school employee who suspects that a student is violating this policy must report the name of the student and details to an Instructional Director.

A student may be searched when there is reasonable suspicion that a student may be hiding evidence of a wrongdoing.

Students suspected of violating this policy should be referred for counseling and parents should be notified. Due Process will be observed in the administration of this policy.

<i>Adoption Date: 7/14/1998</i>	<i>Revision Date(s): 7/8/2014, 2/11/2016, (incid.) 6/4/2018, 7/17/18</i>	<i>Page 1 of 2</i>
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STUDENT DISCIPLINE, POSSESSION OF ALCOHOLIC BEVERAGES OR CONTROLLED/DANGEROUS SUBSTANCES, REGULATION (Cont.)

Definitions

- Drug** Any chemical that in sufficient amounts will alter a person's ability to function normally on a mental or physical task. Drugs include, but are not limited to, nonintoxicating and intoxicating beverages, controlled dangerous substances, counterfeit drugs, abusable chemical substances, hallucinatory drugs, marijuana, steroids, glue, paint, or materials expressly prohibited by federal, state, or local law. (See also policy FNCE-R)
- Possession** Possession includes having the drug on the person, in the immediate vicinity of their person, or among the personal possessions (locker, automobile, etc.) of the individual.
- Abusive Use** The taking of more or less of a drug than what is prescribed so to alter the person's ability to function normally on a mental or physical task.

The counselors of Pioneer Technology Center may be of some help to students and parents in suggesting possible areas of drug/alcohol assessment, counseling and rehabilitation centers in our area.

REFERENCE:

- FO - Student Conduct, Behavior and Discipline**
- FOD – Suspension of Secondary Students**
- FOD-R – Suspension of Secondary Students, Regulation**
- FNCE - Reporting Students Under the Influence**
- FNCE-R – Dangerous Weapons, Nonintoxicating Beverages, Intoxicating Beverages, Controlled Dangerous Substances, Counterfeit Drugs, or Other Abusable Substances**
- FNCF - Drug-Free Schools**
- FNF - Search of Students**
- FNF-R - Search of Students, Regulation**
- FNFBFA - Drugs, Alcohol and Contraband Searches**
- FNFBFA-R - Drugs, Alcohol and Contraband Searches, Regulation**

Adoption Date: 7/14/1998

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6/4/2018, 7/17/18*

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**PIONEER TECHNOLOGY CENTER
BOARD OF EDUCATION**

FNCE-R

**DANGEROUS WEAPONS, NONINTOXICATING BEVERAGES, INTOXICATING BEVERAGES,
CONTROLLED DANGEROUS SUBSTANCES, COUNTERFEIT DRUGS, OR OTHER ABUSABLE
CHEMICAL SUBSTANCES
(REGULATION)**

Any student found to be in possession of or distributing or offering to distribute dangerous weapons; nonintoxicating beverages or intoxicating beverages; or controlled dangerous substances, counterfeit drugs, or any other abusable chemical substance, including prescription medication, may face disciplinary action (see Policy FO-R4). A report and/or notification shall be provided to the proper legal authorities.

This regulation shall also apply to students who possess or distribute or offer to distribute substances, of whatever composition, that are represented by the seller or distributor to be narcotics or behavioral or mood changing substances. Students will not distribute medications to other students, since students may have allergic or other adverse reactions to even nonprescription medications.

Students may be disciplined for distributing nonprescription or prescription medications or look-alike, fake, counterfeit, or "turkey" drugs or any other chemical substance to other students, even though such medications or fake drugs are not illegal drugs. Such distribution is prohibited in school buildings, on school property, or at any school-sponsored event.

Reference Policies:

FO-R4 – Student Discipline – Possession of Alcoholic Beverages or any Illegal/Abusable Chemical Substances

Adoption Date: 7/10/2018

Revision Date(s):

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**PIONEER TECHNOLOGY CENTER
BOARD OF EDUCATION**

GJ-A

SEXUAL HARASSMENT OF STUDENTS

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Pioneer Technology Center Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. Policy GJ-B applies to sexual harassment of employees.

1. Sexual Harassment is defined as conduct on the basis of sex that satisfies one or more of the following:
 - a. An employee of the school district conditioning the provision of an aid, benefit, or service of the school district on a student's participation in unwelcome sexual conduct. This is referred to as quid pro quo sexual harassment;
 - b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a student equal access to the school district's educational program or activity; or
 - c. Sexual assault, dating violence, domestic violence or stalking as defined by federal law.

For the purpose of this policy, examples of sexual harassment include, but are not limited to:

Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding" "teasing," double meanings, and jokes.

Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.

Writing graffiti that names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately. Use of e-mail, the internet, or technology may constitute sexual harassment as much as use of in-person, postal mail, handwritten or other communication.

Any of the aforementioned conduct that effectively deprives a student of equal access to educational opportunities or benefits provided by the school.

2. Specific Prohibitions
 - A. Administrators and Supervisors
 1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
 2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.

Adoption Date: July 14, 1998

Revision Date(s): October 14, 2008, July 8, 2014, June 14, 2016, 7/14/2020

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**PIONEER TECHNOLOGY CENTER
BOARD OF EDUCATION**

GJ-A

SEXUAL HARASSMENT OF STUDENTS (Cont.)

3. The "off-duty" conduct of school personnel that has or will have a negative impact on the educational process of the school or constitutes an illegal or inappropriate relationship with a student may subject the employee to disciplinary action which could include termination of employment. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 20 constitutes a crime under Oklahoma law and will most likely result in the suspension of certification by the State of Oklahoma.

Notice of this policy and grievance procedure, including how to file or report sexual harassment and how the district will respond shall be provided to applicants for admission and employment, students, parents or legal guardians, and unions or professional organizations holding agreements with the school district.

4. Reporting Allegations of Sexual Harassment

- A. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims.
 1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents report these conditions, to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person. The employee to whom the report was made will provide notice of the report to the Title IX coordinator. The Title IX coordinator should then provide the appropriate paperwork to the student or parent/guardian so that the student (complainant) may file a formal complaint with the Title IX coordinator by mail, e-mail or as directed by the Title IX coordinator.
 2. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns that arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
- B. Upon notice from an employee that a student or parent/guardian has reported possible sexual harassment, the Title IX coordinator will promptly contact the student (alleged victim) to discuss the availability of supportive measures, consider the student's wishes with regard to supportive measures, and explain the process that will be involved with a formal complaint.

Adoption Date: July 14, 1998

*Revision Date(s): October 14, 2008, July 8, 2014,
June 14, 2016, 7/14/2020*

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**PIONEER TECHNOLOGY CENTER
BOARD OF EDUCATION**

GJ-A

SEXUAL HARASSMENT OF STUDENTS (Cont.)

5. Grievance Procedure.

- A. Equitable Treatment. Both the alleged victim (complainant) and the alleged respondent (respondent) will be treated equitably by the school district.
- B. Objective Evaluation of Evidence. All evidence both inculpatory and exculpatory will be evaluated objectively. Credibility determinations will not be made based upon the party's status as complainant, respondent, or witness.
- C. Conflict of Interest. Any person serving as the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate the process shall not have a conflict of interest against complainants and respondents generally or against the particular complainant and respondent.
- D. Presumption. There will be a presumption that the respondent is not responsible for the alleged conduct until a determination is made at the conclusion of the grievance process.
- E. Timeliness. The grievance process will proceed in a timely manner. Any delay in the process for good cause such as law enforcement involvement, absence of a party, witness or advisor, translation, or accommodation needs will be documented, and written notice provided to both parties explaining the reason for the delay.
- F. Possible outcomes. A description or listing of possible disciplinary outcomes and remedies that may be implemented following a determination of responsibility must be provided to both parties.
- G. Standard of Review. The school district will utilize a preponderance of the evidence standard to determine responsibility. *** The standard selected by the school district will need to be the same standard that is applied to all formal complaints including those against employees.
- H. Privileged Information. The school district will not require, allow or use evidence or questions that constitute or seek legally privileged information, unless the privilege is waived.

6. Written Notice. Upon receipt of a formal complaint, the school district will provide written notice to all known parties in sufficient time to give the respondent time to prepare a response before an initial interview. The written notice must include:

- A. Notice of the grievance process, including any informal resolution process;
- B. Notice of the allegations, including sufficient details to allow the respondent to prepare a response;
- C. A statement that the respondent is presumed not responsible for the conduct and that responsibility will be determined at the conclusion of the grievance process;
- D. Notice of the parties' right to have an advisor and to inspect and review evidence. The advisor may but is not required to be an attorney.

Adoption Date: July 14, 1998

*Revision Date(s): October 14, 2008, July 8, 2014,
June 14, 2016, 7/14/2020*

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**PIONEER TECHNOLOGY CENTER
BOARD OF EDUCATION**

GJ-A

SEXUAL HARASSMENT OF STUDENTS (Cont.)

- A. Notice of any provision in the student discipline code that prohibits knowingly making false statements or providing false information in the grievance process.

If in the course of an investigation, the school district obtains additional information about the respondent or complainant that was not included in the original written notice, notice of the additional allegations must be provided in writing to both parties.

7. Investigation of the Allegations. The school district will designate an investigator to conduct a thorough investigation of allegations. Contact information for the investigator will be provided to both the complainant and the respondent.

- A. The burden of proof and of gathering evidence remains on the school district.
- B. An equal opportunity will be provided to both parties to present witnesses and evidence during the investigation.
- C. Neither the complainant or respondent will be prohibited from discussing the allegations or gathering and presenting evidence to the investigator.
- D. Both parties will have the opportunity to have others present during interviews or related proceedings. This may include an advisor who may but is not required to be an attorney.
- E. Written notice of the date, time, participants, purpose and location of any investigate interview, hearing, or other meeting shall be provided to the party who is invited or expected to attend.
- F. Both parties and their advisors, if any, will be provided an opportunity to review all evidence that is directly related to the allegations in the formal complaint. This would include any evidence on which the school district does not intend to rely and any exculpatory or inculpatory evidence from any source. Such evidence must be provided prior to the completion of the final investigation report and in time to give the parties at least ten (10) days to prepare a written response, which the investigator must consider prior to completing the investigation report.
- G. A written investigation report will be provided that summarizes the relevant evidence. This report will be provided to the parties and their advisors, if any, for their review and written response at least ten (10) days before a hearing or determination of responsibility.

8. Hearing. The Title IX coordinator will determine whether a live hearing is necessary on a case-by-case basis if both parties request or consent to such a hearing (the live hearing component is optional for secondary students and mandated for post-secondary students). Regardless of whether a live hearing is held, or a written hearing is conducted, each party will have ten (10) days from the receipt of the investigation report to submit written, relevant questions that the party wants asked of another party or witness. Both parties will be provided with the answers and follow up questions. Federal law determines when questions regarding a complainant's prior sexual behavior or sexual predisposition are considered relevant in a hearing provided by a school district.

Adoption Date: July 14, 1998

*Revision Date(s): October 14, 2008, July 8, 2014,
June 14, 2016, 7/14/2020*

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**PIONEER TECHNOLOGY CENTER
BOARD OF EDUCATION**

GJ-A

SEXUAL HARASSMENT OF STUDENTS (Cont.)

9. Determination of Responsibility. A decisionmaker, the Executive Director, Full Time Programs, who is not the Title IX coordinator or the investigator, will apply a preponderance of the evidence standard to determine responsibility, and will issue a written determination of responsibility that:

- A. Identifies the allegations that potentially constitute sexual harassment;
- B. Describes the school district's procedural steps taken from the receipt of the complaint to the determination;
- C. Includes findings of fact to support the determination;
- D. Includes conclusions regarding applicants of the discipline code to the facts;
- E. Includes a statement of, and rationale for, the result as to each allegation, including a determination of responsibility, any disciplinary sanctions, and whether remedies to restore or preserve equal access to the school's educational programs or activities will be provided to the complainant; and
- F. The procedures and permissible basis for appeals.

10. Appeals. Within ten (10) days of a determination of responsibility, dismissal of a complaint or any allegations therein either party may appeal for one of the following reasons:

- A. A procedural error affected the outcome.
- B. New evidence that was not reasonably available at the time of the determination and could affect the outcome;
- C. Conflicts of interest on the part of the Title IX coordinator(s), investigator or decision maker that affected the outcome.

If an appeal is made, the school district will provide written notice to both parties of the appeal. Both parties will be provided an equal opportunity to submit a written statement in support of or challenging the determination within ten (10) days of the written notice to both parties of the appeal being filed. The appeal will be heard by an appeal decision maker, the Executive Director, Business and Industry Services, who is not the Title IX coordinator, the investigator or the original decisionmaker. The appeal decisionmaker cannot have a conflict of interest or bias against complainants and respondents generally or the particular complainant and respondent. The appeal decisionmaker will receive training as mandated by law. The decision of the appeal decisionmaker will be final and nonappealable. The written decision of the appeal decisionmaker will be provided within ten (10) days of the deadline for written statements supporting or challenging the initial determination. The written decision will be provided simultaneously to both parties.

11. Recordkeeping. The school district will keep records related to reports of alleged sexual harassment for a minimum of seven (7) years. Records maintained will include investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken including supportive measures. Records will document in each instance that the school district's response was not indifferent and that measures were taken to restore or preserve equal access to educational programs or activities. If the school does not offer supportive measures in response to a report, the records should document why the response was not clearly unreasonable under the known circumstance.

Adoption Date: July 14, 1998

*Revision Date(s): October 14, 2008, July 8, 2014,
June 14, 2016, 7/14/2020*

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**PIONEER TECHNOLOGY CENTER
BOARD OF EDUCATION**

GJ-A

SEXUAL HARASSMENT OF STUDENTS (Cont.)

The district will also post the training materials used to train Title IX coordinators, investigators, and decisionmakers on the district website at: pioneertech.edu . These materials will also be available to the public.

12. Retaliation. The board of education prohibits retaliation by the school district or any employees of the school district against any person for the purpose of interfering with Title IX rights or because the person has participated or refused to participate in any manner in a proceeding under Title IX regulations. Complaints of retaliation will be addressed under the district's grievance process, policy GJ-P.

Charging a person with a discipline violation or code of conduct violation based on a person's knowingly making a materially false statement in bad faith in an investigation is not retaliation.

REFERENCE: Title VII of the Civil Rights Act of 1964

42 U.S.C. §2000e-2

29 C.F.R. §1604.1, et seq.

U.S. Department of Education of Education, OCR, Title IX Regulations Addressing Sexual Harassment.

Policy GJ-P, Grievance Procedure for Filing, Processing and Resolving Discrimination complaints

Policy FO, Student Conduct, Behavior and Discipline

Policy GJ-B, Sexual Harassment – Employee

Form GJ-A1, Sexual Harassment Incident Report Form

Form GJ-A2, Sexual Harassment Written Notice to Known Parties

Form GJ-A3, Sexual Harassment Written Report

Adoption Date: July 14, 1998

*Revision Date(s): October 14, 2008, July 8, 2014,
June 14, 2016, 7/14/2020*

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**PIONEER TECHNOLOGY CENTER
BOARD OF EDUCATION**

GJ-P

GRIEVANCE PROCEDURE FOR FILING, PROCESSING AND RESOLVING DISCRIMINATION COMPLAINTS

Both the alleged victim (complainant) and the alleged respondent (respondent) will be treated equitably by the school district.

1. Definitions

- A. **Discrimination Complaints:** A written complaint alleging any policy, procedure or practice which discriminates on the basis of race, color, national origin, sex, (including sexual harassment), religion, disability or veteran status.
- B. **Complainant:** Any person enrolled in or employed by PTC who submits a complaint alleging discrimination based on race, color, national origin, sex/gender, (including sexual harassment), age, religion, disability or veteran status. Complaints related to student sexual harassment will be investigated following PTC policy GJ-A. For purpose of any complaint alleging a violation of Section 504, in addition to those identified as possible complainants in this paragraph, members of the public may also be potential complainants. For purposes of this policy, a parent or guardian's complaint or grievance shall be handled in the same manner as a student's complaint would be.
- C. **Title IX, ADA, Title VI and VII and 504 Compliance Officer(s):** The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, Title VI of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973 and any other state and federal laws addressing equal educational opportunity. The Compliance Officer(s) under Title IX, ADA, Title VI and VII and 504 is responsible for processing complaints and serves as moderator and recorder during hearings. The Compliance Officer(s) of each statutory scheme may be the same person or different persons.
- D. **Respondent:** The person alleged to be responsible for the alleged discrimination contained in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
- E. **Day:** Day means a working day when PTC's main administrative offices are open. The calculation of days in complaint processing shall exclude Saturdays, Sundays and legal holidays.

2. Pre-Filing Procedures

Prior to the filing of a written complaint, the student or employee is encouraged to visit with the Executive Director, Full Time Programs, or Instructional Director or the District's Title IX, ADA, Title VI and VII or 504 Compliance Officer(s), as applicable, and reasonable effort should be made at this level to resolve the problem or complaint.

Adoption Date: 7/14/1998

***Revision Dates(s): 4/10/2001,
10/14/2008, 7/8/2014, 8/11/2015,
6/14/2016, 8/11/2015, 7/14/2020***

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**PIONEER TECHNOLOGY CENTER
BOARD OF EDUCATION**

GJ-P

**GRIEVANCE PROCEDURE FOR FILING, PROCESSING AND RESOLVING
DISCRIMINATION COMPLAINTS (Cont.)**

1. Filing and Processing Discrimination Complaints

A. The Complainant submits a written complaint to the Compliance Officer(s), as applicable, stating the basis, nature and date of the alleged discrimination, the names of persons responsible (where known) and requested action. If the applicable Compliance Officer(s) is the person alleged to have committed the discriminatory act(s), then the complaint should be submitted to the Superintendent for assignment. If neither the Superintendent or Compliance Officer(s) is an appropriate person to receive the grievance it may be submitted to the President or a member of the Board of Education. Complaints must be submitted within 30 days of alleged violation or date Complainant has become knowledgeable of alleged violation. Complaint forms are available from the offices of the District’s Title IX, ADA, Title VI and VII and 504 Compliance Officer(s).

B. The Compliance Officer(s) conducts an investigation within 10 days of receiving the complaint, to the extent reasonably possible, which may include but not be limited to, interviewing the Complainant, any witnesses, review of documents and interviewing the Respondent. The Compliance Officer(s) will, among other actions, ask the Respondent to (a) confirm or deny facts; (b) indicate acceptance or rejection of the Complainant’s requested action; and (c) outline alternatives.

As to complaints of discrimination by students and school employees, the Compliance Officer(s) will disclose the complaint, the identity of the Complainant and information regarding the person who allegedly committed the discriminatory act only to the extent necessary to fully investigate the grievance and only when the disclosure is required or permitted by law. If a complainant wishes to remain anonymous, the Compliance Officer(s) will advise him or her that such confidentiality may limit PTC’s ability to fully respond to the complaint. If a Complainant asks to remain anonymous, the Compliance Officer(s) will still proceed with its investigation.

C. The Respondent will submit a written answer within 10 days to the applicable Compliance Officer(s).

D. Within 5 days after receiving Respondent’s answer, the applicable Compliance Officer(s) will refer the written complaint and Respondent’s written answer to the Superintendent or his/her designee for a hearing. If any person charged with decision making responsibility at any level of this grievance procedure is the person alleged to have committed the discriminatory act(s), then a different decision maker will be appointed to maintain impartiality. The Compliance Officer(s) will schedule the hearing with the Complainant, the Respondent and Superintendent (or designee). The hearing will be conducted within 10 days after the Compliance Officer(s) receives Respondent’s answer.

E. At the hearing, the Superintendent (or designee) will review the information collected through the investigation and may ask for additional oral or written evidence from the parties and any other individual he or she deems relevant. The applicable Compliance Officer(s) will make arrangements to audiotape any oral evidence presented.

F. Within 5 days after the hearing, the Superintendent will issue a written decision to the Complainant, Respondent and applicable Compliance Officer(s).

Adoption Date: 7/14/1998

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10/14/2008, 7/8/2014, 8/11/2015,
6/14/2016, 8/11/2015, 7/14/2020*

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**PIONEER TECHNOLOGY CENTER
BOARD OF EDUCATION**

GJ-P

**GRIEVANCE PROCEDURE FOR FILING, PROCESSING AND RESOLVING
DISCRIMINATION COMPLAINTS (Cont.)**

- B. If the Complainant or Respondent is not satisfied with the decision, he or she must notify the applicable Compliance Officer(s), in writing, within 5 days and request an appeal to the Board of Education. The written appeal shall contain a specific statement of the basis for the appeal.
- C. The applicable Compliance Officer(s) will notify the Board of Education, in writing, within 5 days after receiving the appeal. The Clerk will place the appeal on a board agenda within 30 days from the date of notification to the Board of Education.
- D. The Board will act as an appellate body by reviewing the decisions and the oral and written evidence presented and making a decision. At the Board meeting, the Board may ask for oral or written evidence from the parties and any other individual it deems relevant. The Clerk will make arrangements to audiotape any oral evidence presented. Within 5 days of the meeting, the Board will issue a final decision in writing to all parties involved.

1. General Provisions

- A. Extension of time: Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date the complaint is filed until the complaint is resolved shall be no more than 120 days.
- B. Access to Regulations: Upon request, PTC shall provide copies of any district policies prohibiting discrimination on the basis of race, color, national origin, religion, sex/gender, age, religion, disability or veteran status.
- C. Confidentiality of Records: Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of PTC. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for no less than four years after complaint resolution.
- D. Representation: The Complainant and the Respondent may have a representative assist them through the grievance process and accompany them to any hearing.
- E. Retaliation: No reprisals or retaliation will be allowed to occur as the result of the good faith reporting of a discrimination complaint.
- F. Basis of Decision: At each step in the grievance procedure, the decision maker will take or recommend the taking of appropriate measures based on the facts, as revealed by the investigation and hearing, taken as a whole, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities, incidents, or behavior.
- G. Standard of Review. The school district will utilize a preponderance of the evidence standard to determine responsibility. *** The standard selected by the school district will need to be the same standard that is applied to all formal complaints including those against employees.
- H. Section 504 Due Process Procedures: For information concerning due process procedures under Section 504, the Complainant should contact the 504 Compliance Officer(s).

Adoption Date: 7/14/1998

*Revision Dates(s): 4/10/2001,
10/14/2008, 7/8/2014, 8/11/2015,
6/14/2016, 8/11/2015, 7/14/2020*

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**REFERENCE: Policy GJ, Nondiscrimination
Policy GJ-A, Sexual Harassment of Students
Policy GJ-B, Sexual Harassment - Employee
Form GJ-P1, Discrimination Complaint Form**

**Oklahoma Constitution, Article 1, Section 6
Title 6, Title 7, Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972
Executive Order 11246, as amended by Executive Order 11375
Equal Pay Act, as amended by the Education Amendments of 1972
Rehabilitation Act of 1973, §504
Education for All Handicapped Children Act of 1975
Immigration Reform and Control Act of 1986
Americans With Disabilities Act of 1990, 42 U.S.C. §12101
Individuals with Disabilities Education Act, 20 USC §1400, et seq.**

Adoption Date: 7/14/1998

*Revision Dates(s): 4/10/2001,
10/14/2008, 7/8/2014, 8/11/2015,
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*** CONTACT INFORMATION ***

Pioneer Technology Center Campus	580.762.8336
Pioneer Technology Center Toll Free Number.....	1.866.612.4782
Extensions:	
Attendance/Registrar	280
Counselor	313
Financial Aid	228
Pioneer Technology Center Full Time Programs Fax.....	580.762.1175
Pioneer Technology Center Website.....	www.pioneertech.edu
PTC Financial Aid Institution Code	011206

CONTRACT

This CONTRACT is between Pioneer Technology Center Foundation (“Foundation”) and Pioneer Technology Center, District 13. This contract is for twelve months, July 1, 2021 to June 30, 2022.

It is hereby agreed that the Foundation will pay Pioneer Technology Center the amount of \$360.42 annually for furnished office space to carry out the necessary functions of the Foundation.

It is also agreed that the Foundation will pay Pioneer Technology Center the amount of \$424.31 annually for clerical time provided by Pioneer Technology Center.

It is also agreed that the Foundation will pay Pioneer Technology Center the amount of \$320.69 annually for administrator’s time provided by Pioneer Technology Center for administering the Foundation activities.

The annual total of this contract being \$1,105.42.

Either party may terminate this contract by providing written request 30 days prior to the date of termination.

PIONEER TECHNOLOGY CENTER
FOUNDATION

PIONEER TECHNOLOGY
CENTER

President, Board of Directors

President, Board of Education

Executive Director

Clerk, Board of Education

Date

Date

Instructor Evaluation Summary

Teacher's Name:		Date:					
Instructional Area:							
The following rating scale will be used: <i>4-Distinguished; 3-Effective; 2-Needs Improvement; 1-Unsatisfactory; N/A-Not Applicable</i>		4	3	2	1	N/A	Did Not Observe
Element	Domain 1: Planning & Preparation	4	3	2	1	N/A	Did Not Observe
1	Demonstrates knowledge of content and use of resources						
	Comments:						
2	Knowledge of related teaching / learning methods and students' varied approaches to learning						
	Comments:						
Element	Domain 2: Classroom Environment	4	3	2	1	N/A	Did Not Observe
1	Development of respect and rapport						
	Comments:						
2	Importance of content						
	Comments:						
3	Expectations for learning, growth and achievement						
	Comments:						
4	Management of instructional groups						
	Comments:						
5	Management of student behavior						
	Comments:						
6	Management of classroom procedures						
	Comments:						
7	Organization of physical space						
	Comments:						
Element	Domain 3: Instruction	4	3	2	1	N/A	Did Not Observe
1	Use of written and oral language						
	Comments:						
2	Quality of questions						
	Comments:						
3	Discussion techniques						
	Comments:						
4	Demonstration of technical skills and techniques						
	Comments:						
5	Feedback to students						
	Comments:						
6	Learning Activities						
	Comments:						
7	Structure and pacing						
	Comments:						
8	Lesson and course structure						

	Comments:						
9	Assessment of instructional goals						
	Comments:						
10	Instructional materials and resources						
	Comments:						
Element	Domain 4: Professional Responsibilities:	4	3	2	1	N/A	Did Not Observe
1	Accurate records maintenance						
	Comments:						
2	Parent communications						
	Comments:						
3	Student organization / leadership training						
	Comments:						
4	Relationship with business and industry						
	Comments:						
5	Contributes to the school and district						
	Comments:						
6	Professional development						
	Comments:						
7	Professionalism						
	Comments:						
8	Knowledge and adherence to district policies and procedures						
	Comments:						
Continuous Improvement Goals (Professional Growth)							
1.							
2.							
3.							
General Comments:							

Notice to Educator: The educator being evaluated is provided the opportunity to file a written statement regarding this evaluation. This written statement must be presented to the supervising administrator within five (5) working days of receiving this evaluation.

Educator comments attached

Recommendation (Final Evaluation)

Unconditional Renewal Conditional Renewal Non-renewal

Administrator: _____ Date: _____

By affixing my signature to this evaluation means that I have had an opportunity to read it, but it does not mean that I agree in total or part with the contents herein.

Educator: _____ Date: _____

**DEVELOPMENT OPPORTUNITIES:
BOARD MEMBERS**

The school board in modern America faces a difficult set of challenges. It must fashion a quality educational program to prepare children for an unpredictable tomorrow. It must decide complex issues of policy and principle. It must oversee the prudent management of our community's extensive school facility. It is right and proper for the public to expect its elected and/or appointed board members to demonstrate high qualities of leadership as they deal with affairs of the public schools. ~~It is also right and proper for a school board to expect public support for its efforts to enlarge the horizons and abilities of its members.~~

The board of education places a high priority on the importance of a planned and continuing program of in-service education for its members. The central purpose of the program is to enhance the quality and effectiveness of public school governance in our community. The board shall plan specific in-service activities designed to assist board members in their efforts to improve their skills as members of the policy-making body; to expand their knowledge about trends, issues, and new **laws and** ideas affecting the continued welfare of our local schools; and to deepen their insights into the nature of leadership in a modern democratic society.

Funds may be budgeted annually to support the program. Individual board members shall be reimbursed for out-of-pocket expenses incurred through participation in approved activities. The board, as a whole, shall retain the authority to approve or disapprove the participation of members in planned activities. ~~The public shall be kept informed through the news media about the board's continuing in-service education and about the programs anticipated for short- and long-range benefits to our schools.~~

The board regards the following as the kinds of activities and services appropriate for implementing this policy:

1. Participation in school board conferences, workshops, and conventions held by the state and national school boards associations.
2. District-sponsored training sessions for board members.
3. Subscriptions to publications addressed to the concerns of board members.

In order to control both the investment of time and funds necessary to implement this policy, the board establishes these principles and procedures for its guidelines:

1. A calendar of school board conferences, conventions, and workshops shall be maintained by the superintendent. The board will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school district.
2. Funds for participation at such meetings will be budgeted on an annual basis. When funds are limited, the board will designate which of its members would be the most appropriate to participate at a given meeting.
3. Reimbursement to board members for their travel expenses will be in accordance with the travel expense policy for staff members. (See policy DEE)

DEVELOPMENT OPPORTUNITIES: BOARD MEMBERS (Cont.)

4. When a conference, convention, or workshop is not attended by the full board, those who do participate will be requested to share information, recommendations, and materials acquired at the meeting.

School board members are encouraged to attend **virtual and in-person** workshops ~~presented by the county, state, and national school boards associations. Professional journals and books in the school libraries shall be made available to every board member.~~ The Superintendent shall provide information to the full school board as to the status of school board member training credits under an appropriately worded agenda item. The report shall include the number of new or incumbent credits, as well as the number of continuing education credits each board member has earned. This report shall be provided to the members of the board of education at the August, November, February, and May regular meetings of the board of education.

By March 1, the Oklahoma State Department of Education will notify school board members who have not yet completed training requirements that they are required to do so. If the board member fails to earn training credits in the timeline set by statute, the Oklahoma State Department of Education will notify by certified mail the school boards and the superintendent that a board member has failed to earn the required training credits. The board of education will then have sixty (60) days from the final date that the member has to complete the requirements as indicated by receipt of the certified notice from the State Board of Education to declare the seat vacant.

**REFERENCE: 70 O.S. §5-110
70 O.S. §5-110.1**

BOARD POLICIES

The Pioneer Technology Center Board of Education believes that the formulation of school policy is its primary function and responsibility. The board will develop policies and put them in writing so that they may serve as guidelines and goals for the successful and efficient functioning of the district. The board accepts the definition of policy as set forth by the National School Boards Association:

Policies are principles adopted by the board to chart a course of action. They tell what is wanted; they may include why and how much. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting a number of issues; narrow enough to give clear guidance. Policies are guides for action by the administration, who then sets the rules and regulations to provide specific directions to district personnel.

School policies are statements which set forth the goals of the community and the board of education. School policies serve as guidelines for the successful and efficient functioning of the school system. They create a framework within which the administrative staff can successfully discharge its responsibilities in organizing and carrying out a sound educational program **for all students**.

Policies are framed, and are meant to be interpreted, in terms of state law, State Board of Education rules and regulations, and the requirements of all other regulatory agencies within our local, county, state, and federal levels of government. Wherever inconsistencies of interpretation arise, the law will prevail.

Policies may be cooperatively formulated by the board of education working with students, teachers, **and parents or legal guardians of students and stakeholders**, but the final authority rests solely with the board. The implementation of school policy is the responsibility of the superintendent and the administrative staff.

A board policy statement may be added or an existing policy statement may be changed or deleted at any board meeting by the approval of a majority of the membership, provided such action is properly announced by the agenda of that meeting.

Preliminary Development of Policies

The adoption of new policies, or the changing of existing policies, is solely the responsibility of the Pioneer Technology Center Board of Education.

Proposals for new policies, or for changes to existing policies, may be initiated in writing by any board member, by any citizen of the school district, or by any employee of the board. The policy proposals shall be referred to the board and the administration for detailed study prior to public discussion of the proposal.

The intent and spirit of these provisions are to gain the most complete and reliable information on which to base decisions.

Adoption of Policy

The Pioneer Technology Center Board of Education shall adopt new policies and delete or modify existing policies as the need arises. All rules and regulations found in the handbooks for students, teachers, or other employees and supplements thereto are to be approved by the board and will be considered a part of these policies and rules by reference.

Changes in board policy shall be disseminated in the manner provided by the rules and regulations of the board.

BOARD POLICIES (Cont.)

The board shall cause a review of its policies and rules on an annual basis.

The policies, rules and regulations of the board may be amended at any regular, special, or reconvened meeting of the board by a majority vote of the members of the board.

A recommendation by an individual or group of citizens or patrons to adopt or amend any policy or rule may be submitted at any regular board meeting. Final action on any such recommendation will take place upon due consideration and recommendation of the superintendent or the board unless an emergency is declared whereby final action may be taken immediately.

Policies and amendments to policies will be effective immediately upon adoption unless a specific effective date is provided in the adopted resolution.

The superintendent shall be responsible for devising a procedure to ensure that those persons having copies of the board policy manual receive changes in board policy and the policies which have been amended or deleted are removed from such policy manual. A current copy of the policy manual is located in each of the following areas: Superintendent's office, Human Resources Manager's office, Chief Financial Officer's office, Executive Director, Full-Time Programs office. An electronic copy of the policy is also located on the P: (P drive).

Each board member shall be furnished a copy of the policy manual upon request, and the superintendent may also designate which administrators shall be furnished with copies of the policy manual.

The board clerk shall keep a running historical set of board policies which will reflect all revisions, amendments, or other such actions pertaining to every policy and rule.

Incidental Policy Changes

It is the intent of this Board of Education that the terminology of all Pioneer Technology Center policies be reflective of the current practice. Therefore, the board authorizes the superintendent to make the following changes to existing policies without additional board action:

1. Re-assignments of duties and responsibilities of staff members;
2. Current position titles referenced;
3. Program names which have been modified;
4. References to agencies that are no longer in existence or which have had name changes; and
5. Incidental wording reflective of current practice, without altering the intent of the policy.

REFERENCE: **70 O.S. §5-105, et seq.**

**BOARD OF EDUCATION
EXECUTIVE OFFICER - SUPERINTENDENT**

The Pioneer Technology Center Board of Education recognizes that one of its major responsibilities is the selection of a qualified superintendent of schools who shall act as the executive officer of the board of education. The superintendent must hold an administrator's certificate recognized by the State Board of Education. If the superintendent is employed for the first time in Oklahoma, he or she must attend training seminars as required by the Oklahoma Department of Education. The superintendent shall have the authority to conduct the affairs of the school.

1. The renewal of the superintendent shall be considered by the board and announced or tabled not later than its regular meeting in January each year. It is the duty of the president of the board to notify the superintendent as soon as possible following the board's decision.
2. The superintendent is the executive officer of the board and the leader of the educational forces of the community. The board shall seek the superintendent's recommendation on school matters.
3. The superintendent shall attend **all meetings of the board**, ~~the regular and special meetings of the board (except when his/her employment is being considered)~~, be a nonvoting member, and advise the board on all school matters. The superintendent shall give reports to the board concerning the conditions, efficiency, and needs of the school.
4. The superintendent shall, through the board, keep the public informed concerning all aspects and needs of the school.
5. The superintendent shall make recommendations to the board of candidates for the employment and discharge of all personnel of the school system as the need arises. The board shall not normally employ a school employee against the recommendation of the superintendent. The board will direct the superintendent to make additional recommendations if necessary.
6. The superintendent shall devote himself or herself to the study of public educational trends, keep the board informed on conditions of the schools of the district, and present recommendations for the determination of policy. The superintendent shall, once policies have been established, devise ways and means for their operation and make periodic reports on the success of such policies.
7. The superintendent shall be held responsible for the care and repair of buildings, grounds, and equipment, insofar as funds permit.
8. All purchases of supplies, materials, or equipment shall be made on authority of a purchase order approved by the superintendent, **within the limits established by the board.**
9. The superintendent shall secure adequate plant facilities; standardize supplies, equipment and other materials used in the school; and formulate standard procedures for purchasing equipment in all departments of the school.
10. The superintendent shall, each year, compose a calendar reflecting the days on which school will be dismissed, when ~~each term shall~~ **school will** end **for the year**, etc. The calendar shall be subject to approval by the board of education.

BOARD OF EDUCATION EXECUTIVE OFFICER - SUPERINTENDENT (Cont.)

11. ~~The superintendent shall be responsible for the administration of suspensions, expulsions, and exclusions of children of compulsory school age because of any mental, physical, or other reason.~~ **The superintendent shall be responsible for the supervision of student disciplinary actions.**
12. The superintendent shall be responsible for providing the ways and means for teaching the subjects designated or approved by the Pioneer Technology Center Board of Education.
13. ~~The superintendent shall visit personally all the classrooms of the school as often as practical, carefully observing the methods of instruction and the discipline of teachers; suggest improvements; remedy defects in their management; advise as to the best methods of instruction and discipline; and pay special attention to the classification of students, the program of studies, and the apportionment of time allotted to each of the prescribed subjects.~~
14. ~~The superintendent shall have all school accounts audited each year, and a copy of it filed with the secretary of the board of education.~~
15. The superintendent shall prepare a well-coordinated budget by requiring the various divisions of the school system to participate in its development. Monthly, the superintendent **or designee** shall provide to the board a financial analysis indicating the expenditures of the district and an opinion of the general financial condition of the district.
16. The superintendent shall have the authority to close school in case of emergency.
17. The superintendent shall visit schools in other cities to observe developing educational trends and to suggest appropriate means for the advancement of the Pioneer Technology Center.
18. The superintendent shall promote and model a culture of inclusion and equality for all students, families, employees and the community, including through the development and implementation of policies and practices that embrace diversity and honor individual differences.

As the board delegates authority to the superintendent, the superintendent may in turn delegate it to other employees; but, in all instances, the superintendent will be held accountable to the board.

REFERENCE: 70 O.S. §1-115, §116, §5-106

SCHOOL SOCIAL MEDIA ACCOUNTS

The school district's social media accounts shall be monitored by the superintendent or superintendent's designee. Any social media accounts created shall be subject to all applicable state and federal laws. The school district is creating a limited public forum which allows for the communication of issues from the school district to the public. The school district will carefully monitor use as the social media accounts are to be utilized to communicate school events, activities, and operations to the public.

**POLICIES: BKBC – School District Approved Social Media Accounts
DHAC – Staff Members and Social Networking Sites**

SCHOOL DISTRICT APPROVED SOCIAL MEDIA ACCOUNTS

Any employee who wishes to create a social media account to be utilized with operations of the school district, a classroom activity, or an extracurricular club or group associated with the school district shall comply with all District policies and state laws on the use of district-owned hardware, software and networks apply, as relevant, to the use of social media for a school, class or program.

Initially, the employee shall notify the supervisor/administrator and Superintendent of a request to establish a social media site for a school, class or program.

Employees shall be prohibited from using a personal Facebook page or personal social media account for school-related purposes.

All social media accounts created shall have expectations for acceptable use listed on the social media site that are compliant with the District's expectations for acceptable use.

Accounts created shall not include posts that advocate for or against a political candidate or ballot initiative.

Employees and students shall refrain from posting or otherwise publishing images that include students without parental release forms on file for the specific social media site that was created.

The site's security settings should allow only approved participants access to the site. An administrator must be approved as a participant for supervisory purposes.

All school policies regarding appropriate behavior in school or the classroom should be applied online. Students shall be disciplined for inappropriate posts or uploads which would violate district disciplinary policies.

Prior to use of the school district's logo or school-specific logos approval is required from the superintendent.

**POLICIES: BKBB – School Social Media Accounts
DHAC – Staff Members and Social Networking Sites**

DISPOSAL OF SURPLUS SCHOOL PROPERTY

Certain school-owned equipment and furniture may be declared surplus by the Pioneer Technology Center Board of Education and disposed of by public sale, online auction, transfer of ownership to partner school, or discarded if determined to be of no value.

Surplus property which has a saleable value shall be sold by written, sealed bids after notice of such sale has been posted in a local newspaper, by public auction, placement in a consignment center, trade in for vendor credit, or by rummage sale. ~~Every attempt will be made to obtain a commercially reasonable value.~~ As the Oklahoma Constitution clearly prohibits gifts with public funds, the school district must receive reasonable compensation in exchange for any surplus personal property. School board members and relatives of school board members within the second degree are prohibited from purchasing property from the school.

Computers declared as surplus property may contain such information as social security numbers, staff/student identification numbers, credit card numbers, bank account numbers, passwords, medical records, photographs, addresses, telephone numbers, student records, and other information that should not be released to the public. The district has an obligation to ensure that all school information has been deleted from surplus computers' files **and** hardware. Specialized hardware/software will be used to ensure the complete deletion of information from surplus computers prior to their sale or disposal.

If the decision is made to dispose of real or personal property that is leased at the time the decision is made, the lessee shall have a right of first refusal to purchase the property on the following terms and conditions:

1. If the board of education receives a bid or offer in a public sale, private bid, or private sale for any real or personal property that it desires to accept, notice shall be provided to the lessee. The notice shall include the identity of the prospective purchaser, the terms and conditions of the proposed sale, and the purchase price to be paid by the prospective purchaser.
2. The lessee shall have thirty (30) days after receipt of the notice to inform the board of education that it elects to purchase the property on the same terms and conditions set forth in the notice. The board of education will then convey the property to the lessee on all the same terms and conditions. If any portion of the consideration included in the purchase price set forth in the notice is not in cash, then the lessee shall be entitled to pay the fair market value in cash of such noncash consideration.

**REFERENCE: 70 O.S. §5-117(A)(11)
Board Minutes dated September 10, 1996**

ACCOMODATIONS FOR LACTATING EMPLOYEES

The school district shall provide an appropriate private, secure and sanitary room, other than a restroom, for an employee to express breast milk or breastfeed her child. School administrators shall make available a clean, accessible room with a lock or privacy sign.

The district shall provide lactating employees a reasonable amount of break time to express milk. The employee shall, to the extent possible, take breaks to express milk concurrently with the break times that are otherwise provided to the employee.

Employees must inform their supervisor of the need to express breast milk and work collaboratively to develop a plan to accommodate the needs of the employee while ensuring that the employee's students are appropriately supervised.

LEGAL REFERENCE: 70 O.S. § 5-149.3.

EMPLOYMENT PRACTICES

It is the policy of the Pioneer Technology Center Board of Education to take action concerning the renewal or nonrenewal of all certified employees' by the first Monday in June each year pursuant to S.B. 394. Furthermore, in order for certified employees to avoid a binding contract for the ensuing school year, resignations must be submitted to the superintendent within fifteen (15) days after the first Monday in June. Those employees hired to work in programs or areas funded by a federal grant are subject to renewal of contracts based on the availability of funds.

The district will provide reasonable assurance in writing to support employees that the district intends to employ for the subsequent school year no later than ten days after the effective date of the education appropriation bill or by June 1, whichever is later.

The superintendent shall recommend candidates for administrative, support, and certified positions to the board. Appropriate administrative staff shall be consulted on the employment and retention of personnel.

Employment of personnel is accomplished through a systematic process involving a minimum of two members of the administrative staff before a recommendation for employment is made to the board. It will be the responsibility of the superintendent or designee(s) to develop rules and regulations governing employment practices and to initiate and maintain employment procedures. Such rules and regulations must be approved by the board of education and shall become a part of this policy.

Among other requirements for employment, the superintendent shall insure that prospective employees produce legally sufficient documents showing citizenship status. **The Superintendent may develop rules and regulations governing employment practices. Such rule and regulations, if developed, must be approved by the board of education and shall become a part of this policy.** ~~It is the applicant's responsibility to obtain sufficient credentials.~~

~~Every employee of the school is required to take the oath of allegiance and the non-subversive oath.~~

In the event the board decides not to employ a candidate who is recommended by the superintendent, further recommendations should be made to the board by the superintendent until a selection is made.

The employment of any person with this school district shall not be made or excluded on the basis of ~~age, sex, race, religion, national origin, handicap, pregnancy, parenthood, marital status, or for any other reason not related to individual capability to perform in the position for which employed~~ **race, color, national origin, sex/gender, age, religion, disability or veteran status**. In accordance with Oklahoma Statutes Title 70, Section 5-113.1, the board of education shall not consider for employment in any capacity a relative within the second degree of consanguinity or affinity of a board member.

NOTE: 70 O.S. §5-138 prohibits a school board from requiring any employee, other than the superintendent, to reside within the boundaries of that school district.

EMPLOYMENT VACANCIES

Pioneer Technology Center does not discriminate on the basis of race, color, national origin, sex/gender, age, religion, disability or veteran status in the operation of its educational programs, activities, recruitment, admissions, or employment practices. In the interest of equal employment opportunities, it is the policy of the Pioneer Technology Center Board of Education to announce and advertise all employment vacancies in this school district. In order to ensure against discrimination, established policies for advertising full-time employment vacancies have been developed.

Pioneer Technology Center will advertise all job openings both internally and externally with the following exceptions:

1. When job openings occur that can be filled through the reassignment or transfer of an existing Pioneer Technology Center employee.
2. When reorganization within the institution creates positions that can be filled through transfer of an existing Pioneer Technology Center employee.
3. When there is an adequate pool of qualified Pioneer Technology Center candidates and the Superintendent feels that the position should be filled through promotion or transfer of an existing employee. In this case, the position will be advertised internally only.

Employment vacancies may be advertised externally through the local newspaper, statewide newspapers, university placement offices, or State Employment Security Commission. Vacancies will be posted on the school bulletin board, the school website and the Oklahoma Department of CareerTech website (Professional positions only) for ten days or until a suitable applicant is found. Vacancies may also be posted with other technology center superintendents, local employment offices, and placement offices at universities and colleges.

Vacancies for the position of superintendent will be advertised as above and, at the discretion of the board, through out-of-state advertising media.

Any instructional vacancies as of July 1st will be reported to the Oklahoma Department of Career and Technology Education no later than July 19.

**TESTING EMPLOYEES (OTHER THAN BUS DRIVERS)
WITH REGARD TO THE USE OF ALCOHOL AND
ILLEGAL CHEMICAL SUBSTANCES**

The Pioneer Technology Center Board of Education, with the intent that all employees have notice and knowledge of the ramifications concerning alcohol and illegal chemical substance use, possession, purchase, sale or distribution when the employee is on duty or on school property, does hereby adopt the following Policy on Testing Employees (Other Than Bus Drivers) With Regard to the Use of Alcohol and Illegal chemical Substances.

1. Statement of Purpose and Intent

- A. The safety of students and employees of the ~~School District~~ **technology center** is of paramount concern to the School Board.
- B. Employees who are under the influence of alcohol or any illegal chemical substance when the employee is on duty or on school property pose serious safety risks to students and other employees.
- C. The use of alcohol and illegal chemical substances has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of work of all employees and the safety of all students. (see also policy DCC-R)
- D. Recent scientific studies demonstrate that the use of alcohol and illegal chemical substances reduces an employee's ability to perform his job beyond the time period of immediate consumption or use.
- E. The Board recognizes that all employees have certain personal rights guaranteed by the Constitution of the United States of America and the State of Oklahoma as well as by the Oklahoma Standards for Workplace Drug and Alcohol Testing Act, OKLA. STAT. Tit. 40, §§ 551 et seq. (Supp. 1994), **as amended**. This policy will not infringe on those rights.
- F. The Board encourages employees who have chemical dependency problems to seek professional assistance.
- G. Due to the devastating impact that the use of alcohol and illegal chemical substances can have on the safety of students and employees and their adverse affect on an employee's ability to perform the employee's job, the Board will not tolerate employees who use, possess, distribute, purchase, sell or are under the influence (as designed in the Policy) of alcohol or illegal chemical substances when on duty or while on school property.
- H. This Policy will apply to all employees of the ~~School District~~ **technology center** regardless of position, title or seniority except bus drivers. The testing of bus drivers for alcohol or illegal chemical substances is exclusively governed by the ~~School District's~~ **technology center's** Policy on Alcohol and Drug Testing for Drivers and the federal Omnibus Transportation Act of 1991. **Bus drivers whose job assignment involves duties independent of bus driving shall be subject to this policy as to all non-bus driving duties.**
- I. Violations of this Policy will subject the employee to disciplinary action, including termination.

2. Definitions

- A. **"Applicant" means a person who has applied for a position with an employer and received a conditional offer of employment, or an existing employee seeking transfer or reassignment to a different position, or an existing employee who is being transferred or reassigned to a different position.**
- A- B. "Illegal chemical substance" means any substance which an individual may not sell, possess, use distribute or purchase under either Federal or Oklahoma law. "Illegal chemical substance" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous

**TESTING EMPLOYEES (OTHER THAN BUS DRIVERS)
WITH REGARD TO THE USE OF ALCOHOL AND
ILLEGAL CHEMICAL SUBSTANCES
(Continued)**

Substances Act, all prescription drugs obtained without authorization and all prescribed drugs and over the counter drugs being used for an abusive purpose. By way of example only, the drugs which will be tested for are: amphetamines, cannabinoids, cocaine, phenylclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or any metabolite of any of these substances. (Also referenced in Policy DCC-R) **By this policy, applicants and employees are placed on notice that the technology center may test individuals for drugs and alcohol.**

- ~~B.~~ C. "Alcohol" means ethyl alcohol or ethanol.
- ~~C.~~ D. "Under the influence" means any employee of the ~~School District~~ **technology center or applicant for employment with the technology center** who has any alcohol or illegal/abusable chemical substance or the metabolites thereof present in the person's body in any amount which is considered to be "positive" for such alcohol or drug or drug metabolites using any scientifically substantiated alcohol or drug use screen test and alcohol or drug use confirm test.
- ~~D.~~ E. "Positive" when referring to an alcohol or drug use test administered under this Policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal chemical substance or the metabolites thereof using the cutoff standards or levels determined by the State Board of Health or in the absence of such State Board cutoff levels, the cutoff levels customarily established by the testing laboratory administering the alcohol or drug use test.
- ~~E.~~ F. "School property" means any property owned, leased or rented by the ~~School District~~ **technology center**, including but not limited to school buildings, parking lots and motor vehicles.
- ~~F.~~ G. "Drug or alcohol use test" means a chemical test administered for the purpose of determining the presence **or absence** of alcohol, ~~or illegal chemical substances~~ **drugs**, or their metabolites in a person's blood, bodily tissue, fluids, products, urine, breath or hair. **Adulteration of a specimen or of a drug or alcohol test shall be considered as a refusal to test.**
- ~~G.~~ H. "On duty" means any time during which an employee is acting in an official capacity for the ~~School District~~ **technology center** or performing tasks within the employee's job descriptions, including the taking of an annual physical examination.
- ~~H.~~ I. "Reasonable suspicion" means a belief that an employee is using or has used alcohol or drugs in violation of this Policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in the light of experience, and may be based upon, among other things:
 - 1) Observable phenomena, such as:
 - (a) The physical symptoms or manifestations of being under the influence of alcohol or a drug while at work or on duty, or
 - (b) The direct observation of alcohol or drug use while at work or on duty;
 - 2) A report of drug or alcohol use while at work or on duty, provided by reliable and credible sources and which has been independently corroborated;
 - 3) Evidence that an individual has tampered with an alcohol or drug test during his employment with the ~~School District~~ **technology center**; or
 - 4) Evidence that an employee is involved in the use, possession, sale, solicitation or transfer of alcohol or drugs while on duty or while on the ~~School District's~~ **technology center's** vehicles, machinery or equipment.

**TESTING EMPLOYEES (OTHER THAN BUS DRIVERS)
WITH REGARD TO THE USE OF ALCOHOL AND
ILLEGAL CHEMICAL SUBSTANCES
(Continued)**

J. "Bus driver" means:

- 1) a School District **technology center** employee who is required to have a commercial drivers' license ("CDL") to perform the employee's duties;
- 2) employees of independent contractors who are required to have a CDL;
- 3) owner-operators;
- 4) leased drivers; and
- 5) occasional drivers.

K. "Direct Child Care" means the following:

- 1) Administering to the needs of infants, toddlers, preschool-age children, and school-age children outside of school hours;
- 2) By persons other than their parents, guardians, or custodians;
- 3) For any part of the twenty-four-hour day;
- 4) In a place other than a child's own home, except that an in-home aide provides child care in the child's own home.

L. To the extent not specifically defined herein, the definition of any term, word or phrase found in this Policy shall be as set forth in the Oklahoma Standards for Workplace Drug and Alcohol Testing Act.

3. Procedures of Alcohol or Illegal Chemical Substance Testing

A. Any alcohol or drug use test administered under the terms of this Policy will be administered by or at the direction of a professional laboratory licensed by the Oklahoma State Department of Health and using scientifically validated toxicological methods that comply with rules promulgated by the State Department of Health. The professional laboratory **testing facilities** shall be required to have detailed written specifications to assure chain of custody of the samples, proper labeling, proper laboratory control and scientific testing. All aspects of the alcohol and drug use testing program, including the taking of samples, will be conducted so as to safeguard the personal and privacy rights of **applicants for employment or** employees to the maximum degree possible and shall be conducted under reasonable sanitary conditions. The test sample shall be obtained in a manner which minimizes its intrusiveness.

In the case of urine samples, the samples must be collected in a restroom or other private facility behind a closed stall; a sample shall be collected in sufficient quantity for splitting into two (2) separate samples, pursuant to rules of the State Board of Health, to provide for any subsequent independent analysis in the event of a challenge of the test results of the main sample; the test monitor shall not observe any **applicant or** employee while the sample is being produced but the test monitor may be present outside the stall to listen for the normal sounds of urination in order to guard against tampered samples and to insure an accurate chain of custody; and the test monitor may verify the normal warmth and appearance of the sample. If at any time during the testing procedure the test monitor has reason to believe or suspect that an **applicant or** employee is tampering with the sample, the test monitor may stop the procedure and inform the test coordinator. The test monitor shall be of the same gender as the **applicant or** employee giving the sample.

The test monitor shall give each applicant or employee a form on which the applicant or employee may, but shall not be required to, list any medications he/she has taken or any other legitimate reasons for having been in recent contact with alcohol or illegal chemical substances.

TESTING EMPLOYEES (OTHER THAN BUS DRIVERS)

**WITH REGARD TO THE USE OF ALCOHOL AND
ILLEGAL CHEMICAL SUBSTANCES
(Continued)**

- B.** If the initial drug use test is positive for the presence of an illegal chemical substance or the metabolites thereof, the initial test result will be subject to confirmation by a second and different test of the same sample. The second test will use the gas chromatography/mass spectroscopy technique or an equivalent scientifically accepted method of equal or greater accuracy as approved by rules of the State Board of Health, at the cutoff levels determined by Board rules. An applicant for employment will not be denied employment or an employee will not be subject to disciplinary procedures unless the second test is positive for the presence of illegal chemical substances or the metabolites thereof.
- C.** If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second and different test using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by Board rules.
- D.** Upon written request, the applicant or employee will be furnished with a free copy of all test results performed under this Policy. All test records and results will be confidential and kept in files separate from the applicant's or employee's personnel records.
- E.** A written record of the chain of custody of the sample shall be maintained from the time of the collection of the sample until the sample is no longer required.
- E.** F. Any applicant for employment or employee who is subject to disciplinary action as a result of being under the influence of alcohol or an illegal chemical substance, as and for an appeal procedure, will be given a reasonable opportunity, in confidence, to explain or rebut the alcohol or drug use test results. If the applicant or employee attests that the positive test results are caused by other than consumption of alcohol or an illegal chemical substance by the applicant or employee, then the employee will be given an opportunity to present evidence that the positive test result was produced by other than consumption of alcohol or an illegal chemical substance. The technology center will rely on the opinion of the technology center's testing facility which performed the tests in determining whether the positive test result was produced by other than consumption of alcohol or an illegal chemical substance.

In the case of drug use testing, the applicant or employee will have a right to have a second gas chromatography/mass spectroscopy test performed on the same test sample at the expense of the employee. In the case of alcohol testing, the applicant or employee will have a right to have a second test performed on the same test sample using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by Board rules. The request for the second test must be made within thirty (30) days after the date the positive test result is communicated to the employee twenty-four (24) hours of receiving notice of a positive test in order to challenge the results of a positive test and subject to the approval by the School District's technology center's consulting laboratory that (a) the facility selected by the applicant or employee for the second test meets the qualifications required for a testing facility under the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and (b) the testing methodology used by the facility selected by the applicant or employee conforms to scientifically accepted analytical methods and procedures, including the cutoff levels, as determined by the State Board of Health. If the re-test reverses the findings of the challenged positive result, then the School District technology center will reimburse the applicant or employee for the cost of the re-test. A proper chain of custody shall be maintained at all times in transmitting the sample to and from a second laboratory.

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- F. G. The technology center may permit testing for drugs or alcohol by other methods reasonably calculated to detect the presence of drugs or alcohol, including but not limited to breathalyzer testing, testing by use of a single-use test device, known as onsite or quick testing devices, to collect, handle, store, and ship a sample collected for testing.
 - G. H. The laboratory testing facility reports and results of alcohol and drug use testing will be maintained on a confidential basis except as otherwise required by law. The laboratory performing alcohol or drug use tests for the School District technology center will not report on or disclose to the School District technology center any physical or mental condition affecting an applicant or employee which may be discovered in the examination of a sample other than the presence of alcohol or illegal chemical substances or the metabolites thereof. The use samples to test for any other substances will not be permitted.
 - H. I. The records of all drug and alcohol test results and related information retained by the technology center shall be the property of the technology center unless:
 - 1) the information will be admissible evidence by an employer or applicant or employee in a court case or administrative agency hearing if either the employer or applicant or employee is a named party;
 - 2) the information is required to comply with a valid judicial or administrative order; or
 - 3) the technology center's applicant or employee, agent or representative needs to access the records in the administration of the Act.
4. Employee Alcohol and Drug Use Tests – ~~When Required~~ Requirements
- A. ~~Employees will be required to submit to alcohol and/or drug use testing as a required part of an annual physical examination to determine physical fitness for duty for: (a) school vehicle mechanics and (b) all other employees who are required to take an annual physical examination and whose job duties require them to be engaged in activities which directly affect the safety of others. Each employee who is to be tested for alcohol or illegal chemical substances as a part of a annual physical examination will be given at least thirty (30) calendar days' notice of the date of his physical examination and attendant alcohol or drug use test. The annual physical examination shall be deemed "work time" for purposes of compensation and benefits.~~
 - B. ~~Any employee whose behavior while on duty creates a reasonable individualized suspicion that the employee is under the influence of alcohol or an illegal chemical substance will be required to take an alcohol and/or drug use test.~~
 - C. ~~When the School District has a reasonable suspicion that an employee or other person has sustained a work related injury or the School District's property has been damaged as a direct result of the employee's use of alcohol or drugs, alcohol and/or drug use testing will be required.~~
 - D. ~~Random drug use and/or alcohol testing of school vehicle mechanics and employees who are engaged in activities which directly affect the safety of others will be conducted on a random selection basis. The term "random selection basis" means a mechanism for selecting employees for alcohol and/or drug testing that:
 - 1) Results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and~~

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- 2) Does not give the School District discretion to waive the selection of any employee selected under the mechanism.
- E. Following a confirmed positive test or following participation in an alcohol or drug dependency treatment program under any benefit plan or at the request of the School District, the School District may request or require an employee to undergo alcohol or drug testing without prior notice for a period of up to two years, commencing with the employee's return to work.

Any employee who refuses to take an alcohol or drug use test when so required under the provisions of this Policy will be deemed to have committed an act of insubordination or willful neglect of duty which will be the basis for disciplinary action, including termination.

The technology center is authorized to conduct drug and alcohol testing in accordance with the Act. The technology center has chosen to conduct drug or alcohol testing under the following circumstances:

A. *Applicant testing:* The technology center will require an applicant, as defined above, to undergo drug or alcohol testing and may use a refusal to undergo testing or a positive test result as a basis for refusal to hire or grant a voluntary transfer/reassignment.

B. *For-cause testing:* The technology center will require an employee to undergo drug or alcohol testing at any time the superintendent, or designee, reasonably believes that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances:

- 1) drugs or alcohol on or about the employee's person or in the employee's vicinity,
- 2) conduct on the employee's part that suggests impairment or influence of drugs or alcohol,
- 3) a report of drug or alcohol use while at work or on duty,
- 4) information that an employee has tampered with drug or alcohol testing at any time,
- 5) negative performance patterns, or
- 6) excessive or unexplained absenteeism or tardiness.

C. *Post-accident testing:* The technology center may require an employee to undergo drug or alcohol testing if the employee or another person has sustained an injury while at work or property has been damaged while at work, including damage to equipment. The technology center may require post-accident drug or alcohol testing if there is a reasonable possibility that employee drug use could have contributed to the reported injury or illness. For purposes of workers' compensation, no employee who tests positive for the presence of substances defined and consumed pursuant to Section 465.20 of Title 63 of the Oklahoma Statutes, alcohol, illegal drugs, or illegally used chemicals, or refuses to take a drug or alcohol test required by the employer, shall be eligible for such compensation.

D. *Random testing:* As determined appropriate by the board of education, the technology center may require an employee or all members of an employment classification or group to undergo drug or alcohol testing at random and may limit its random testing programs to particular employment classifications or groups, except that the technology center will require random testing only of employees who:

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- 1) are police or peace officers, have drug interdiction responsibilities, or are authorized to carry firearms, or
- 2) are engaged in activities which directly affect the safety of others, including but not limited to school vehicle mechanics and those employees designated as “safety sensitive” pursuant to this policy.

E. *Scheduled, periodic testing:* The technology center will require an employee to undergo drug or alcohol testing as a routine part of a routinely scheduled employee fitness-for-duty medical examination, or in connection with an employee’s return to duty from leave of absence, of employees who:

- 1) are police or peace officers, have drug interdiction responsibilities, or are authorized to carry firearms, or
- 2) are engaged in activities which directly affect the safety of others, including but not limited to school vehicle mechanics and those employees designated as “safety sensitive” pursuant to this policy.

F. *Post-rehabilitation testing:* The technology center may request or require an employee to undergo drug or alcohol testing for a period of up to two (2) years commencing with the employee’s return to work, following a positive test or following participation in a drug or alcohol dependency treatment program.

5. Employee Use, Sale, Possession, Distribution, Purchase or Being Under the Influence of Alcohol or Illegal Chemical Substance

Any employee who possesses, uses, distributes, purchases, sells or is confirmed by alcohol or drug use tests to be under the influence (as designed by this Policy) of alcohol or any illegal chemical substance while on duty, while on school property or as a result of alcohol or drug use tests conducted under this Policy will be subject to disciplinary action, including termination.

6. Alcohol and Drug Use Tests of Applicants for Employment – When Required

Applicants for employment may be required to submit to alcohol and/or drug use testing after a conditional offer of employment has been made to the applicant. Any applicant who refuses to submit to an alcohol or drug use test after a conditional offer of employment will not be hired.

7. Applicants Under the Influence of Alcohol or An Illegal Chemical Substance

Any applicant who is confirmed by alcohol or drug use tests to be under the influence (as defined by this Policy) of alcohol or an illegal chemical substance will not be hired.

8. Person(s) Authorized to Order Alcohol or Drug Testing

The following persons have the authority to require alcohol or drug use testing of employees under this Policy:

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- A. The Superintendent of schools;
 - B. Any employee designated for such purposes by the Superintendent or the School Board
9. Person(s) Authorized to Receive Alcohol or Drug Testing Results
- A. The Superintendent of schools;
 - B. Any employee designated for such purposes by the Superintendent or the School Board
 - a. Employee Results – HR Manager
 - b. Full-time Students – Executive Director, Full-Time Programs
 - c. Short-term Students - Executive Director, Business and Industry Services
 - d. Bus Drivers – Bus Driver Coordinator

10. Release of Information

- A. Upon written request, the applicant for employment or the employee will be provided, without charge, a copy of all information and records related to the individuals' testing. All test records and results will be confidential and kept in files separate from the employee or applicant's personnel records.
- B. The technology center shall not release such records to any person other than the applicant, employee or the technology center's review officer unless the applicant or employee, in writing following receipt of the test results, has expressly granted permission for the technology center to release such records in order to comply with a valid judicial or administrative order.
- C. The testing facility, of any agent, representative or designee of the facility, or any review officer, shall not disclose to any employer, based on the analysis of a sample collected from an applicant or employee for the purpose of testing for the presence of drugs or alcohol, any information relating to the general health, pregnancy, or other physical or mental condition of the applicant or employee.
- D. The testing facility shall release the results of the drug or alcohol test, and any analysis and information related thereto, to the individual tested upon request.
- E. This policy does not preclude the technology center, when contracting with another employer, from sharing drug or alcohol testing results of any tested person who works pursuant to a contractual agreement.

11. Medical Marijuana

Pursuant to OKLA. STAT. tit. 63, § 420A et. seq., unless failure to do so would cause the technology center to imminently lose a monetary or licensing related benefit under federal law or regulations, the technology center will not discriminate against an applicant in hiring or take employment action against an employee on the basis of the employee's or applicant's status as a medical marijuana license holder.

Additionally, the technology center shall not refuse to hire, discipline, discharge, or otherwise penalize an applicant or employee solely on the basis of a positive test for marijuana components or metabolites unless:

- 1. The applicant or employee is not in possession of a valid medical marijuana license;
- 2. The licensee possesses, consumes or is under the influence of medical marijuana or medical marijuana product while at the place of employment or during the fulfillment of employment obligations; or
- 3. The position is one involving safety-sensitive job duties, as set out in this policy.
- 4.

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When permitted, adverse action pursuant to this policy may be taken against an employee or applicant for a positive drug test for marijuana components or metabolites.

As used in this section, a determination of whether an applicant or employee is “under the influence of medical marijuana or medical marijuana product” shall be based on the totality of circumstances.

Circumstances that may contribute to a determination that the applicant or employee is under the influence may include, but are not limited to:

1. Observation of any of the conduct or phenomenon described below:
 - A. the odor of marijuana on or around the individual;
 - B. Disorganized thinking;
 - C. Paranoia and/or confusion;
 - D. Bloodshot eyes;
 - E. Increased heart rate;
 - F. Increased appetite; or
 - G. Loss of Coordination and
2. Any circumstance that would permit the technology center to engage in “for cause” drug or alcohol testing of the employee under this policy.

The technology center has determined that the following categories of jobs qualify as having safety sensitive job duties:

1. Police or peace officers, those employees with drug interdiction responsibilities, or who are authorized to carry firearms;
2. School Bus Mechanics;
3. Employees whose responsibilities require driving a school vehicle;
4. School Nurses or Employees who are authorized to administer medicine to Students;
5. Employees whose responsibilities include direct patient care or direct child care; and

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6. Teachers and Instructors responsible for the following courses: [This list is provided as an example] Biomedical Sciences, Cosmetology, Culinary Arts, Nursing, Secondary Health, and Trade and Industry

~~10.~~ 12. ~~Circulation~~ Notice of Policy

This policy shall be given broad circulation to all employees of the School District, which shall include prominent posting at various places in the School District **in the technology center**. Each employee shall be given a copy of this Policy at the beginning of each school year and each applicant shall be given a copy of this Policy **during the completion of initial employment documentation upon the tender of a conditional offer of employment**. Delivery of the policy to applicants or employees may be accomplished in any of the following ways:

1. Hand-delivery of a paper copy of or changes to the policy;
2. Mailing a paper copy of the policy or changes to the policy through the U.S. Postal Service or a parcel delivery service to the last address given by the employee or applicant;
3. Electronically transmitting a copy of the policy through an email or by posting on the employer's website or intranet site; or
4. Posting a copy in a prominent employee access area.

~~11.~~ 13. The Standards for Workplace Drug and Alcohol Testing Act

This Policy is subject to and supplemented by the Oklahoma Standards for Workplace Drug and Alcohol Testing Act (the "Act"). To the extent that any provision of this Policy is in contravention to the Act, then the Act shall control. To the extent that this Policy is silent as to any matter covered by the Act, then the Act shall control. This Policy shall be interpreted by the Board of Education of the School District **technology center** and its employees consistent with the Act.

Reference Policies:

DCC, Use of Illegal/Abusable Chemical Substances by Employees (Drug-Free Workplace)
DCC-E1, Drug-Free Workplace, Notice to Employees
DCC-R, Illegal/Abusable Chemical Substances by Employees (Drug-Free Workplace) (Regulations)

- See Policy Forms folder for DCCA-E1, Alcohol and Illegal Chemical Substances, Acknowledgment Form

LEAVE (ALL TYPES)

VACATION

The Pioneer Technology Center Board of Education will provide annual vacation with pay to 12-month employees, which will be earned from the first day of employment. Employees on 10- and 11-month contracts will not be entitled to vacation time.

Eligible employees will be entitled to annual vacation with pay according to the following schedule:

Creditable years of Service Completed	Days of Annual Paid Vacation
1-5	10
6 or more	15

Vacation shall accrue at the rate of 6.666 (this is actually 6 hrs., 40 minutes) hours per month for employees eligible for 10 days paid vacation and at the rate of 10 hours per month for employees eligible for 15 days paid vacation. Employees will start earning 15 days of annual paid vacation beginning with the month following their five-year anniversary (start of full-time employment).

Employees must use all but eight (8) days (or less) of previous year vacation earned for a fiscal year by December 31 of the following fiscal year or forfeit such previous year vacation. These eight (8) days of previous year vacation may be carried over to June 30 of that same fiscal year. Any previous year vacation left after June 30 will be forfeited.

Upon retirement or termination of employment, and with the approval of the superintendent, personnel having unused vacation time (earned during the previous fiscal and their final fiscal year of employment) will be paid their regular rate of pay for such vacation. Upon the death of an employee, the employee's accrued vacation will be paid to the beneficiary. The daily compensation rate will be calculated by dividing the employee's annual salary (not to include retirement or fringe benefits) by the appropriate number of contract days (12 month contract is 240 days).

Requests for vacation shall be submitted to the employee's immediate supervisor in advance when possible. If advance request is not possible, the request shall be filed within one day after returning to work. Approval will be based on staffing requirements, provided that such vacation shall in no way interfere with the necessary work of the employee. The request shall be considered by the appropriate supervisor.

NOTE: If an employee exhausts all leave and is on unpaid leave for an entire month, no vacation time will be accrued for that month.

SICK

The Pioneer Technology Center Board of Education shall provide sick leave benefits to all full-time personnel in order to promote a sense of security and permit an ease of mind that is essential to the satisfactory performance of professional services. The board sets forth the following provisions for administering this policy:

1. The superintendent or designee shall administer this plan.
2. Employees may use sick leave for any personal medical appointment, accidental injury, illness, pregnancy, or death in the immediate family without loss of salary. Sick leave may also be used for a medical appointment,

accidental injury or illness of an immediate family member without loss of salary. Employees will receive one day (8 hours) of sick leave per month, based on their contract length. Sick leave for the contract year shall be available to the employee on the first day of employment on a pro-rated basis.

LEAVE, ALL TYPES (Cont.)

3. If sick leave is taken for bereavement purposes, the leave for that period may extend to the date of the funeral and a reasonable time thereafter to allow for travel.
4. Unused sick leave shall be cumulative to a total of sixty days and is transferable to any other school district in Oklahoma. Up to a maximum of sixty days of sick leave earned in another Oklahoma district may be transferred to this district. Sick leave so transferred must be certified by the sending district.
5. Any employee who attempts to take unfair advantage of sick leave benefits shall be subject to dismissal or other disciplinary action as provided by contract and/or state law. Any employee may be required to submit appropriate evidence concerning the cause of his absence in order to qualify for sick leave benefits. Appropriate evidence may include the following:
 - A. Physician's statement endorsed by the employee
 - B. Employee statement endorsed by the superintendent or immediate supervisor
 - C. Copies of claim submitted for insurance benefits
 - D. Other information as may be indicated by the circumstances
6. Appropriate evidence will be submitted when requested by the immediate supervisor or the superintendent in the following situations:
 - A. Sick leave claim on days of unusual or inclement weather
 - B. Sick leave claim during the last four weeks of employment
 - C. Sick leave claim on days immediately preceding or immediately following holidays or non-work days other than weekends
 - D. Reasonable cause exists to believe that sick leave benefits are being abused
 - E. When returning to work could be detrimental to health
7. In addition to sick leave, personal leave, and vacation time, the employee may be eligible for up to 12 work weeks of leave under the family leave policy which must be taken concurrently with other leave and will be unpaid when all other leave is exhausted.
8. Sick leave benefits may be paid in addition to workers' compensation benefits; however, the sum of the payments will not exceed 100% of the employee's net pay as it existed prior to injury.

Requests for sick leave shall be submitted to the employee's immediate supervisor in advance when possible. If advance request is not possible, the request shall be filed within one day after returning to work. The request shall be considered by the appropriate supervisor.

Immediate family is defined as spouse, children, parents, siblings, father/mother-in-law, sister/brother-in-law, grandparents, grandchildren, stepparents, stepsiblings, and half siblings or the spouse of any immediate family member.

**REFERENCE: 70 O.S. §6-104
Atty. Gen. Op. No. 84-12**

LEAVE, ALL TYPES (Cont.)

PERSONAL

The Board of Education shall provide three days for personal leave for all full-time employees. Such leave is intended for personal or other business that requires absence from school. Personal leave is noncumulative.

Requests for personal leave shall be submitted to the employee's immediate supervisor in advance when possible. If advance request is not possible, the request shall be filed within one day after returning to work. The request shall be considered by the appropriate supervisor.

**REFERENCE: 70 O.S. §6-104
Atty. Gen. Op. No. 77-217 (Aug. 19, 1977)**

NOTE: Referenced statute requires each school district to provide a minimum of three days for personal leave to certified and support personnel. However, "a local board of education is authorized to adopt reasonable rules, regulations and policies defining activity which shall be deemed to constitute or qualify as 'personal business' leave. In adopting such a definition, the ordinary and every day commonly understood meaning of the phrase 'personal business' should be followed." Atty. Gen. Op. No. 77-217 (Aug. 19, 1977)

PROFESSIONAL

The Pioneer Technology Center Board of Education believes that membership and participation in professional organizations is important to an individual's professional growth and individual staff members are encouraged to join and participate in such organizations. Attendance at meetings, conferences, seminars and workshops also contributes to the professional growth of employees and board members. Therefore, the board is committed to the principle of providing and approving opportunities for the professional improvement of its staff. In response to this principle, any employee may be permitted to attend professional meetings, conferences, seminars, and workshops during normal work hours without loss of salary or benefits under the following conditions:

1. The meeting, conference, seminar, or workshop must relate to the employee's job or to career and technical education.
2. A request for absence for professional reasons shall be submitted to the employee's immediate supervisor for approval, listing a specific rationale or reason for attendance. The immediate supervisor will take into consideration the staffing requirements necessary to meet the work load in his/her area.

Every effort will be made to insure that classrooms and offices are kept open and adequately staffed. The business of the school district will always take priority over an individual's desire to attend professional meetings on school district time.

The burden of justifying the request for attendance is placed directly on the employee. The immediate supervisor will have final authority to approve or disapprove a request, except for out-of-state meetings/workshops.

Substitute employees will not be hired to perform the work of employees requesting leave to attend a professional meeting unless approved in advance by the superintendent or designee.

LEAVE, ALL TYPES (Cont.)

UNPAID LEAVE

Use of Unpaid Leave is discouraged by Pioneer Technology Center Administration. Employees are responsible for managing the use of their leave. All employees are expected to be at work, except when using earned leave (sick, vacation, personal) or Professional Leave. Extended periods of unpaid leave create a hardship for the employee's work area and, at times, unexpected financial stress on the school when paying someone to fill in for the absent employee.

In the event it becomes necessary to use unpaid leave, the employee is required to communicate the need with their supervisor prior to submitting a leave request.

NOTE: Supervisors have the authority to deny unpaid leave requests.

JURY DUTY

The Pioneer Technology Center Board of Education shall grant leave to employees who have been selected for jury duty or who have been subpoenaed as a witness in a criminal, civil, or juvenile proceeding. Employees shall be paid the full, current contract salary during such service. Monies necessary to pay substitute teachers shall not be deducted from the salary of a teacher performing jury duty. However, the amount received by the employee for jury duty service shall be applied toward the expense of the substitute teacher.

REFERENCE: 70 O.S. §6-104

BEREAVEMENT

It is the policy of the Pioneer Technology Center Board of Education to provide each district employee up to three (3) days of leave with pay for each bereavement in the immediate family. ~~Such leave must be approved by the appropriate director and the superintendent.~~

Immediate family is defined as spouse, children, parents, siblings, father/mother-in-law, sister/brother-in-law, grandparents, grandchildren, stepparents, stepsiblings, and half siblings or the spouse of any immediate family member.

Additional requests may be considered by the superintendent.

MILITARY LEAVE AND REGULATION

The Pioneer Technology Center Board of Education shall provide leave to qualified employees who are members of any component of the Armed Forces of the United States, including members of the National Guard and the Reserve Forces and the commissioned corps of the Public Health Service, when the employee meets the requirements set forth in the regulation accompanying this policy and the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA). A leave of absence for the period of active service shall be without loss of status or efficiency rating and without loss of pay during the first 30 days of such leave.

LEAVE, ALL TYPES (Cont.)

This district provides reemployment rights to employees who become absent from work because of service in any of the military services, including the Army, Navy, Marine Corps, Air Force, Coast Guard, Army and Air National Guard, Reserve Forces, and the commissioned corps of the Public Health Service.

In order to qualify for reemployment rights, the employee must be or must have been employed on a regular basis. Employees who are employed as temporary employees for a definite, nonrecurring period of time are not eligible. In order to qualify for reemployment rights, employees must be qualified as set forth below and in The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

Employees must provide advance notice of military service unless military necessity prevents such notice or unless notice is otherwise impossible or unreasonable. Such oral or written notice must be provided by the employee or by an appropriate officer of the service branch. In order to qualify for reemployment, the employee cannot be absent for a period greater than five years unless the employee qualifies for an exception as set forth below. The employee must be or have been separated from the service under honorable conditions.

If the service is less than 31 days or is for the purpose of taking a fitness-for-duty examination, the employee must report for reemployment at the beginning of the first full regularly scheduled working period on the first calendar day following completion of service plus additional time for safe travel back to the employee's residence plus eight hours.

If the service is for a period greater than 31 days but less than 181 days, the employee must submit an application for reemployment no later than 14 days following completion of service.

If the service is for a period greater than 181 days, the employee must submit an application for reemployment no later than 90 days following completion of service.

These time limits may be extended up to two years if the employee is hospitalized or is convalescing from an injury or illness caused by the military service. The two year extension may be further extended if reporting is impossible or unreasonable due to circumstances beyond the employee's control.

An employee with less than 91 days of service will be immediately re-employed in the position the employee would have attained had the employee not been absent if all qualifications for the position are met. If the employee is not or cannot reasonably become qualified for the advanced position, reemployment will be offered in the same position held prior to military service if qualified. If the employee is not and cannot become reasonably qualified for the same position, a position of lesser status and pay will be offered.

An employee who is absent for more than 91 days will be offered reemployment under the same conditions as above except that a different position with equivalent pay, status, and seniority may be offered.

Refresher training or "update" training will be provided if appropriate and necessary.

If a qualified employee applies for reemployment and has a service-related disability, reasonable accommodations will be made if possible. If reasonable accommodations cannot be made, a position providing equivalent seniority, pay and status will be offered. If neither of these options is possible because of the disability, a position as nearly equivalent as possible in seniority, pay and status will be offered.

Employees who are reemployed under this policy are entitled to participate in any benefits available to employees on nonmilitary leaves of absence but must pay any employee participation costs that other employees pay.

LEAVE, ALL TYPES (Cont.)

An employee who is reemployed under this policy will not be considered as having a break in service for purposes of any applicable pension plan and the military service time will be considered for benefit vesting and accrual consistent with any state regulations or law.

**REFERENCE: 70 O.S. §6-105
USERRA, 1994**

EMERGENCY LEAVE

The Pioneer Technology Center Board of Education shall provide not more than two days each year for emergency leave. These days shall not be chargeable to sick leave and will be noncumulative. The term emergency should be construed to mean a situation or occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate attention. Emergency leave will be granted at the discretion of the superintendent. The school district will pay the substitute teacher.

REFERENCE: 70 O.S. §6-104

NOTE: 70 O.S. §6-104 allows emergency leave to be granted at the discretion of the board. However, the board may not provide more than five days.

LEAVE OF ABSENCE

It is the policy of the Pioneer Technology Center Board of Education to grant extended leave without pay to certified, career teachers who meet certain conditions. The decision to grant or not to grant such leave shall be an administrative decision of the superintendent. Requests must be made with the superintendent by April 25 for leave during the following year.

Leave may be granted to qualified persons as follows:

1. Career teachers with at least three years with the Pioneer Technology Center may be granted extended leave without pay for up to one year, for pregnancy and/or educational reasons, with no loss of tenure.
2. Career teachers with at least five years with the Pioneer Technology Center may be granted extended leave without pay for up to one year, for personal reasons, with no loss of tenure.

Such leave may be granted by the superintendent only after consultation with the teacher requesting such leave, and only after a Leave of Absence Contract is signed by both the teacher and the superintendent.

STAFF MEMBERS AND SOCIAL NETWORKING SITES

Pioneer Tech recognizes the appropriate use of the social media as a method for communication of ideas and information. The forms of electronic and digital communications change rapidly. This policy addresses common existing forms of electronic and digital communication (email, texting, blogging, tweeting, posting, etc.) but is intended to cover any new form of electronic or digital communication which utilizes a computer, phone or other digital or electronic device.

The Superintendent and administration will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from district operations or disrupt the educational process. The orientation and reminders will give special emphasis to expectations and the following prohibited behaviors:

- 1) Improper fraternization with students using Facebook and similar internet sites or social networks, or via cell phone, texting or telephone.
 - a. Teachers may not list current students as “friends” on networking sites.
 - b. Improper private contact via e-mail, phone, messaging or other social media is prohibited.
 - e. ~~All contacts and messages by coaches with team members shall be sent to all team members, except messages involving medical or academic privacy matters, in which case the messages will be copied to the athletic director and the school principal.~~
 - d. ~~Teachers will not give out their private cell phone or home phone numbers to students without prior written approval of the district and the parent of the minor student.~~
 - e. ~~Improper private contact via e-mail or phone is prohibited.~~
- 2) Inappropriateness of posting items with sexual content
- 3) Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
- 4) Monitoring and penalties for improper use of district computers and technology

As per state law, employees are discouraged from sharing content or comments containing the following when directed at a citizen of the State of Oklahoma:

1. Obscene sexual content or links to obscene sexual content;
2. Abusive behavior and bullying language or tone;
3. Conduct or encouragement of illegal activity; and
4. Disclosure of any information required to be maintained as confidential by law, regulation, or internal policy.

“Social networking or “social media” means interaction with external websites or services based upon participant contributions to the content. Types of social media include social and professional networks, blogs, micro blogs, video or phone sharing and social bookmarking; and “Comment” means a response to an article or social media content submitted by a commenter.

“Comment” means a response to an article or social media content submitted by a commenter.

The Superintendent or designees will periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the

supervisor/administrator and Superintendent will download the offensive material and promptly bring that misconduct to the attention of the school district's legal counsel for review, if necessary.

Employees who engage in any of the above-referenced prohibited behaviors are subject to the possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

Official Use of Social Media:

The district is responsible for creating and maintaining its "official" online presence. Unless specifically authorized by the Communications and Marketing Coordinator along with the Superintendent, no tech center employee may create an "official" Pioneer Technology Center presence of any form of Social Media, now in existence, or created in the future, or represent themselves as a spokesperson or authorized representative of Pioneer Tech.

Professional Conduct:

Pioneer Tech is committed to creating an environment in which all persons can interact together in an atmosphere free of all forms of harassment, exploitation or intimidation. Therefore, when communicating via social networks, employees are expected to act with honesty, integrity and respect for the rights, privileges, privacy and property of others. By doing so employees will be abiding by applicable laws, school district policy and the core values of Pioneer Technology Center.

Employees are responsible for material they publish online as well as messages sent via computers and wireless telecommunication devices. Any conduct that negatively reflects upon Pioneer Tech, consists of inappropriate behavior, impacts the workplace or creates disruption on the part of an employee may expose that employee to disciplinary action up to and including termination. Inappropriate behavior is defined as any activity that:

- Harms students, staff or clients
- Compromises an employee's objectivity
- Undermines an employee's authority or ability to work with or around students, staff or clients
- Disrupts the educational environment
- Is illegal

Expectations of Staff:

District employees are role models and must exemplify ethical behavior in their relationship with students, clients and other staff members. Online activity, including personal online activity, is public and is therefore a reflection on the district as an organization. Employees should exercise good judgement and common sense, maintain professionalism and address inappropriate behavior or activity discovered on these networks. Inappropriate behavior or activity should be immediately communicated to a direct supervisor. The following should inform and guide employee judgement and actions:

1. The line between professional and personal relationships can become blurred; therefore, district employees should exercise discretion and maintain professionalism when communicating with students via computers or wireless telecommunications devices. Employees should limit this type of communication with students to matters concerning a student's education or extra-curricular activities for which the staff member has assigned responsibility. Excessive messaging or other social media communication to an individual student should be avoided.
2. District employees are prohibited from engaging in private exchanges with students and should only communicate with groups or in such a manner that the communication can be publicly viewed.
3. Photos of and videos featuring students at or participating in Pioneer Tech activities should not be posted on social media without the informed consent of a parent/guardian and without notification to the Communications and Marketing Coordinator. For personal protection, never take a photo of an individual student.
4. Group student photos may be submitted to the Communications and Marketing Coordinator for inclusion on official district accounts.

When inappropriate use of computers and websites is discovered, employees who engage in any of the above-referenced prohibited behaviors are subject to the possibility of disciplinary action, up to and including dismissal from employment, for failure to exercise good judgment in on-line conduct.

REFERENCE: 74 O.S. § 840-8.1

***A copy of this policy shall be distributed to each affected employee by email.**

POLICIES: BKBB – School Social Media Accounts

BKBC – Staff Members and Social Networking Sites

**SUPPORT PERSONNEL
SUSPENSION, DEMOTION, NONRENEWAL, OR TERMINATION**

The Pioneer Technology Center Board of Education has adopted the following procedure for the suspension, demotion, or termination of support personnel in accordance with Title 70 of Oklahoma Statutes, Sections 6-101.40 through 6-101.47.

For the purpose of this policy, "support employee" means a full-time employee as determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employee who is employed a minimum of one hundred seventy-two days (172) and who provides those services which are not performed by certified teachers, principals, superintendents or administrators and which are necessary for the efficient and satisfactory functioning of a school district. Those support employees who work less than one hundred seventy-two days (172), adult education instructors and adult coordinators are not entitled to due process and shall be employed on an at-will basis.

No support employee who has been employed in the school district for more than one year may be suspended, discharged, or nonrenewed except within the provisions of this policy. However, this policy shall not be construed to prevent layoffs or reductions-in-force for lack of funds or work.

When the immediate suspension of a support employee is in the best interest of the school, the superintendent may suspend the employee with or without pay without a hearing. If an employee is suspended for a period exceeding 10 days, the superintendent shall initiate termination proceedings immediately upon the beginning of suspension. However, in a case involving a criminal charge, the suspension may be delayed until the case is adjudicated at trial. Nothing herein shall prevent proceeding against the employee for termination of employment during or after the suspension.

Prior to demotion, termination, or nonrenewal and after any suspension, the support employee shall receive notice of his or her right to a board hearing if so requested. Employees will be notified by certified mail of a superintendent's recommendation to demote or terminate employment, and the support employee must request a hearing by certified mail to the board clerk within 10 working days of said notice, or the employee shall be deemed to have waived his or her right to a hearing.

If a hearing is requested, the hearing shall be conducted at the next succeeding regular meeting of the board if the request is received by the board clerk at least 10 days prior to such meeting. However, a special meeting may be conducted if requested by the employee or at the discretion of the board of education. Such special meeting shall be conducted no sooner than 10 days, nor later than 30 days, after receipt of the hearing request. The decision of the board shall be final.

The procedures of this policy only protect employees who have been employed more than one year immediately preceding adverse employment action and are suspended or discharged during a contractual period of employment or are nonrenewed.

In accordance with Title 70 of the Oklahoma Statutes, Sections 6-101.40 through 6-101.47, the board hereby adopts the following causes for suspension, demotion, termination, or nonrenewal of support personnel:

1. Leaving workstation without authorization prior to lunch periods or end of workday.
2. Excessive unexcused absenteeism.
3. Chronic absenteeism for any reason.
4. Excessive tardiness, or chronic failure to properly clock into and out of the work day.
5. Persistently wasting time or distracting others during working hours.

SUPPORT PERSONNEL, SUSPENSION, DEMOTION, NONRENEWAL OR TERMINATION (Cont.)

6. Leaving work area during working hours without proper notification and permission.
7. Falsification of personnel or other records (personal or another employee's records).
8. Possession of weapons on the premises at any time.
9. Removing district property, records, or confidential information from premises without proper authority.
10. Willful abuse, misuse, defacing, or destruction of district property, including tools, equipment, or other property of other employees.
11. Theft or misappropriation of property of employees, students, or of this district.
12. Sabotage.
13. Refusal to follow instructions of supervisor.
14. Refusal or failure to do work assignment.
15. Unauthorized operation of vehicles, machines, tools, or equipment.
16. Threatening, intimidating, coercing, abusing or interfering with employees, supervisors, or students at any time.
17. The making or publishing of false, vicious, or malicious statements concerning any employee, supervisor, students, or the district.
18. Creating or contributing to unsanitary conditions.
19. Practical jokes injurious to employee or district property.
20. Possession, consumption, or reporting to work under the influence of alcohol, nonprescribed drugs, or controlled substances.
21. Creating disturbances on the premises at any time.
22. Disregard of known safety rules or common safety practices.
23. Unsafe operation of motor driven vehicles.
24. Operating machines or equipment without safety devices provided.
25. Participating in or witnessing gambling, lottery, or any other game of chance on district property.
26. Unauthorized distribution of literature, written, or printed matter of any description on district property.
27. Posting or removing notices, signs, or writing in any form on bulletin boards of district property at any time without specific authority of the administration.
28. Poor workmanship.
29. Immoral conduct or indecency including abusive and/or foul language.
30. Making or receiving personal telephone calls or texting, posting to Facebook, or use of other social media during working hours.
31. Walking off the job.
32. Continued poor or negative attitude while on the job, including poor relationship with other staff or students.
33. Smoking in unauthorized area or at unauthorized time.
34. Failure to dress appropriately for work assignment.
35. Refusal of job transfer within the district when transfer does not result in demotion.
36. Abuse of rest periods or meal period policies.
37. Inappropriate and/or unauthorized use of the school district's computer network or Internet connections.
38. Insubordination of any kind.
39. Racial discrimination, including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another employee, a student or a visitor.
40. Sexual harassment, harassment, intimidation, bullying or retaliatory behavior.
41. Violation of any district rule or policy.
42. Violation of any administrative rule or order.
43. **Failure or inability to perform the essential functions or duties of the assigned position.**
43. 44. If it is in the best interest of the school district, any support person may be suspended, demoted, or terminated.

SUPPORT PERSONNEL, SUSPENSION, DEMOTION, NONRENEWAL OR TERMINATION (Cont.)

Violations of any of the above may lead to the suspension, demotion, or termination of the support employee.

REFERENCE: 70 O.S. §6-101.40, et seq.

THIS POLICY REQUIRED BY LAW.

**REDUCTION-IN-FORCE
SUPPORT PERSONNEL**

The Pioneer Technology Center Board of Education believes that every reasonable effort should be made to avoid a reduction-in-force at any level. However, if it should become necessary to reduce the number of full-time support employees due to lack of funds or lack of work in a particular area, the position or program will be the determining factor and not the individuals who occupy the position or serve the program.

An employee is considered to be a full-time employee if the number of hours worked are the number of hours customarily worked in that position and if that position is designated as a full-time position by the board.

A reduction-in-force may occur for lack of funds, lack of work because of a decline in enrollment, consolidation of programs or positions, elimination of positions, or other circumstances as determined by the board.

If termination of employment should become necessary, notices of such terminations will be made as set forth in the policy governing suspension, demotion, or termination of support employees found elsewhere in this manual.

Effort will be made to accomplish any necessary reduction-in-force by attrition, voluntary resignation, or voluntary retirement. If normal attrition does not sufficiently reduce the support staff, any necessary terminations shall begin by dismissing temporary, seasonal, or part-time employees within the job category affected. These employees shall be terminated at the discretion of the board or the board's designee. Job categories are listed alphabetically as follows:

- A. Assistants for handicapped students
- B. Bus drivers
- C. Classroom assistants
- D. Food service
- E. Maintenance/custodial
- F. Media/library assistants
- G. Office personnel/assistants

If normal attrition and the release of temporary and part-time employees does not sufficiently reduce the support staff, the following items will be considered in the reduction process in the order listed:

1. Job qualification by training and experience
2. History of good attendance and punctuality
3. In the event that two or more employees in the affected category are equal in the above factors, termination shall be made on the basis of seniority within each general job category.

Supervisors and directors shall serve at the pleasure of the board and shall not be subject to the prescribed seniority order for reductions in force. Personnel whose positions are eliminated in one category may be considered for a position in another category.

Seniority shall be defined as the total length of service as a support employee within this district. Employees who are terminated and subsequently reinstated shall retain cumulative seniority for all periods worked except for the period of termination.

Demotions in position shall follow the same procedure as terminations.

REDUCTION-IN-FORCE, SUPPORT PERSONNEL (Cont.)

An employee who takes a voluntary demotion or a voluntary reduction in assigned time in lieu of termination shall be returned to a higher position or a position with more hours as vacancies become available, if the employee chooses to return.

SUICIDE AWARENESS AND TRAINING

The Pioneer Technology Center Board of Education recognizes that self-destructive behavior and suicide occurs among children and adolescents in our country. Students identified as self-destructive are in need of appropriate help as quickly as possible. The primary obligations of school personnel working with a depressed or suicidal student are support, calling the 911 emergency telephone number, law enforcement, the Department of Human Services, parental contact, and referral. Notification must be made immediately upon determining that a risk of harm exists. To that end, student confidentiality may be waived in life-threatening situations.

The district shall provide district-wide training to all staff on a biennial basis addressing suicide awareness and prevention. The training provided shall utilize curriculum provided by the Department of Mental Health and Substance Abuse Services. The course outline for the curriculum shall be made available to the public online through the school district's website. Beginning with the 2021-2022 school year, the district shall:

1. Provide a suicide preventing training program which includes as a core element evidence-based approaches;
2. Provide the curriculum made available by the Department of Mental Health and Substance Abuse Services; or
3. Provide a suicide prevention training program that is selected by the school district from a list maintained by the Department of Mental Health and Substance Abuse Services to school district staff that addresses suicide awareness and prevention. The training may be combined with any other training program provided by the school district addressing bullying prevention.

With the intent of contributing to the prevention of suicide among students where possible, the board directs that an adolescent suicide awareness program be initiated, including:

1. In-service education--to increase the awareness of all building staff about the seriousness of the problem and possible suicide "warning signs",
2. Establishment of referral/response procedures in each school--to facilitate assisting students identified as possibly suicidal,
3. Infusion into the curriculum of appropriate understandings and information--to help students deal appropriately with feelings, to recognize possible suicide "warning signs" in themselves and others, and to increase awareness of alternatives and resources available for assistance,
4. Parental awareness--to increase understandings of parents about the problem and the resources available, and
5. Procedures in each school for dealing appropriately with tragedies--to ease the impact on students, staff, and community in the event of a student suicide.

District personnel cannot be expected to treat the suicidal adolescent. Rather, they need to recognize that they are in a position to aid in the identification of young people who may be prone to suicide, and to intervene in order to link these young people and their families to treatment programs in the community. In addition, school personnel need to be prepared to relate to suicidal young people following a suicide attempt, and to deal with the intense emotions/reactions of the school community following an actual suicide.

ELECTRONIC SIGNATURES

The Board recognizes the effective and efficient use of electronic communications to conduct business. Under certain conditions, electronic signatures satisfy the requirements of a written signature when transacting business. Although all electronic signatures are represented digitally, they can take many forms and can be created using many different types of technology. The authenticity and reliability of electronic signatures relating to transactions are dependent on the accompanying processes, supplemental records and the overall context in which records are created, transferred, signed, and stored.

Definitions

Attribution - an electronic signature is attributable to a person if it was the act of the person. The act of the person may be shown in any manner, including a showing of the efficacy of any security procedure applied to determine the person to which the electronic signature was attributable.

Electronic Signature - an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

Electronic Record - any record created, generated, sent, communicated, received or stored by electronic means.

An electronic signature may be used if the law requires a signature unless there is a specific law, regulation, or order that requires records to be signed in nonelectronic form. The issuance and/or acceptance of an electronic signature by the District shall be permitted in accordance with the provisions of this policy and all applicable state and federal laws. Such electronic signature shall have the full force and effect of the manual signature only if the electronic signature satisfies all of the following requirements:

1. The electronic signature identifies the individual signing the document by his/her name and title;
2. The identity of the individual signing with an electronic signature is capable of being validated through the use of an audit trail;
3. The electronic signature and the document to which it is affixed cannot be altered once the electronic signature has been affixed; and
4. The electronic signature conforms to all other provisions of this policy.

Acceptance, Use and Issuance of Electronic Records and Signatures

The District may utilize electronic recordkeeping systems that can receive, store, and reproduce electronic records and signatures relating to transactions in their original form. Such system shall include security procedures whereby the District can:

1. Verify the attribution of a signature to a specific individual;
2. Detect changes or errors in the information contained in a record submitted electronically;
3. Protect and prevent access, alteration, manipulation or use by an unauthorized person; and
4. Provide for nonreproduction through strong and substantial evidence that will make it difficult for the signer to claim that the electronic representation is not valid.

ELECTRONIC SIGNATURES CON'T

The District shall ensure that all electronic signatures are capable of being accurately reproduced for later reference and retained until such time as all legally mandated retention requirements are satisfied.

The District may elect to receive and accept as original, electronic records and signatures so long as the communication, on its face, appears to be authentic, and conforms to all other provisions of this policy.

The District will retain in its records this policy and all statements of exclusive use, until such time as all legally mandated retention requirements are satisfied.

The District will not accept electronic signatures on student records including, but not limited to, absence excuses from parents/guardians, educational trip requests, and certain documents related to the Individuals with Disabilities Education Act.

TUITION FEES

Students enrolling in Pioneer Technology Center programs may be charged tuition fees in accordance with board-approved rates. The board of education will review the tuition fee schedule on an annual basis.

ADULT TRAINING AND DEVELOPMENT PROGRAMS

Tuition and Refunds

1. Upon request, enrollments are refunded less \$10.00, if the student cancels enrollment before the second class meeting. (This does not apply to 1 day or 3 hour courses). No refunds will be issued after the second class meeting, whether or not the student attends any classes. Special circumstances may be considered and will be at the discretion of the school administration (i.e. natural disaster, death of spouse, severe illness, etc.)
2. Tuition for out-of-district post-secondary students is double that of in-district students; however, out-of-district students may enroll with the following options: (1) they may pay double tuition and be assured of enrollment in the program; or, (2) they may choose to wait until one week prior to class starting and enroll at in-district rates only after the in-district needs have been met and if space is available.
3. If, one week prior to the beginning of class, space is available, the district is authorized to provide free tuition for full-time employees, board members, spouses and dependent children of full-time employees or board members desiring to attend Pioneer Technology Center courses. Full-time employees of sending school districts may attend courses for one-half of normal tuition rates. District employees, board members, and full-time employees of sending schools who receive this benefit are responsible for the cost of books and other non-tuition fees. Note: A PTC full-time employee, board member, spouse or dependent can guarantee a seat in any "high" demand course by paying for ½ of the tuition fee.
4. Pricing may be adjusted for special programs, promotions and referrals.

FULL-TIME PROGRAMS

There are no tuition fees for district secondary students enrolling in daytime courses. Out-of-district secondary and postsecondary students will be charged a tuition fee based on the length of instruction and residency status. Tuition for an out-of-district adult student shall be double the amount of an in-district adult student. Adult out-of-state tuition shall be double the amount of an out-of-district adult student. Tuition for non-district secondary students is established by the Oklahoma State Board of Career and Technology Education. This rate is updated annually and is available through the Bursar. **Pricing may be adjusted for special programs.** A chart of the currently approved tuition rates will be listed in the student handbook.

At the time of enrollment in full-time career majors, a \$25.00 non-refundable enrollment fee is required of all adult students. Two weeks prior to a successful practical nursing applicant's start date; a \$50 deposit toward tuition must be paid to secure his/her place in class. This deposit is applied toward tuition. A \$25 school enrollment fee is due at this time also. This enrollment fee is non-refundable and does not apply toward tuition. The balance of the tuition shall be paid in full by the end of the second week the student is enrolled in school, unless payment arrangements have been made.

Students receiving financial support for tuition shall present a letter certifying the support agency. Such agencies may include Vocational-Rehabilitation, Workforce Investment, tribal programs, and scholarships.

TUITION FEES (Cont.)

Refunds

1. Institutional Refund of Tuition

If a student formally withdraws from school after enrolling in a full-time career major, a full refund of tuition will be made only if the withdrawal occurs within the first 10 school days of the defined payment period. A 50% refund will be made if the withdrawal occurs within 11-20 school days. After the 20th school day of the defined payment period, there will be no refund for that period.

For financial aid purposes, a student is considered to have dropped out when he/she has been absent for five (5) consecutive class days without contacting Pioneer Technology Center.

In addition to Pioneer Tech's refund policy, students receiving Federal and State financial aid are subject to the Federal and State financial aid refund policies as published by the Department of Education and the Oklahoma State Regents for Higher Education and referred to in the Consumer Information Guide.

In all cases, the non-refundable deposit will be withheld from any refund. The district reserves the right to withhold any amounts owed for tuition from any financial aid or other funds that come into the district's possession on behalf of the student.

For the purpose of this policy, out-of-district students are those who do not currently reside within the Pioneer Technology Center taxation district

**REFERENCE: Board Minutes dated March 10, 1995
Board Minutes dated February 13, 1996
Board Minutes dated May 14, 1996
Board Minutes dated June 11, 1996
Board Minutes dated November 14, 2000**

**STUDENT CONDUCT
DRESS CODE
(REGULATION)**

In accordance with the policy of the board of education, the following regulation shall establish a dress and grooming code for the Pioneer Technology Center school system.

Generally, students should regard neatness and cleanliness in grooming and clothing as important. Dress or grooming which is in any way disruptive to the operation of the school or student safety will not be permitted.

Appropriate attire (dress) and grooming are based upon business and industry expectations. (Inappropriate attire includes, but is not limited to: midriff tops; halter tops; tank tops; low-cut tops; shorts; dresses and skirts above the knee; pants/jeans that expose skin above the knee; exposed undergarments; leggings/tights/yoga pants as an outer garment; trench coats; house shoes; pajama pants; clothing with unprofessional pictures and phrases including those that reference alcohol, drugs, and/or tobacco products; and clothing which depicts death, violence, vulgarity or racial slurs.) An administrator or the student's instructor will ask a student to change clothes, leave school or will exercise other suitable disciplinary measures when inappropriate clothing is worn.

Clothing and jewelry articles with unacceptable language, alcoholic beverage advertisements or promiscuous figures are not tolerated. Revealing or sexually provocative clothing, or clothing of extreme style may not be worn. Scantily clad individuals are not considered appropriately clothed for the classroom. Inappropriate tattoos must be covered.

Administrators, instructors, or other persons in charge of school-related activities, may regulate dress and grooming of students who participate in a particular activity if the administrator or instructor reasonably believes that the student's dress or grooming creates a hazard, or may prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

Students may be required to purchase coveralls, industrial aprons, uniforms, or other appropriate dress for reasons of safety and program area requirements.

Students who violate provisions of the dress code and who refuse to correct the violation may be disciplined by removal or exclusion from extracurricular activities. In extreme cases, students may be suspended until the violation is corrected.

Clarifying information regarding appropriate dress is published annually in the student handbook.

**SEARCH OF STUDENTS
(REGULATION)**

In accordance with the policy of the board of education, searches of students shall be conducted under the following circumstances:

The superintendent, program administrator, teacher, or security personnel of this school (authorized personnel) may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school only under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcohol, dangerous weapons, **unauthorized** electronic paging devices, any ~~illegal/abusable chemical~~ **controlled dangerous** substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.
2. School lockers and school desks are the property of the school, not the student. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the program administrator.
3. Authorized personnel may search a student, **within the limits of state and federal law (or this policy)**, whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given.
4. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.
5. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is preferably of the same sex as the person being searched.
6. Strip searches are forbidden. No clothing except cold weather outer garments will be removed before or during a search. ~~except in accordance with a properly authorized search warrant.~~
7. Items that may be seized during a lawful search - in addition to those mentioned in paragraph 1 above - shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.
8. Any student found to be in possession of dangerous weapons, alcohol, ~~illegal/abusable chemical~~ **controlled dangerous** substances, or other unlawful or prohibited items may be suspended by the superintendent for a period not to exceed the current school semester and the succeeding semester. Such suspension may be in addition to any civil or criminal liability.

9. ~~A student suspended as a result of this regulation may appeal the suspension to the board of education.~~

REFERENCE: 70 O.S. §24-102

POLICIES:

FO - Student Conduct, Behavior and Discipline

FO-R4 – Student Discipline Possession of Alcoholic Beverages or CDS, Regulation

FNCE - Reporting Students Under the Influence

FNCF - Drug-Free Schools

FNF - Search of Students

FNFBFA - Drugs, Alcohol and Contraband Searches

FNFBFA-R - Drugs, Alcohol and Contraband Searches, Regulation

OPEN RECORDS ACT

It is the policy of the _____ Board of Education to recognize and facilitate the public's right of access to and review of public records. The district is not required to release information contained in its education records except in conformity with the provisions of the Open Records Act, Title 51, Oklahoma Statutes, Section 24 A.1. and only to the extent that said act does not violate federal law. (See GBA-R.)

The superintendent's secretary shall be the district's custodian of public records and shall be responsible for the preservation and care of those public records. At least one person shall be available at all times to release records during the regular business hours of the school district. Additionally, the superintendent may establish reasonable rules of procedure by which public records may be inspected.

The superintendent shall charge a fee to recover the reasonable direct costs of copying district records. The superintendent shall also charge a fee for the direct costs of searching for district records sought for solely commercial purposes or for searches that cause excessive disruption to the district's essential functions. In no case shall a search fee be charged for records sought in the public interest including, but not limited to, releases to the news media, scholars, authors, and taxpayers seeking to determine whether officials of the district are honestly, faithfully, and competently performing their duties as public servants. Fees for copies shall be paid in advance before the copies are made. A deposit may be required for search fees. The fee schedule for searching for and copying of district records shall be as follows:

Copies:		Research:
8 1/2" X 11" or		\$25.00 per hour
8 1/2" x 14"	\$.25 per copy	
11" x 17" ledger	\$.50 per copy	
Certified copy	\$1.00 per page	

All confidential student records as defined by state and federal law shall remain confidential and accessible only to authorized personnel. The district may make requested records available on the Internet to comply with the obligation of providing prompt, reasonable access to records.

REFERENCE: 51 O.S. §24 A.1, et seq.

NOTE: If regular business hours are not maintained, the school district is required by law to post and maintain a written notice at the main office of the school district and with the county clerk, which notice shall include the following: (1) the hours records are available for inspecting, copying, and reproduction; (2) the name, address, and telephone number of the individual in charge of the records; and (3) detailed procedures for obtaining access to the records at least two days of the week, excluding Sunday.

**OPEN RECORDS ACT
(REGULATION)**

In accordance with the policy of the board of education to recognize and facilitate the public's right of access to and review of the district's public records, the following regulations shall apply:

Public access to district records shall be provided in accordance with applicable federal and state laws and regulations. The district shall implement the following procedures to provide prompt and reasonable access to its records in a manner that protects the integrity and organization of its records and prevents excessive disruptions of its essential functions.

1. Records specifically exempted by law from public inspection and copying are also exempted from this policy, including but not limited to:
 - A. Records not discoverable under state law, such as material prepared in anticipation of litigation or trial; and
 - B. Records protected by a state evidentiary privilege, such as the attorney-client and the identity of informer privileges; and
 - C. Records of what transpired during meetings of the district's board of education lawfully closed to the public, such as executive sessions authorized under the Oklahoma Open Meeting Act; and
 - D. The home address, home telephone numbers, Social Security numbers, private email addresses and private mobile phone numbers of any current employee or former employee.
2. A citizen desiring to inspect and copy the district's records shall make a request in writing setting forth the citizen's name, address, and telephone number and a description of the records to be inspected and copied. The superintendent or the superintendent's secretary may, at their discretion, require additional identification to verify the identity of the person requesting the records. At their discretion, the superintendent or the superintendent's designee may observe the inspection of the district records.
3. Requests for the inspection and copying of district records will be accommodated by district personnel designated to release district records for inspection and copying as soon as it is determined the requested records are not exempt from inspection and copying. Such determination may require the consideration of the superintendent and/or the district's attorney. Records shall only be available during the regular business hours of the district's administration offices.
4. The superintendent shall charge a fee to recover the reasonable direct costs of copying district records. The superintendent shall also charge a fee for the direct costs of searching for district records sought for solely commercial purposes or for searches which cause excessive disruption to the district's essential functions. Search fees shall not be charged for records sought in the public interest, including, but not limited to releases to the news media, scholars, authors, and taxpayers seeking to determine whether officials of the district are honestly, faithfully, and competently performing their duties as public servants. Fees for copies shall be paid in advance before the copies are made. A deposit may be required for search fees. A written fees schedule will be posted in the administration offices and with the County Clerk. The fee schedule for searching for and copying of district records shall be as follows:

OPEN RECORDS ACT, REGULATION (Cont.)

Copies: 8½" x 14" or smaller - \$.25 per copy
11" x 17" ledger - \$.50 per copy
Certified Copy - \$1.00 per copy

Search fee: \$25.00 per hour

5. The following records shall be kept confidential by the district unless such confidentiality is waived by the superintendent or board of education and, when required, by the person who is the subject of such records:
 - A. Individual student records;
 - B. Teacher lesson plans, tests, and other teaching material; and
 - C. Personal communications concerning individual students;
 - D. Personnel records which relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline, or resignation; or
 - E. Personnel records whose disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, or employment applications submitted by persons not hired by the public body.
6. Except as may otherwise be made confidential by statute, an employee of the district shall have a right of access to the employee's own personnel file.

ALCOHOL AT SPECIAL EVENTS

It is forbidden to consume, possess, or serve any alcoholic beverage or low-point beer (as defined by Oklahoma Law) on the campus except under the following circumstances:

- At special events and functions in the catering venues in the Pioneer Technology Center Conference Center.
- At special events and functions in the Pioneer Technology Center Seminar Center.
- At special events and functions in an area or areas designated by the Superintendent or the Board of Education.

All alcoholic beverage services must be provided by a caterer, licensed by the State of Oklahoma to purchase and serve alcohol to the public. All events and functions must be approved in advance by the Superintendent or the Board of Education.

All purchases, consumption, possession, and service of beer and alcoholic beverages allowed hereunder shall be in strict compliance with Pioneer Tech policies, the Oklahoma Alcoholic Beverage Control Act and other applicable laws of the State of Oklahoma.

All exceptions specified above must adhere to the following:

- No social event shall be called by a name that implies alcohol as the only beverage to be offered (e.g., wine and cheese reception).
- Whenever alcohol is served at an event as authorized above, there will be readily available non-alcoholic options.

PIONEER TECHNOLOGY CENTER
Part-time & Temporary Employment Contracts and/or Addenda to Contracts
July 13, 2021 **FY 2020/2021**

<u>Name</u>	<u>Position/Class Taught</u>	<u>Dates</u>	<u>Contract amount</u>
Ashley Eddinger	CPR for Health Care Provider	06/28 – 06/29 (8 hrs)	200.00
Ashley Eddinger	CNA Skills Check-off	06/28 – 06/30 (15 hrs)	375.00
Judy Gose	MAT Full Course	06/10 – 06/11 (16 hrs)	288.00
Chuck Rector	Excel 2016 Level 1	06/14 – 06/22 (M/T 6:00-8:30pm)	250.00
Lacey Smith	Custom Door Mat	06/15 (T 6:00-9:00pm)	75.00
Lacey Smith	Standing Sign	06/29 (T 6:00-9:00pm)	75.00
Janet Vines	Basic Drawing	06/03 – 06/24 (TH 6:00-9:00pm)	300.00

PIONEER TECHNOLOGY CENTER
Part-time & Temporary Employment Contracts and/or Addenda to Contracts
July 13, 2021 FY 2021/2022

<u>Name</u>	<u>Position/Class Taught</u>	<u>Dates</u>	<u>Contract amount</u>
Ashton Armstrong	FF/EMT Summer Camp Helper	07/19 – 07/22 (up to 12 hrs)	120.00
Raychell Beshirs	PT Temp Summer Systems Help	07/01 – 08/11 (up to 29.5hrs per week)	10.00/hr
Cara Bodick	PLTW Training	07/01 – 07/30 (84 hrs)	2,856.00
Steve Bookout	AT&D Evening Supervisor	07/01 – 07/15 (up to 20 hrs)	500.00
Ashley Eddinger	New Teacher Institute	07/26 – 07/29 (40 hrs)	1,360.00
Lori Evans	AT&D Evening Supervisor	07/01 – 07/15 (up to 28 hrs)	700.00
Tyler Evans	New Auto Instructor Orientation	07/08 – 07/30 (up to 16 hrs)	288.00
Lane Fisher	Evening Welding Instructor	07/01 – 07/15 (up to 24 hrs)	600.00
Lane Fisher	Evening Welding Instructor	07/16 – 08/15 (up to 24 hrs)	600.00
Ian Freeman	Evening Welding Instructor	07/01 – 07/15 (12 hrs)	300.00
Ian Freeman	Evening Welding Instructor	07/16 – 08/15 (12 hrs)	300.00
Shonda Garrison	HCC Instructor Summer Duties	07/01 – 07/30 (21 days)	5,670.00
Larry Godley	ABE/HSE/ESL Instructor	07/01 – 07/31 (42 hrs)	1,260.00
Ashlea Hagar	Welding Summer Academy Helper	07/19 – 07/22 (up to 24 hrs)	240.00
Tonya Jackson	ABE/HSE/ESL Instructor	07/01 – 07/31 (126 hrs)	3,150.00
Olivia McGuire	Childrens Lab Student Intern	07/01 – 07/31 (up to 130 hrs)	1,020.50
Alexis Mills	Cosmo Summer Academy Helper	07/12 – 07/15 (up to 24 hrs)	240.00
Karina Munoz	Childrens Lab Student Intern	07/01 – 07/31 (up to 130 hrs)	1,020.50
Diane Pendleton	ABE/HSE Instructor	07/01 – 07/31 (63 hrs)	1,575.00
Pam Powers	ABE/HSE Instructor	07/01 – 07/31 (M 4:30-7:30pm)	175.00
Pam Powers	ABE/HSE TANF Instructor	07/01 – 07/31 (M-W 8am-2:30pm)	1,400.00
Kristi Reed	CNA Instructor	07/01 – 07/26 (93.5 hrs)	2,057.00
Kristi Reed	Certified Medication Aide	08/02 – 08/13 (56 hrs)	1,232.00
Kristi Reed	CNA Instructor	08/16 – 08/31 (66 hrs)	1,452.00
Kristi Reed	CNA Instructor	09/01 – 09/08 (27.5 hrs)	605.00
Tracey Scott	ABE/HSE Instructor	07/01 – 07/31 (28 hrs)	700.00
Trinity Seck	Childrens Lab Summer Assistant	07/01 – 07/31 (up to 29 hrs per week)	1,160.00
Brittany Sprueill	Phlebotomy	07/01 – 07/15 (12 hrs)	300.00
Brittany Sprueill	Phlebotomy	07/16 – 08/15 (12 hrs)	300.00
Rebecca Stephens	ABE/HSE Instructor	07/01 – 07/31 (TH 4:30-7:30pm)	525.00
Rebecca Stephens	ABE/HSE TANF Instructor	07/01 – 07/31 (TH-F 8am-2:30pm)	2,275.00
Valerie Streeter	ABE/HSE Clerical Data Entry	07/01 – 07/31 (121 hrs)	1,815.00
Wendy Terrazas	New ABE Coord Transition Asst	07/05 – 07/25 (40 hrs)	1,480.00
Colton Tripp	PT Temp Summer Systems Help	07/01 – 08/11 (up to 29.5hrs per week)	10.00/hr
Jennifer Wehrenberg	New ABE/HSE Coord July Duties	07/09 – 07/26 (35 hrs)	1,295.00