

Pioneer Technology Center Board of Education
Regular Meeting
Tuesday, July 16, 2024, 6:00 PM
Seminar Center West
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. Reports and Presentations

Newkirk Middle School Technology Engineering Program - Tod Overstreet,
Superintendent, Wendy Terrazas, MS Principal, and Paytan Hodgson, Technology
Engineering Instructor

5. Discussion and vote to approve or not approve the Minutes of the June 11, 2024 regular Board of Education meeting
6. Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrances & Change Order Lists (FY24 General Fund #41929-41934 in the amount of \$2,372.46; Building Fund #40068-40069 in the amount of \$47,018.53; Payroll-None; FY25 General Fund #50001-50 in the amount of \$1,921,936.94; Building Fund #50001-50009 in the amount of \$1,738,953.22; Payroll #70001-70137 in the amount of \$8,563,147.88)
7. Administrative Reports and Anticipated Discussion by the Board and Staff regarding facilities, district policy issues, community issues and/or personnel or student needs
 - 7.A. Traci Thorpe, Superintendent/CEO
 - 7.B. Kahle Goff, Executive Director, Full-Time Programs
8. Discussion and vote to approve or not approve FY25 resource allocation to support Newkirk Technology Engineering Program
9. Discussion to approve or not approve Out-of-State Travel for Traci Thorpe to attend NCLA Best Practices Conference, Oct. 9-11, 2024, Portland, OR
10. Discussion and vote to approve or not approve purchases over \$10,000 as listed on Appendix A.

11. Discussion and vote to approve or not approve the welding remodel architect contract with Winterrowd Talley beginning in FY25
12. Discussion and vote to approve or not approve revisions to the following policies: GJ- Nondiscrimination, DABD- Professional Conduct by Staff, DHA- Fund Raising Activites, Students, DHAC- Staff Members and Social Networking Sites, DM- Educational Assistance Plan, FDC- Student Attendance, FL- Student Records, FL-R- Compliance with Family Education Rights and Privacy(Regulation)
13. Discussion and vote to approve or not approve rescinding the following policies: DABB-E-4- Records Investigation Authorization and Release, DABC- Employee Yearly Criminal Record Questionnaire.
14. 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), Pick-A-Date Calendar Drive, 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
15. Discussion and vote to approve or not approve the 2024-2025 Full-Time Programs Handbook
16. Discussion and vote to approve or not approve the 2024-2025 Practical Nursing Handbook
17. 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.
18. Discussion to approve or not approve hiring a Health Careers Certification Instructor
19. Discussion and vote to approve or not approve a Medical Services Instructor
20. New Business
21. Public Comment
22. Adjournment

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 Kellie Johnson, Minutes Clerk

Pioneer Technology Center Board of Education Regular Meeting
Tuesday, June 11, 2024 6:00 PM
Seminar Center West
2101 N. Ash St.
Ponca City, Oklahoma 74601

1. Call meeting to order

2. Roll call and establish a quorum

Also in attendance were Traci Thorpe, Ryan Burkett, Kendra Keelin, Kahle Goff, Stacey Rush, Molly Kyler, Mike Orr and Kellie Johnson.

3. Flag salute and moment of silence

4. Discussion and vote to approve or not approve the Minutes of the May 14, 2024 regular Board of Education meeting

Motion to approve the Minutes of the May 14, 2024 regular Board of Education meeting passed with a motion by Ms. Gay Norris and a second by Ms. Debbie Leaming.

Mr. Laurence Beliel: Yea

Ms. Debbie Leaming: Yea

Ms. Gay Norris: Yea

Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Absent

Yea: 4, Nay: 0, Absent: 1

5. Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrances & Change Order Lists (General Fund #41771-41928 in the amount of \$162,388.21; Building Fund #40056-40067 in the amount of \$600,164.31; Payroll #70184-70190 in the amount of \$20,283.20)

Motion to approve the Financial Reports; Activity Fund Report; and Encumbrances & Change Order Lists as presented passed with a motion by Ms. Debbie Leaming and a second by Ms. Rachel Shuey.

Mr. Laurence Beliel: Yea

Ms. Debbie Leaming: Yea

Ms. Gay Norris: Yea

Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Absent

Yea: 4, Nay: 0, Absent: 1

6. 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

Summer Camps for incoming 6th and 7th graders were hosted June 3-5th. We had 135 participants in the camp. We have 14 additional Summer Academy options for 8th-10th graders throughout June and July. There are still openings in most academies. Kahle and Traci met with Wendy Terrazas, Newkirk Middle School principal, to discuss a middle school outreach program. They are interested in partnering on a NMS CTE Outreach program to provide support to their current middle school CTE programs. PTC hosted the B&I Breakfast for the Healthcare sector in May. Forty participants were in attendance, with multiple segments of the healthcare field represented. Discussion centered around employee retention, training needs, resources and communication to HR professionals about Medicare and the challenges in ensuring coverage for necessary services within network for those insured in this region. The North Central Center of Workforce Excellence held its quarterly meeting with the advisory committee. This meeting we were joined by Dr. Andrew Van Leuven, OSU Extension Specialist, to visit with our group about *Taking Inventory of Your Community Development Assets* and shared data that to evaluate strengths and weaknesses in Kay County. Summer projects are underway. B-hallway bathroom remodels are in progress, the construction shop ceiling is being scraped, and the South parking lot concrete upgrade and painting projects are set to begin mid-June. We are in the process of collecting applications for the Health Careers and Welding Instructor positions.

Molly Kyler, Executive Director, Business & Industry Services

7. Discussion and vote to approve or not approve revisions to the following policies: BD- Board of Education, Internal Organization/Officers, BEA-School Board Mtgs. Agenda Preparation and Dissemination, CKC-R1- Fire Drills Rules and Procedures, DCCA- Testing Employees (Other than bus drivers with regard to use of alcohol and illegal chemical substances), DDC- Employee Resignations and Reference Requests, EMDB- Flags, FA- Moment of Silence, FO-R4- Student Discipline Possession of Nonintoxicating Beverages, Intoxicating Beverages, Controlled Dangerous Substances, Counterfeit Drugs, or Other Abusable Chemical Substances (Regulation), GBA- Open Records Act, GKA- Alcohol at Special Events

Motion to approve with amendment to policy GKA passed with a motion by Ms. Debbie Leaming and a second by Ms. Rachel Shuey.

Mr. Laurence Beliel: Yea
Ms. Debbie Leaming: Yea
Ms. Gay Norris: Yea
Ms. Rachel Shuey: Yea
Mr. J.D. Soulek: Absent

Yea: 4, Nay: 0, Absent: 1

8. Discussion and vote to approve or not approve new policy FFACCA- Hypoglycemic Emergency Procedures, FFACDA- Administration of Emergency Opioid Antagonists, EHBDBA-E- Notification, EHBDBA- Parent Participation in the School District, EMC- Graduation, CKC-R2- Tornado Drills Rules & Procedures

Motion to approve new policies FFACA- Hypoglycemic Emergency Procedures, FFACDA- Administration of Emergency Opioid Antagonists, EHBDBA-E- Notification, EHBDBA- Parent Participation in the School District, EMC- Graduation, CKC-R2- Tornado Drills Rules & Procedures passed with a motion by Ms. Debbie Leaming and a second by Ms. Rachel Shuey.

Mr. Laurence Beliel: Yea
Ms. Debbie Leaming: Yea
Ms. Gay Norris: Yea
Ms. Rachel Shuey: Yea
Mr. J.D. Soulek: Absent
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. Gay Norris and a second by Mr. Laurence Beliel.

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

10. Discussion and vote to approve or not approve items as surplus as listed on Appendix B.

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

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

11. Discussion and vote to approve or not approve the contract for the purchase of the ADPC property located at 2201 N. Ash Street, Ponca City.

Motion to approve contract for the purchase of the ADPC property located at 2201 N. Ash Street, Ponca City. passed with a motion by Ms. Gay Norris and a second by Ms. Debbie Leaming.

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

12. Discussion and vote to approve or not approve the contract for purchase of 3.19 acres of Oklahoma Natural Gas property, located at 2205 N. Ash Street, Ponca City, Oklahoma

Motion to approve the contract for purchase of 3.19 acres of Oklahoma Natural Gas property, located at 2205 N. Ash Street, Ponca City, Oklahoma passed with a motion by Ms. Rachel Shuey and a second by Ms. Gay Norris.

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

13. Discussion and vote to approve or not approve the 2024-25 Basic Peace Officer Certification handbook.

Motion to approve the 2024-25 Basic Peace Officer Certification handbook. passed with a motion by Ms. Gay Norris and a second by Ms. Rachel Shuey.

Mr. Laurence Beliel: Yea
Ms. Debbie Leaming: Yea
Ms. Gay Norris: Yea
Ms. Rachel Shuey: Yea
Mr. J.D. Soulek: Absent
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 FY25.

Motion to approve the Agreement for Representation between Pioneer Technology Center and its Board of Education and Rosenstein, Fist & Ringold for FY25 passed with a motion by Ms. Debbie Leaming and a second by Ms. Gay Norris.

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

15. Discussion and vote to approve or not approve a Resolution requesting FY25 Temporary Appropriations for General Fund and Building Fund: and a Resolution authorizing the school treasurer/deputy treasurer to invest excess funds during FY25.

Motion to approve a Resolution requesting FY25 Temporary Appropriations for General Fund and Building Fund: and a Resolution authorizing the school treasurer/deputy treasurer to invest excess funds during FY25. passed with a motion by Ms. Gay Norris and a second by Mr. Laurence Beliel.

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

16. 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, 2024. (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, 2024. (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 Mr. Laurence Beliel and a second by Ms. Gay Norris.

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

17. Discussion and vote to approve and not approve the Activity Fund Subaccounts for FY25 as listed on Appendix C.

Motion to approve the Activity Fund Subaccounts for FY25 as listed on Appendix C. passed with a motion by Ms. Debbie Leaming and a second by Mr. Laurence Beliel.

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

18. Discussion and vote to approve or not approve the appointment of Stacey Rush as School Treasurer and Purchasing Agent; Amanda Perez-Vargas as Deputy Treasurer; Erin Mercer as

Encumbrance Clerk and Activity Fund Custodian and Carol Cales as Activity Fund Clerk for FY25.

Motion to approve the appointment of Stacey Rush as School Treasurer and Purchasing Agent; Amanda Perez-Vargas as Deputy Treasurer; Erin Mercer as Encumbrance Clerk and Activity Fund Custodian and Carol Cales as Activity Fund Clerk for FY25 passed with a motion by Ms. Gay Norris and a second by Ms. Debbie Leaming.

Mr. Laurence Beliel: Yea

Ms. Debbie Leaming: Yea

Ms. Gay Norris: Yea

Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Absent

Yea: 4, Nay: 0, Absent: 1

19. Discussion and vote to approve or not approve Kellie Johnson as Board minutes clerk and Stacey Rush as Deputy Board minutes clerk for FY25.

Motion to approve Kellie Johnson as Board minutes clerk and Stacey Rush as Deputy Board minutes clerk for FY25. passed with a motion by Ms. Rachel Shuey and a second by Ms. Gay Norris.

Mr. Laurence Beliel: Yea

Ms. Debbie Leaming: Yea

Ms. Gay Norris: Yea

Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Absent

Yea: 4, Nay: 0, Absent: 1

20. Discussion and vote to approve or not approve the adoption of the annual insurance resolution and proposed insurance policies renewal, for FY25, as listed on Appendix D.

Motion to approve the adoption of the annual insurance resolution and proposed insurance policies renewal, for FY25, as listed on Appendix D passed with a motion by Ms. Debbie Leaming and a second by Ms. Gay Norris.

Mr. Laurence Beliel: Yea

Ms. Debbie Leaming: Yea

Ms. Gay Norris: Yea

Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Absent

Yea: 4, Nay: 0, Absent: 1

21. Proposed Executive Session to discuss the FY25 salary schedules and staffing plan per Okla. Stat. Title 25, 307(B)(1).

Motion to enter Executive Session to discuss the FY25 salary Schedules and staffing plan per Okla. Stat. Title 25, 307 (B)(1). passed with a motion by Ms. Gay Norris and a second by Ms. Rachel Shuey.

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

22. Vote to convene in Executive Session

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

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

23. Acknowledge return of the Board to Open Session

24. Board President statement of Executive Session minutes

25. Motion and vote to approve FY25 salary schedules and staffing plan.

Motion to approve FY25 salary schedules and staffing plan passed with a motion by Ms. Gay Norris and a second by Ms. Debbie Leaming.

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

26. 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. Debbie Leaming and a second by Ms. Rachel Shuey.

Mr. Laurence Beliel: Yea

Ms. Debbie Leaming: Yea
Ms. Gay Norris: Yea
Ms. Rachel Shuey: Yea
Mr. J.D. Soulek: Absent
Yea: 4, Nay: 0, Absent: 1

27. New Business- None

28. Board Comment

Leaming stated they have hired 2 welding students from PTC. Laurence stated that he appreciates everyone who works at PTC. It is nice to hear about how helpful our staff is to everyone. Culinary meal was wonderful tonight.

29. The President Adjourned the Meeting at 7:41 pm.

Respectfully submitted,

Kellie Johnson

Kellie Johnson
Board Minutes Clerk

President, Board of Education

Clerk, Board of Education

Date of Approval

Motion:

Second:

Vote:



PIONEER TECHNOLOGY CENTER

From PO: 41929 to PO: 41934

FY24

General

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

PO	Vendor Name	General Description	Amount	Date
41929	S&K DIRECT STEEL	AT&D - RESALE SUPPLIES	1,321.14	06/07/2024
41930	CECPD	CHILDREN'S LAB - TRAVEL REGISTRATION	50.00	06/11/2024
41931	MERRIFIELD OFFICE PLUS	FINANCE - OFFICE SUPPLIES	233.44	06/12/2024
41933	AMAZON CAPITAL SERVICES	FINANCE EQUIPMENT/SUPPLIES	623.88	06/13/2024
41934	HOLIDAY INN & SUITES - OKC AIRPORT	CHILDREN'S LAB - TRAVEL LODGING	144.00	06/18/2024

(11) GEN FUND-FOR OPERAT Current Encumbered: 2,372.46



PIONEER TECHNOLOGY CENTER

From 06 Jun 2024 to 30 Jun 2024



CHANGE ORDER REPORT
GEN FUND-FOR OPERAT

PO	Vendor Name	General Description	Amount	Date
40001	BLACKWELL JOURNAL-TRIBUNE	BLANKET PO	-250.10	7/1/2023
40002	NEWKIRK HERALD JOURNAL	BLANKET PO	-35.95	7/1/2023
40003	PONCA CITY NEWS	BLANKET PO	-75.44	7/1/2023
40004	TONKAWA NEWS	BLANKET PO	-277.00	7/1/2023
40005	FAIRFAX CHIEF	BLANKET PO	-169.72	7/1/2023
40007	INTEGRIS AMBULATORY CARE CORPORATION	BLANKET PO	-824.00	7/1/2023
40008	ARMSTRONG MCCALL	BLANKET PO	-10.80	7/1/2023
40009	AT&T	BLANKET PO	-361.46	7/1/2023
40010	AT&T LONG DISTANCE	BLANKET PO	-10.48	7/1/2023
40011	AT&T MOBILITY	BLANKET PO	-143.55	7/1/2023
40013	BEN E. KEITH FOODS-OKLAHOMA	BLANKET PO	721.38	7/1/2023
40014	BRANDTS ACE HARDWARE	BLANKET PO	-95.03	7/1/2023
40015	BRIDGEWAY INC.	BLANKET PO	-360.00	7/1/2023
40016	BUMPER TO BUMPER AUTO PARTS	BLANKET PO	-135.73	7/1/2023
40017	BUMPER TO BUMPER EASY CDL	BLANKET PO	-5,553.90	7/1/2023
40018	BURMAX COMPANY, INC.	BLANKET PO	-5.43	7/1/2023
40019	CARYS SEPTIC LLC	BLANKET PO	-44.00	7/1/2023
40020	COCA-COLA SOUTHWEST BEVERAGES LLC	BLANKET PO	-112.85	7/1/2023
40021	COMPLIANCE RESOURCE GROUP	BLANEKT PO	-2,150.00	7/1/2023
40023	EVCO	BLANKET PO	-1,194.61	7/1/2023
40024	FARHA WHOLESALE COMPANY INC	BLANKET PO	-6,556.44	7/1/2023
40025	FIRST NATIONAL BANK OF OMAHA	BLANKET PO	-2,918.68	7/1/2023
40027	HUDSON AUTO SUPPLY, LLC	BLANKET PO	-30.57	7/1/2023

40028	LAMPTON WELDING SUPPLY	BLANKET PO	-2,238.89	7/1/2023
40029	LOCKE SUPPLY	BLANKET PO	-159.77	7/1/2023
40032	NORTHERN SAFETY & INDUSTRIAL	BLANKET PO	-3,536.31	7/1/2023
40033	OATC SUPERINTENDENTS ACCT	BLANKET PO	-230.00	7/1/2023
40035	OKLAHOMA EMPLOYMENT SECURITY COMMISSION	BLANKET PO	-1,260.71	7/1/2023
40037	ONENET	BLANKET PO	-5,973.00	7/1/2023
40038	O'REILLY AUTOMOTIVE INC	BLANKET PO	204.89	7/1/2023
40040	ORKIN	BLANKET PO	-509.04	7/1/2023
40041	OSU FIRE SERVICE TRAINING	BLANKET PO	-1,375.00	7/1/2023
40042	FEDERAL PELL GRANTS	BLANKET PO	16,367.00	7/1/2023
40044	PTC STAFF/EMPLOYEES	BLANKET PO	-8,800.00	7/1/2023
40047	ROSENSTEIN, FIST & RINGOLD	BLANKET PO	-405.50	7/1/2023
40048	HEALTH AND SAFETY COUNCIL	BLANKET PO	-3,481.00	7/1/2023
40050	SGC FOODSERVICE	BLANKET PO	-25.85	7/1/2023
40051	STAPLES ADVANTAGE	BLANKET PO	-1,198.57	7/1/2023
40053	STOLHAND-WELLS GROUP	BLANKET PO	-351.52	7/1/2023
40057	TANF STUDENT ASSISTANCE	BLANKET PO	-5,743.11	7/1/2023
40059	TRAVEL (STAFF)	BLANKET PO	-9,237.74	7/1/2023
40060	UNIVERSAL PREMIUM FLEET CARD	BLANKET PO	-1,298.87	7/1/2023
40061	UPS	BLANKET PO	-1,463.21	7/1/2023
40064	WAL-MART COMMUNITY CARD	BLANKET PO	-3,368.00	7/1/2023
40080	CRYSTAL CLEAN	AST/PRECISION MACHINING WASTE REMOVAL	-273.41	7/1/2023
40084	EDUCATION TO GO	AT&D RESALE SUPPLIES	-300.00	7/1/2023
40092	FLORIDA VIRTUAL SCHOOL	SHARE CURRICULUM	-1,070.50	7/1/2023
40114	ODAT (OK DRUG & ALCOHOL TESTING)	RESALE SUPPLIES	-1,270.00	7/1/2023
40131	PUBLIC SURPLUS	PROFESSIONAL SERVICES	-100.00	7/1/2023
40134	QUADIENT FINANCE USA, INC	POSTAGE	-100.00	7/1/2023

40135	REGISTERBLAST	TESTING CENTER SOFTWARE	-100.00	7/1/2023
40151	TOUCH READY POS	FINANCE SOFTWARE SERVICES	-500.00	7/1/2023
40152	TULSA WORLD	SUPERINENDENT SUBSCRIPTION	-140.00	7/1/2023
40371	AMC URGENT CARE PLUS	TANF MEDICAL/DENTAL	-20.00	8/10/2023
40627	WAL-MART COMMUNITY CARD	AT&D - RESALE SUPPLIES	-435.16	10/2/2023
40646	OKLAHOMA EMPLOYMENT SECURITY COMMISSION	ABE OTHER PURCHASE SERVICES	-7.40	7/1/2023
40647	CENTRAL OKLA WORKFORCE INN. BOARD (COWIB)	ABE OTHER PURCHASE SERIVCES	-1.29	10/3/2023
40902	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSISTANCE OTHER	-175.00	12/12/2023
41059	FIRST NATIONAL BANK OF OMAHA	MARKETING/TRAVEL LODGING	-2,500.00	1/24/2024
41111	TRAVEL (WRO)	BLANKET PO FOR WRO TRAVEL	-597.43	1/31/2024
41122	STOLHAND-WELLS GROUP	BLANKET PO FOR WRO WATER SERVICES	-100.00	2/1/2024
41179	MAYER EYE CARE	TANF STUDENT ASSISTANCE OTHER	-140.00	2/14/2024
41209	MAYER EYE CARE	TANF MEDICAL/DENTAL	-110.00	2/20/2024
41223	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSISTANCE OTHER	-25.00	2/21/2024
41235	A+ PRINTING	WRO SUPPLIES PRINTING	-957.69	2/22/2024
41286	NORTHERN OKLAHOMA COLLEGE	IT&D-RESALE FOOD	-125.28	3/4/2024
41295	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSISTANCE OTHER	-9.95	3/4/2024
41301	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSISTANCE OTHER	-48.00	3/5/2024
41308	FIRST NATIONAL BANK OF OMAHA	MECHATRONICS - TRAVEL LODGING	-12.99	3/5/2024
41361	AES WAVE	AUTO SERVICE EQUIPMENT	-400.00	3/13/2024
41377	H&H SHOOTING SPORTS	BPOC EQUIPMENT	-1,040.00	3/13/2024
41507	FIRST CAPITAL TROLLEY	TANF STUDENT ASSISTANCE OTHER	-36.00	4/3/2024
41562	WAL-MART COMMUNITY CARD	TANF STUDENT ASSISTANCE OTHER	-75.00	4/15/2024
41578	WAL-MART COMMUNITY CARD	TANF - CONSUMABLE SUPPLY	-4.43	4/17/2024
41612	TANF STUDENT ASSISTANCE	TANF TUITION	-4,050.00	4/19/2024

41619	FIRST NATIONAL BANK OF OMAHA	CULINARY ARTS STAFF/STUDENT TRAVEL LODGING	-1,680.00	4/19/2024
41620	FIRST NATIONAL BANK OF OMAHA	CULINARY ARTS STAFF/STUDENT TRAVEL MEALS/GROUND TRANSPORTATION/LUGGAGE	-75.00	4/19/2024
41622	SPIVA PAINTING & DRYWALL LLC	BUILDING MAINT REPAIRS	-972.95	4/22/2024
41654	WAL-MART COMMUNITY CARD	TANF STUDENT ASSISTANCE OTHER	-145.00	4/25/2024
41659	AMAZON CAPITAL SERVICES	AT&D COORD & INSTRUCT - SUPPLIES	-8.01	4/25/2024
41666	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSISTANCE OTHER	-25.00	4/26/2024
41667	WAL-MART COMMUNITY CARD	TANF STUDENT ASSISTANCE OTHER	-5.52	4/26/2024
41686	ADAMS PLUMBING	BLDG MAINT - REPAIRS	2,026.83	4/30/2024
41698	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSISTANCE OTHER	-66.00	5/1/2024
41717	FIRST NATIONAL BANK OF OMAHA	WRO - PARTICIPANT ASSESSMENT & TRAINING	-25.00	5/2/2024
41718	CAREER TECH PRINTING SERVICES	WRO - EVENTS/JOB FAIRS MATERIALS	-175.00	5/2/2024
41733	4 IMPRINT INC	WRO - EVENTS/JOB FAIRS MATERIALS	-47.64	5/3/2024
41734	PACE	BID ASSISTANCE - STAFF TRAVEL REGISTRATION	-424.50	5/3/2024
41739	STAPLES ADVANTAGE	CAREER TESTING CENTER - SUPPLIES	-2.90	5/3/2024
41740	PACE	INNOVATION MGR - STAFF TRAVEL REGISTRATION	-424.50	5/3/2024
41764	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSISTANCE OTHER	-11.05	5/9/2024
41769	CAREER TECH PRINTING SERVICES	WRO - JOB FAIRS/EVENTS ADVERTISING	-20.50	5/9/2024
41774	FIRST NATIONAL BANK OF OMAHA	SUPT - TRAVEL LODGING	-32.00	5/10/2024
41775	AMAZON CAPITAL SERVICES	WRO - CLASSROOM/PARTICIPANT SUPPLIES	28.99	5/13/2024
41783	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSISTANCE OTHER	-30.00	5/13/2024
41787	WAL-MART COMMUNITY CARD	PN SUPPLIES	-23.09	5/14/2024
41790	BLOYER & SONS INC	BLDG MAINT - REPAIRS	-550.00	5/14/2024

41791	FIRST NATIONAL BANK OF OMAHA	BIS ADMIN - STAFF TRAVEL LODGING	-82.00	5/14/2024
41800	AMAZON CAPITAL SERVICES	AT&D COORD - SUPPLIES	-6.99	5/15/2024
41802	AMAZON CAPITAL SERVICES	BPOC SUPPLIES	-45.82	5/15/2024
41803	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSISTANCE OTHER	-75.00	5/15/2024
41813	AMAZON CAPITAL SERVICES	TANF STUDENT ASSISTANCE OTHER	-41.40	5/17/2024
41816	ESSENTIAL EDUCATION	ABE BOOKS	-541.80	5/17/2024
41819	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSISTANCE OTHER	-40.00	5/17/2024
41820	SPIVA PAINTING & DRYWALL LLC	BUILDING MAINT REPAIRS	-1,200.00	5/17/2024
41821	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSISTANCE OTHER	-210.00	5/17/2024
41828	AMAZON CAPITAL SERVICES	COMPUTER SERVICES - EQUIP & SUPPLIES	-15.06	5/20/2024
41830	KAYLA BLAES PHOTOGRAPHY	WRO - JOB FAIR EVENTS	-390.00	5/21/2024
41838	AMAZON CAPITAL SERVICES	OKDHS GRANT - SUPPLIES	-140.34	5/21/2024
41841	NEWKIRK HERALD JOURNAL	WRO - ADVERTISING	-15.90	5/22/2024
41845	STAPLES ADVANTAGE	FINANCIAL AID - SUPPLIES	-17.50	5/22/2024
41847	AMAZON CAPITAL SERVICES	AT&D - RESALE SUPPLIES	-3.15	5/23/2024
41848	TONKAWA NEWS	WRO - ADVERTISING	-3.00	5/23/2024
41855	AMAZON CAPITAL SERVICES	ABE - TECH/DURABLE SUPPLIES	-899.30	5/23/2024
41858	MAYER EYE CARE	TANF STUDENT ASSISTANCE OTHER	-140.00	5/28/2024
41859	AMAZON CAPITAL SERVICES	COMPUTER SERVICES - SUPPLIES	-26.06	5/28/2024
41862	MAYER EYE CARE	TANF STUDENT ASSISTANCE OTHER	-140.00	5/28/2024
41864	STAPLES ADVANTAGE	FINANCIAL AID - SUPPLIES	-14.71	5/28/2024
41865	STAPLES ADVANTAGE	TANF STUDENT ASSISTANCE OTHER	-176.11	5/28/2024
41874	AMAZON CAPITAL SERVICES	FINANCE SUPPLIES	-40.00	5/29/2024
41875	STAPLES ADVANTAGE	TANF STUDENT ASSISTANCE OTHER	-24.62	5/30/2024
41876	AMAZON CAPITAL SERVICES	OKDHS GRANT - SUPPLIES	-80.85	5/30/2024
41880	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSISTANCE OTHER	-40.00	5/30/2024
41882	WAL-MART COMMUNITY CARD	TANF STUDENT ASSISTANCE OTHER	-140.00	5/30/2024

41883	UNIFORM STOP - STILLWATER	TANF STUDENT ASSISTANCE OTHER	-1.29	5/30/2024
41884	AWARDS UNLIMITED, INC	BIOMED - SUPPLIES	-2.54	5/30/2024
41888	AMAZON CAPITAL SERVICES	PN SUPPLIES & EQUIP	-53.01	5/30/2024
41894	WAL-MART COMMUNITY CARD	TANF STUDENT ASSISTANCE OTHER	-75.00	5/31/2024
41897	STAPLES ADVANTAGE	ABE CONSUMABLE SUPPLIES	-34.86	5/31/2024
41901	A+ PRINTING	MARKETING/PRINTING	-0.11	5/31/2024
41902	STAPLES ADVANTAGE	STUDENT SERVICES/COUNSELING - SUPPLIES	-10.93	6/3/2024
41904	ULTIMATE PEST MANAGEMENT LLC	EXTERMINATION SERVICES	5.00	6/3/2024
41905	AMAZON CAPITAL SERVICES	AT&D - RESALE BOOKS	-10.62	6/3/2024
41906	BEN E. KEITH FOODS-OKLAHOMA	WRO - JOB FAIR/EVENTS SUPPLIES	-5.03	6/3/2024
41909	AMAZON CAPITAL SERVICES	AT&D COORDINATOR - SUPPLIES	-13.01	6/3/2024
41910	LAKESHORE LEARNING MATERIALS LLC	OKDHS GRANT - SUPPLIES	-8.00	6/3/2024
41911	FAIRFAX CHIEF	WRO- JOB FAIR ADVERTISEMENT	-43.00	6/3/2024
41913	STAPLES ADVANTAGE	FULLTIME/DIR OF INSTR - SUPPLIES	1.58	6/3/2024
41914	AMAZON CAPITAL SERVICES	TANF STUDENT ASSISTANCE OTHER	-14.80	6/3/2024
41915	STAPLES ADVANTAGE	ABE - CONSUMABLE SUPPLIES	-105.38	6/3/2024
41917	CLUTCH SOLUTIONS, LLC	COMPUTER SERVICES EQUIPMENT	-3.00	6/4/2024
41918	FARHA WHOLESALE COMPANY INC	WRO - PARTICIPANT SUPPLIES	-14.66	6/4/2024
41919	AMAZON CAPITAL SERVICES	OKDHS GRANT - SUPPLIES	-15.00	6/4/2024
41920	STAPLES ADVANTAGE	WRO- CLASSROOM & OFFICE SUPPLIES	-12.66	6/4/2024
41921	AMAZON CAPITAL SERVICES	WRO- JOB FAIR/EVENTS SUPPLIES	-15.48	6/4/2024
41922	COLOR MARK	WRO- CURRICULUM FROM STATE	-0.73	6/4/2024
41925	MY MEDIA MATTERS	WRO JOB FAIR/EVENTS - SPEAKER	-1.00	6/4/2024
41926	ESKIMO JOES PROMOTIONAL PRODUCTS GROUP	WRO- JOB FAIRS/EVENTS SUPPLIES	-752.55	6/4/2024
41928	FIRST NATIONAL BANK OF OMAHA	MECHATRONICS STAFF TRAVEL - LUGGAGE/ MEALS	1,200.00	6/5/2024

(11) GEN FUND-FOR OPERAT Total:

-76,626.62



PIONEER TECHNOLOGY CENTER

From PO: 40068 to PO: 40069

Building
Encumbrance For Board Approval
BUILDING FUND

PO	Vendor Name	General Description	Amount	Date
40068	ANDERSON FLOORING	BLDG MAINT - MAJOR REMODEL REPAIRS	11,559.46	06/13/2024
40069	ANDERSON FLOORING	BLDG MAINT - MAJOR REMODEL REPAIRS	35,459.07	06/13/2024
(21) BUILDING FUND Current Encumbered:			47,018.53	



PIONEER TECHNOLOGY CENTER

From 06 Jun 2024 to 30 Jun 2024

X CHANGE ORDER REPORT
BUILDING FUND

PO	Vendor Name	General Description	Amount	Date
40001	BLUEMARK ENERGY, LLC	BLANKET PO	-812.80	7/1/2023
40003	PONCA CITY UTILITY AUTHORITY	BLANKET PO	-10,700.00	7/1/2023
(21) BUILDING FUND Total:			-11,512.80	

FY25

General



PIONEER TECHNOLOGY CENTER
From PO: 50001 to PO: 50248

Encumbrance For Board Approval
GEN FUND-FOR OPERAT

PO	Vendor Name	General Description	Amount	Date
50001	AF PLAN SERVE	BLANKET PO	500.00	07/01/2024
50002	ARMSTRONG MCCALL	BLANKET PO	6,500.00	07/01/2024
50003	AT&T	BLANKET PO	3,500.00	07/01/2024
50004	AT&T LONG DISTANCE	BLANKET PO	2,500.00	07/01/2024
50005	AT&T MOBILITY	BLANKET PO	8,600.00	07/01/2024
50006	AUTOZONE INC	BLANKET PO	2,500.00	07/01/2024
50007	BEN E. KEITH FOODS- OKLAHOMA	BLANKET PO	58,500.00	07/01/2024
50008	BLACKWELL JOURNAL-TRIBUNE	BLANKET PO	4,350.00	07/01/2024
50009	BRANDTS ACE HARDWARE	BLANKET PO	6,400.00	07/01/2024
50010	BRIDGEWAY INC.	BLANKET PO	700.00	07/01/2024
50011	BUMPER TO BUMPER AUTO PARTS	BLANKET PO	1,000.00	07/01/2024
50012	BUMPER TO BUMPER EASY CDL	BLANKET PO	2,000.00	07/01/2024
50013	BURMAX COMPANY, INC.	BLANKET PO	5,000.00	07/01/2024
50014	CARYS SEPTIC LLC	BLANKET PO	1,200.00	07/01/2024
50015	CLEAN UNIFORMS	MARKETING ADVERTISING	7,500.00	07/01/2024
50016	COCA-COLA SOUTHWEST BEVERAGES LLC	BLANKET PO	10,000.00	07/01/2024
50017	COMPLIANCE RESOURCE GROUP	BLANKET PO	2,700.00	07/01/2024
50018	CROSS OIL CO.	BLANKET PO	41,500.00	07/01/2024
50019	EVCO	BLANKET PO	10,000.00	07/01/2024
50020	FAIRFAX CHIEF	BLANKET PO	2,045.00	07/01/2024
50021	FARHA WHOLESALE COMPANY INC	BLANKET PO	36,500.00	07/01/2024
50022	FEDERAL PELL GRANTS	BLANKET PO	300,000.00	07/01/2024
50023	FIRST NATIONAL BANK OF OMAHA	BLANKET PO	9,900.00	07/01/2024
50024	FIRST NATIONAL BANK OF OMAHA	BLANKET PO	1,000.00	07/01/2024
50025	HEALTH AND SAFETY COUNCIL	BLANKET PO	60,000.00	07/01/2024
50026	HUDSON AUTO SUPPLY, LLC	BLANKET PO	8,800.00	07/01/2024
50027	INTEGRIS AMBULATORY CARE CORPORATION	BLANKET PO	700.00	07/01/2024
50028	LAMPTON WELDING SUPPLY	BLANKET PO	13,144.95	07/01/2024



PO	Vendor Name	General Description	Amount	Date
50029	LOCKE SUPPLY	BLANKET PO	8,000.00	07/01/2024
50030	MSC INDUSTRIAL SUPPLY CO	BLANKET PO	10,000.00	07/01/2024
50031	NEWKIRK HERALD JOURNAL	BLANKET PO	2,240.00	07/01/2024
50032	NEXTIVA INC	BLANKET PO	12,000.00	07/01/2024
50033	O'REILLY AUTOMOTIVE INC	BLANKET PO	4,200.00	07/01/2024
50034	OATC SUPERINTENDENTS ACCT	BLANKET PO	6,800.00	07/01/2024
50035	ODCTE	BLANKET PO	26,085.00	07/01/2024
50036	OKLAHOMA EMPLOYMENT SECURITY COMMISSION	BLANKET PO	35,000.00	07/01/2024
50037	OKLA TURNPIKE AUTHORITY PIKE PASS	BLANKET PO	500.00	07/01/2024
50038	ONENET	BLANKET PO	5,973.00	07/01/2024
50039	ORKIN	BLANKET PO	3,000.00	07/01/2024
50040	OSBI	BLANKET PO	2,000.00	07/01/2024
50041	OSU FIRE SERVICE TRAINING	BLANKET PO	10,600.00	07/01/2024
50042	PEOPLEFACTS	BLANKET PO	500.00	07/01/2024
50043	PONCA CITY NEWS	BLANKET PO	7,200.00	07/01/2024
50044	PTC STAFF/EMPLOYEES	BLANKET PO	25,000.00	07/01/2024
50045	RK BLACK INC - LOCKBOX	BLANKET PO	12,000.00	07/01/2024
50046	ROSENSTEIN, FIST & RINGOLD	BLANKET PO	5,500.00	07/01/2024
50047	SEOG - STUDENT AID	BLANKET PO	7,000.00	07/01/2024
50048	SGC FOODSERVICE	BLANKET PO	51,500.00	07/01/2024
50049	STAPLES ADVANTAGE	BLANKET PO	5,000.00	07/01/2024
50050	STATE BEAUTY SUPPLY- STILLWATER	BLANKET PO	3,500.00	07/01/2024
50051	STOLHAND-WELLS GROUP	BLANKET PO	3,000.00	07/01/2024
50052	STRATA LEADERSHIP LLC	BLANKET PO	600.00	07/01/2024
50053	STUDENT CERTIFICATIONS	BLANKET PO	10,000.00	07/01/2024
50054	T-MOBILE	BLANKET PO	3,900.00	07/01/2024
50055	TANF STUDENT ASSISTANCE	BLANKET PO	9,000.00	07/01/2024
50056	TRAVEL (STAFF)	BLANKET PO	90,600.00	07/01/2024
50057	TONKAWA NEWS	BLANKET PO	3,035.00	07/01/2024
50058	UNIVERSAL PREMIUM FLEET CARD	BLANKET PO	30,500.00	07/01/2024



PIONEER TECHNOLOGY CENTER

From PO: 50001 to PO: 50248

Encumbrance For Board Approval GEN FUND-FOR OPERAT

<u>PO</u>	<u>Vendor Name</u>	<u>General Description</u>	<u>Amount</u>	<u>Date</u>
50059	UPS	BLANKET PO	500.00	07/01/2024
50060	US BANK EQUIPMENT FINANCE	BLANKET PO	12,000.00	07/01/2024
50061	US POSTAL SERVICE (QUADIENT-POC)	BLANKET PO	7,500.00	07/01/2024
50062	WAL-MART COMMUNITY CARD	BLANKET PO	30,000.00	07/01/2024
50063	WILLY'S WASH	BLANKET PO	1,500.00	07/01/2024
50064	A+ PRINTING	WRO BLANKET PO	15,000.00	07/01/2024
50065	PONCA CITY DEVELOPMENT AUTHORITY	WRO BLANKET PO	45,000.00	07/01/2024
50066	PONCA CITY UTILITY AUTHORITY	WRO BLANKET PO	2,500.00	07/01/2024
50067	RK BLACK INC - LOCKBOX	WRO BLANKET PO	1,500.00	07/01/2024
50068	STOLHAND-WELLS GROUP	WRO BLANKET PO	600.00	07/01/2024
50069	TRAVEL (WRO)	WRO BLANKET PO	7,000.00	07/01/2024
50070	ZULTYS, INC	WRO BLANKET PO	4,500.00	07/01/2024
50071	7 MINDSETS	SHARE - INSTRUCTIONAL SOFTWARE	1,930.00	07/01/2024
50072	ADIRA LLC	IT - TECHNOLOGY RELATED SERVICES	27,000.00	07/01/2024
50073	ADPC	FINANCE SUPPLIES/TECHNICAL SERVICES	13,102.50	07/01/2024
50074	AMERICAN TELEPHONE	COMMUNICATION SERVICES/BUILDING MAINT	3,175.00	07/01/2024
50075	APPTEGY	MARKETING/WEB HOSTING	7,800.00	07/01/2024
50076	ASBO INTERNATIONAL	SCHOOL MEMBERSHIP	499.00	07/01/2024
50077	AUTRY TECH	MARKETING ADVERTISING	13,750.00	07/01/2024
50078	BADGEPASS	MAINTENANCE CONTRACT	1,927.00	07/01/2024
50079	BLACKWELL CHAMBER OF COMMERCE	SCHOOL MEMBERSHIP	850.00	07/01/2024
50080	BLACKWELL PUBLIC SCHOOLS	PROFESSIONAL SERVICES GATEWAY PROGRAM	30,000.00	07/01/2024
50081	CAINS LAWN CARE	LAWN CARE SERVICES GROUNDS	15,000.00	07/01/2024
50082	CASTLE BRANCH INC	RESALE SUPPLIES NURSING	3,000.00	07/01/2024
50083	CENTRAL OKLA WORKFORCE INN. BOARD (COWIB)	ABE OTHER PURCHASE SERIVCES	100.00	07/01/2024
50084	CLIA LABORATORY PROGRAM	PROFESSIONAL SERVICES	248.00	07/01/2024
50085	CLUTCH SOLUTIONS, LLC	COMPUTER SERVICES SUBSCRIPTION/LICENSE/SOFTWARE	40,428.00	07/01/2024
50086	COLUMN SOFTWARE PBC	ADVERTISING	200.00	07/01/2024
50087	CONSTANT CONTACT	MARKETING ADVERTISING	650.00	07/01/2024



PIONEER TECHNOLOGY CENTER

From PO: 50001 to PO: 50248

Encumbrance For Board Approval GEN FUND-FOR OPERAT

PO	Vendor Name	General Description	Amount	Date
50088	CRYSTAL CLEAN	AST/PRECISION MACHINING WASTE REMOVAL	3,200.00	07/01/2024
50089	DAYSMART SOFTWARE LLC	COSMETOLOGY SUBSCRIPTION	700.00	07/01/2024
50090	DULY INTEGRATED SECURITY	COMPUTER SERVICES SUBSCRIPTION	2,500.00	07/01/2024
50091	EDPUZZLE	FULL TIME PROGRAMS SUBSCRIPTION	2,180.00	07/01/2024
50092	EDUCATION TO GO	AT&D RESALE SUPPLIES	500.00	07/01/2024
50093	EDUCAUSE	TECH SERVICES/WEB HOST	77.00	07/01/2024
50094	EDUCONNECT, INC	SHARE INSTRUCTIONAL SOFTWARE	280.00	07/01/2024
50095	FAIRFAX CHAMBER OF COMMERCE	SCHOOL MEMBERSHIP	75.00	07/01/2024
50097	FIRST NATIONAL BANK OF OMAHA	VISUAL COMMUNICATIONS SUBSCRIPTION	150.00	07/01/2024
50098	FIRST NATIONAL BANK OF OMAHA	BIOMED SUBSCRIPTION	180.00	07/01/2024
50099	FIRST NATIONAL BANK OF OMAHA	SUPERINTENDENT SOFTWARE	390.00	07/01/2024
50100	FIRST NATIONAL BANK OF OMAHA	FULL TIME PROGRAMS SUBSCRIPTION	325.00	07/01/2024
50101	FIRST NATIONAL BANK OF OMAHA	MARKETING SUBSCRIPTIONS	2,348.00	07/01/2024
50102	FIRST NATIONAL BANK OF OMAHA	ESPORTS SUPPLIES	625.00	07/01/2024
50103	FLORIDA VIRTUAL SCHOOL	SHARE CURRICULUM	16,027.00	07/01/2024
50104	HEALTHSTREAM INC	RESALE SUPPLIES NURSING/AT&D	2,700.00	07/01/2024
50105	HSI WORKPLACE COMPLIANCE SOLUTIONS, INC	SAFETY SUBSCRIPTION	1,000.00	07/01/2024
50106	ID SCAN	COMPUTER SERVICES REPAIRS	384.00	07/01/2024
50107	INBIA - INTERNATIONAL BUSINESS INNOVATION ASSOC	SCHOOL MEMBERSHIP	525.00	07/01/2024
50108	INSTRUCTURE, INC	FULL TIME PROGRAMS SUBSCRIPTION	14,696.00	07/01/2024
50109	INTERNATIONAL ECONOMIC DEVELOPMENT COUNCIL (IEDC)	SCHOOL MEMBERSHIP	455.00	07/01/2024
50110	JOURNAL RECORD	SUPERINTENDENT SUBSCRIPTION	369.00	07/01/2024
50112	KAY COUNTY ASSESSOR	RE-EVALUATION FEE	52,000.00	07/01/2024
50113	KAY COUNTY ELECTION BOARD	BOARD ELECTION COST	2,000.00	07/01/2024
50114	KAY COUNTY PUBLIC BLDGS AUTHORITY	TRUST AUTHORITY FEES	125.00	07/01/2024
50115	KELLOGG & SOVEREIGN CONSULTING	MAINTENANCE CONTRACT	4,500.00	07/01/2024



PIONEER TECHNOLOGY CENTER

From PO: 50001 to PO: 50248

Encumbrance For Board Approval GEN FUND-FOR OPERAT

<u>PO</u>	<u>Vendor Name</u>	<u>General Description</u>	<u>Amount</u>	<u>Date</u>
50116	KNOWB4 INC.	COMPUTER SERVICES SUBSCRIPTION	3,200.00	07/01/2024
50117	LAB RESOURCES	COMPUTER SERVICES SUBSCRIPTION	600.00	07/01/2024
50118	LANDERS WINDOW & EXTERIOR CLEANING INC	BUILDING MAINT OTHER BUILDING SERVICES	4,000.00	07/01/2024
50119	LARRY MURPHY INSUR	INSURANCE/BONDS	222,607.10	07/01/2024
50120	LERN	BIS ADMIN SUBSCRIPTION	1,000.00	07/01/2024
50121	MARCIA BRENNER ASSOCIATES, LLC	MAINTENANCE CONTRACT	325.00	07/01/2024
50122	MARY E JOHNSON & ASSOCIATES, PLLC	AUDITING FEES	5,000.00	07/01/2024
50123	MERIDIAN TECHNOLOGY CENTER	PROFESSIONAL SERVICES STATEWIDE MARKETING	5,526.00	07/01/2024
50124	MODERN CAMPUS USA INC	AT&D SOFTWARE	25,000.00	07/01/2024
50125	MODERN SALON	COSMO SUBSCRIPTION	45.00	07/01/2024
50126	NASFAA	SCHOOL MEMBERSHIP	869.00	07/01/2024
50127	NEWKIRK CHAMBER OF COMMERCE	SCHOOL MEMBERSHIP	125.00	07/01/2024
50128	NORTHERN SAFETY & INDUSTRIAL	BLANKET PO	3,000.00	07/01/2024
50129	OAMCTE	SCHOOL MEMBERSHIP	200.00	07/01/2024
50130	OASFAA	SCHOOL MEMBERSHIP	225.00	07/01/2024
50131	ODAT (OK DRUG & ALCOHOL TESTING)	RESALE SUPPLIES	1,700.00	07/01/2024
50132	OKLA ASBO	SCHOOL MEMBRSHIP	675.00	07/01/2024
50133	OKLA BUSINESS INCUBATOR ASSOCIATION	SCHOOL MEMBERSHIP	150.00	07/01/2024
50134	OKLAHOMA EMPLOYMENT SECURITY COMMISSION	ABE OTHER PURCHASE SERVICES	25.00	07/01/2024
50135	OKLAHOMA STATE BOARD OF COSMETOLOGY AND BARBERING	COSMO SUPPLIES	125.00	07/01/2024
50136	OKLAHOMA STATE DEPT HEALTH	CULINARY SERVICES ANNUAL LICENSE	180.00	07/01/2024
50137	OKSPRA	SCHOOL MEMBERSHIP	200.00	07/01/2024
50138	OKSTE (OKLA SOCIETY FOR TECHNOLOGY IN EDUCATION)	SCHOOL MEMBERSHIP	300.00	07/01/2024
50139	OSAGE COUNTY ASSESSOR	RE-EVALUATION FEES	11,000.00	07/01/2024
50140	OSSBA	SCHOOL MEMBERSHIP/SUBSCRIPTION/OTHER LEGAL	8,023.00	07/01/2024



PIONEER TECHNOLOGY CENTER

From PO: 50001 to PO: 50248

Encumbrance For Board Approval GEN FUND-FOR OPERAT

<u>PO</u>	<u>Vendor Name</u>	<u>General Description</u>	<u>Amount</u>	<u>Date</u>
50141	PALO ALTO SOFTWARE, INC.	ENTREP. SERVICES SUBSCRIPTION	1,800.00	07/01/2024
50142	PAWNEE COUNTY ASSESSOR	RE-EVALUATION FEES	1,500.00	07/01/2024
50143	PETTY CASH FUND	PETTY CASH	200.00	07/01/2024
50144	POLICE ONE ACADEMY	CRIMINAL JUSTICE CURRIRUCLUM	2,437.76	07/01/2024
50145	PONCA CITY CHAMBER OF COMMERCE	SCHOOL MEMBERSHIP	850.00	07/01/2024
50146	POSTER COMPLIANCE CENTER	SUPERINTENDENT SUBSCRIPTION	100.00	07/01/2024
50147	POWERSCHOOL GROUP LLC	SOFTWARE SERVICES	15,190.10	07/01/2024
50148	PROJECT LEAD THE WAY (PLTW)	SCHOOL MEMBERSHIP	2,200.00	07/01/2024
50149	PUBLIC SURPLUS	PROFESSIONAL SERVICES	100.00	07/01/2024
50150	QTE MANUFACTURING SOLUTIONS	PRECISION MACHINING SUBSCRIPTION	1,200.00	07/01/2024
50151	QUADIENT FINANCE USA, INC	POSTAGE	100.00	07/01/2024
50152	QUADIENT LEASING USA, INC	MAINTENACE CONTRACT	6,000.00	07/01/2024
50153	REGISTERBLAST	TESTING CENTER SOFTWARE	100.00	07/01/2024
50154	RESPONDUS	NURSING SUBSCRIPTION	2,095.00	07/01/2024
50155	RISE VISION	MARKETING SUBSCRIPTION	1,260.00	07/01/2024
50156	S&B CPA & ASSOCIATES, PLLC	AUDITOR FEES	17,500.00	07/01/2024
50157	SACA - SMART AUTOMATION CERTIFICATION ALLIANCE	SCHOOL MEMBERSHIP	500.00	07/01/2024
50158	SKILLS USA	FULL TIME PROGRAMS SUPPLIES	2,500.00	07/01/2024
50159	SMART DEPLOY	COMPUTER SERVICES SUBSCRIPTION	6,500.00	07/01/2024
50160	SQUARE9 SOFTWORKS	FINANCE - SOFTWARE FEES	900.00	07/01/2024
50161	SREB	SCHOOL MEMBERSHIP	2,000.00	07/01/2024
50162	SWASFAA	SCHOOL MEMBERSHIP	175.00	07/01/2024
50163	SWIFTREACH NETWORK, LLC	SOFTWARE SERVICES	1,300.00	07/01/2024
50164	TECH LABS	MECHATRONICS SUBSCRIPTION	4,150.00	07/01/2024
50165	THE OKLAHOMA ACADEMY	SCHOOL MEMBERSHIP	550.00	07/01/2024
50166	THE STATE CHAMBER	SCHOOL MEMBERSHIP	950.00	07/01/2024
50167	TONKAWA CHAMBER OF COMMERCE	SCHOOL MEMBERSHIP	250.00	07/01/2024
50168	TOUCH READY POS	FINANCE SOFTWARE SERVICES	800.00	07/01/2024
50169	TULSA WORLD	SUPERINENDENT SUBSCRIPTION	140.00	07/01/2024
50170	US INTEGRATION	SUPERINTENDENT SOFTWARE SERVICES	840.00	07/01/2024



PIONEER TECHNOLOGY CENTER

From PO: 50001 to PO: 50248

Encumbrance For Board Approval GEN FUND-FOR OPERAT

<u>PO</u>	<u>Vendor Name</u>	<u>General Description</u>	<u>Amount</u>	<u>Date</u>
50172	WHEATLAND RC&D	SCHOOL MEMBERSHIP	100.00	07/01/2024
50173	WOODLAND PUBLIC SCHOOLS	PROFESSIONAL SERVICES GATEWAY PROGRAM	30,000.00	07/01/2024
50174	PONCA CITY CHAMBER OF COMMERCE	WRO ADVERTISING/MEMBERSHIP	300.00	07/01/2024
50175	SP2	AST BOOKS	399.00	07/01/2024
50176	JONES & BARTLETT LEARNING LLC	AST BOOKS	2,995.00	07/01/2024
50177	FIRST NATIONAL BANK OF OMAHA	CA STAFF/STUDENT TRAVEL LODGING/MEALS/LUGGAGE/TRANSPORTATION	2,017.64	07/01/2024
50178	FIRST NATIONAL BANK OF OMAHA	MARKETING TRAVEL LODGING	2,500.00	07/01/2024
50179	FIRETROL PROTECTION SYSTEMS INC	ANNUAL MAINTENANCE AGREEMENT	1,704.00	07/01/2024
50180	SECURITY TITLE SERVICE	LAND PURCHASE - CLOSING COST	34,114.00	07/01/2024
50182	ONENET	WRO INSTRUCTIONAL SUPPLIES	499.00	07/01/2024
50183	MY MEDIA MATTERS	MARKETING/ADVERTISING	3,664.00	07/01/2024
50184	MEEKS HOLDINGS LLC	MARKETING/PRINTING	10,708.25	07/01/2024
50185	VILLAGE SCREEN PRINT	MARKETING/ADVERTISING	4,849.75	07/01/2024
50186	HOLIDAY INN EXPRESS, GREENWOOD DISTRICT	WRO - STAFF TRAVEL LODGING	796.00	07/01/2024
50187	AIR FORCE ASSOCIATION	BITE INFO TECH STUDENT TRAVEL REGISTRATION	500.00	07/01/2024
50188	FIRST NATIONAL BANK OF OMAHA	STAFF DEVELOPMENT & TCTW - STAFF TRAVEL	5,560.00	07/01/2024
50189	FIRST NATIONAL BANK OF OMAHA	FINANCE TRAVEL - LODGING/MEALS/LUGGAGE	4,270.00	07/01/2024
50190	ANDERSON FLOORING	BUILDING MAINT REPAIRS	31.50	07/02/2024
50191	FLEETPRIDE, INC	BUILDING MAINT REPAIRS	31.38	07/02/2024
50192	AMAZON CAPITAL SERVICES	BUS MAINT - REPAIRS	244.26	07/02/2024
50193	UNIVERSITY OF TEXAS AT ARLINGTON OSHA EDUCATION	SAFETY - TRAVEL REGISTRATION	695.00	07/02/2024
50194	AMAZON CAPITAL SERVICES	FINANCE SUPPLIES	130.70	07/02/2024
50195	STAPLES ADVANTAGE	FINANCIAL AID - SUPPLIES	50.00	07/02/2024
50196	AMAZON CAPITAL SERVICES	SCHOOL WIDE MEMBERSHIP	800.00	07/02/2024
50197	MURRAY WOMBLE	BUILDING MAINT REPAIRS	85.00	07/02/2024
50198	AMAZON CAPITAL SERVICES	BUILDING MAINT SUPPLIES	159.99	07/02/2024
50199	A+ PRINTING	MARKETING/ADVERTISING	66.00	07/03/2024



PIONEER TECHNOLOGY CENTER

From PO: 50001 to PO: 50248

Encumbrance For Board Approval

GEN FUND-FOR OPERAT

PO	Vendor Name	General Description	Amount	Date
50200	AMAZON CAPITAL SERVICES	BLDG MAINT - REPAIRS	1,994.81	07/03/2024
50201	AMAZON CAPITAL SERVICES	BUILDING MAINT - SUPPLIES	319.97	07/03/2024
50202	AMAZON CAPITAL SERVICES	AT&D - RESALE BOOKS	668.69	07/03/2024
50203	PONCA CITY REC PLEX	BPOC - INSTRUCT & RESALE SUPPLIES	1,900.00	07/08/2024
50204	DEPARTMENT OF PUBLIC SAFETY	BPOC TUITION FEES	3,600.00	07/08/2024
50205	AMAZON CAPITAL SERVICES	PD SUPPLIES	282.75	07/08/2024
50206	AMAZON CAPITAL SERVICES	FINANCE SUPPLIES	284.17	07/08/2024
50207	FIRST NATIONAL BANK OF OMAHA	FINANCE - TRAVEL LODGING	320.00	07/08/2024
50208	COMMUNITY MATTERS, INC	MARKETING/ADVERTISING	773.00	07/08/2024
50209	X-CEL BADGE & ENGRAVING C	MARKETING/ADVERTISING	21.00	07/08/2024
50210	A+ PRINTING	MARKETING/ADVERTISING	116.00	07/08/2024
50211	KIAMICHI TECHNOLOGY CENTER	AT&D - RESALE SUPPLIES	750.00	07/09/2024
50212	FIRST NATIONAL BANK OF OMAHA	TANF - STUDENT ASST OTHER	1,000.00	07/09/2024
50213	PONCA CITY DEVELOPMENT AUTHORITY	STAFF & INDUSTRY DEVELOP - PROF SERVICES	4,500.00	07/09/2024
50214	AMAZON CAPITAL SERVICES	MARKETING/SUPPLIES	13.39	07/09/2024
50215	PONCA CITY MAIN STREET	MARKETING/ADVERTISING	500.00	07/09/2024
50216	OKACTE	BOARD TRAVEL REGISTRATION	600.00	07/09/2024
50217	OSSBA	BOARD TRAVEL REGISTRATION	2,850.00	07/09/2024
50218	AMAZON CAPITAL SERVICES	COMPUTER SERVICES - SUPPLIES	872.00	07/09/2024
50219	OSSBA	SUPT TRAVEL REGISTRATION	450.00	07/09/2024
50220	CTAC	BOARD TRAVEL REGISTRATION	100.00	07/09/2024
50221	OSSBA	FT PROG DIR & BIS ADMIN - TRAVEL REGISTRATION	900.00	07/09/2024
50222	FIRST NATIONAL BANK OF OMAHA	ADMIN & BOARD - TRAVEL LODGING	2,340.00	07/09/2024
50223	FARHA WHOLESALE COMPANY INC	BUILDING MAINT REPAIRS	539.00	07/10/2024
50224	AMAZON CAPITAL SERVICES	BLDG MAINT - SUPPLIES	329.12	07/10/2024
50225	AMAZON CAPITAL SERVICES	AUTO SERVICE - SUPPLIES	128.11	07/10/2024
50226	FIRST NATIONAL BANK OF OMAHA	SUPT & FT DIR - STAFF TRAVEL LODGING	1,135.68	07/10/2024
50227	FIRST NATIONAL BANK OF OMAHA	VARIOUS STAFF TRAVEL - LODGING	1,388.88	07/10/2024



PO	Vendor Name	General Description	Amount	Date
50228	WAL-MART COMMUNITY CARD	TANF - STUDENT ASST OTHER	200.00	07/10/2024
50229	WAL-MART COMMUNITY CARD	TANF - STUDENT ASST OTHER	200.00	07/10/2024
50230	WAL-MART COMMUNITY CARD	TANF - STUDENT ASST OTHER	200.00	07/10/2024
50231	FIRST NATIONAL BANK OF OMAHA	TANF - STUDENT ASST OTHER	30.00	07/10/2024
50232	FIRST NATIONAL BANK OF OMAHA	TANF - STUDENT ASST OTHER	45.00	07/10/2024
50233	WAL-MART COMMUNITY CARD	TANF - STUDENT ASST OTHER	200.00	07/10/2024
50234	WAL-MART COMMUNITY CARD	TANF - STUDENT ASST OTHER	200.00	07/10/2024
50235	WAL-MART COMMUNITY CARD	TANF - STUDENT ASST OTHER	72.00	07/10/2024
50236	FIRST NATIONAL BANK OF OMAHA	TANF - STUDENT ASST OTHER	30.00	07/10/2024
50237	FIRST NATIONAL BANK OF OMAHA	TANF - STUDENT ASST OTHER	35.00	07/10/2024
50238	FIRST NATIONAL BANK OF OMAHA	TANF - STUDENT ASST OTHER	35.00	07/10/2024
50239	SELECT OKLAHOMA	BIS ADMIN TRAVEL/REGISTRATION	450.00	07/10/2024
50240	REAL COLORS	IT&D - RESALE BOOKS	226.80	07/11/2024
50241	FIRST NATIONAL BANK OF OMAHA	TANF - STUDENT ASST OTHER	40.00	07/11/2024
50242	AUTOMOTIVE SEMINARS INC	AUTO SERVICE - TRAVEL REGISTRATION	150.00	07/11/2024
50243	A+ PRINTING	MARKETING/ADVERTISING	78.00	07/11/2024
50244	SPIVA PAINTING & DRYWALL LLC	BUILDING MAINT REPAIRS	1,085.88	07/11/2024
50245	4 IMPRINT INC	MARKETING/ADVERTISING	620.16	07/11/2024
50246	GALAXIE BUSINESS EQUIPMENT INC	WELDING EQUIPMENT/FURNIATURE	7,417.31	07/11/2024
50247	APPTEGY	SOFTWARE SERVICES	9,400.00	07/11/2024
50248	TEACHER CREATED RESOURCES	CHILD LAB & PRESCHOOL - SUPPLIES	143.34	07/11/2024

(11) GEN FUND-FOR OPERAT Current Encumbered: 1,921,936.94



PIONEER TECHNOLOGY CENTER
From PO: 50001 to PO: 50009

Building
Encumbrance For Board Approval
BUILDING FUND

PO	Vendor Name	General Description	Amount	Date
50001	BLUEMARK ENERGY, LLC	BLANKET PO	25,000.00	07/01/2024
50002	OKLAHOMA NATURAL GAS COMPANY	BLANKET PO	5,500.00	07/01/2024
50003	PONCA CITY UTILITY AUTHORITY	BLANKET PO	250,600.00	07/01/2024
50004	UMB BANK NA	LOAN REPAYMENT/TRUST FEES	1,003,000.00	07/01/2024
50005	SECURITY TITLE SERVICE	NEW BUILDING PURCHASE - CLOSING COST	442,617.00	07/01/2024
50007	FIRETROL PROTECTION SYSTEMS INC	BLDG MAINT - MAJOR REPAIRS/REMODEL	4,011.01	07/10/2024
50008	SPIVA PAINTING & DRYWALL LLC	BUILDING MAINT MAJOR REPAIRS/REMODEL	4,613.26	07/10/2024
50009	SPIVA PAINTING & DRYWALL LLC	BUILDING MAINT REPAIRS/REMODEL	3,611.95	07/11/2024
(21) BUILDING FUND Current Encumbered:			1,738,953.22	



PIONEER TECHNOLOGY CENTER

From PO: 70001 to PO: 70137

Payroll

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

PO	Vendor Name	General Description	Amount	Date
70001	AT&D INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	107,650.00	07/01/2024
70002	IT&D INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	53,825.00	07/01/2024
70003	SAFETY INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	6,459.00	07/01/2024
70004	CULINARY SERVICES - PT TEMP WORKERS	BLANKET PAYROLL ENCUMBRANCE	32,295.00	07/01/2024
70005	ABE / HSE INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	80,737.50	07/01/2024
70006	ABE / HSE INSTRUCTORS (STATE)	BLANKET PAYROLL ENCUMBRANCE	16,685.75	07/01/2024
70007	ABE / TANF INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	37,677.50	07/01/2024
70008	ABE / CORRECTIONS INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	8,612.00	07/01/2024
70009	ADJUNCT CRIMINAL JUSTICE INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	2,153.00	07/01/2024
70010	ADJUNCT FIREFIGHTING INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	15,071.00	07/01/2024
70011	ADJUNCT BASIC PEACE OFFICER CERTIFICATION	BLANKET PAYROLL ENCUMBRANCE	6,459.00	07/01/2024
70012	SUBS - RECEPTIONIST	BLANKET PAYROLL ENCUMBRANCE	4,306.00	07/01/2024
70013	SUBS - SHARE	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2024
70014	SUBS - ACADEMIC LAB	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2024
70015	SUBS - HEALTH CAREERS CERT	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2024
70016	SUBS - NURSING	BLANKET PAYROLL ENCUMBRANCE	2,153.00	07/01/2024
70017	SUBS - MEDICAL SERVICES	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2024
70018	SUBS - BIOMEDICAL	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2024
70019	SUBS - INFORMATION TECHNOLOGY	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2024
70020	SUBS - VISUAL COMMUNICATIONS	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2024
70021	SUBS - CULINARY ARTS	BLANKET PAYROLL ENCUMBRANCE	2,153.00	07/01/2024
70022	SUBS - COSMETOLOGY	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2024
70023	SUBS - TEACHER PREP	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2024
70024	SUBS/TEMP - CHILDREN'S LAB	BLANKET PAYROLL ENCUMBRANCE	6,459.00	07/01/2024
70025	SUBS - CONSTRUCTION	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2024
70026	SUBS - AUTO SERVICE TECHNOLOGY	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2024
70027	SUBS - MECHATRONICS	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2024
70028	SUBS - PRECISION MACHINING	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2024



PIONEER TECHNOLOGY CENTER

From PO: 70001 to PO: 70137

Encumbrance For Board Approval

GEN FUND-FOR OPERAT

PO	Vendor Name	General Description	Amount	Date
70029	SUBS - WELDING	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2024
70030	SUBS - CRIMIINAL JUSTICE	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2024
70031	SUBS - FIREFIGHTER EMS	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2024
70032	SUBS - BASIC PEACE OFFICER CERTIFICATION	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2024
70033	SYSTEMS SUPPORT - PT TEMP HELPERS	BLANKET PAYROLL ENCUMBRANCE	9,688.50	07/01/2024
70034	GROUND S MAINT - PT TEMP WORKERS	BLANKET PAYROLL ENCUMBRANCE	2,153.00	07/01/2024
70035	WRO - PT TEMP RESUME WRITERS	BLANKET PAYROLL ENCUMBRANCE	5,382.50	07/01/2024
70036	SUMMER CAMP - INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	5,382.50	07/01/2024
70037	SUMMER CAMPS - PT TEMP HELPERS	BLANKET PAYROLL ENCUMBRANCE	2,691.25	07/01/2024
70038	PTC STAFF/EMPLOYEES	BLANKET PAYROLL ENCUMBRANCE	91,502.50	07/01/2024
70039	ANDERSON, DARLENE R	PAYROLL ENCUMBRANCE	51,268.97	07/01/2024
70040	ASSIDIO, DOLOR M	PAYROLL ENCUMBRANCE	57,679.28	07/01/2024
70041	ASSIDIO, MICHAEL J	PAYROLL ENCUMBRANCE	56,963.97	07/01/2024
70042	BASS, DWAYNE C	PAYROLL ENCUMBRANCE	62,891.18	07/01/2024
70043	BATSON, KYLE S	PAYROLL ENCUMBRANCE	96,597.01	07/01/2024
70044	BELL, KEVIN B	PAYROLL ENCUMBRANCE	109,565.96	07/01/2024
70045	BOSWELL, BELINDA G	PAYROLL ENCUMBRANCE	64,252.32	07/01/2024
70046	BRAKEY, DAWN M	PAYROLL ENCUMBRANCE	101,807.90	07/01/2024
70047	BURG, THOMAS A	PAYROLL ENCUMBRANCE	105,614.90	07/01/2024
70048	BURG, WENDY R	PAYROLL ENCUMBRANCE	113,234.21	07/01/2024
70049	BURGE, KEITH D	PAYROLL ENCUMBRANCE	64,837.54	07/01/2024
70050	BURKETT, RYAN L	PAYROLL ENCUMBRANCE	135,665.63	07/01/2024
70051	BUSCH, TERRI K	PAYROLL ENCUMBRANCE	109,280.98	07/01/2024
70052	BUSSEY-O'DRISCOLL, CENA N	PAYROLL ENCUMBRANCE	93,462.62	07/01/2024
70053	CALES, CAROL J	PAYROLL ENCUMBRANCE	71,103.82	07/01/2024
70054	CARLSON, KYLIA L	PAYROLL ENCUMBRANCE	64,252.32	07/01/2024
70055	CLARK, KAITLYNN M	PAYROLL ENCUMBRANCE	47,523.60	07/01/2024
70056	CLOSE, MARCIA K	PAYROLL ENCUMBRANCE	70,160.12	07/01/2024
70057	COLLINS-DUGGAN, MARKESHA D	PAYROLL ENCUMBRANCE	99,847.20	07/01/2024



PIONEER TECHNOLOGY CENTER

From PO: 70001 to PO: 70137

Encumbrance For Board Approval GEN FUND-FOR OPERAT

<u>PO</u>	<u>Vendor Name</u>	<u>General Description</u>	<u>Amount</u>	<u>Date</u>
70058	COPELAND, LORI L	PAYROLL ENCUMBRANCE	54,916.89	07/01/2024
70059	CRAMER, TESSA A	PAYROLL ENCUMBRANCE	99,960.59	07/01/2024
70060	DENOYA, STACI A	PAYROLL ENCUMBRANCE	92,331.74	07/01/2024
70061	EDDINGER, ASHLEY B	PAYROLL ENCUMBRANCE	98,917.18	07/01/2024
70062	EVANS, BENJAMIN A	PAYROLL ENCUMBRANCE	108,363.41	07/01/2024
70063	EVANS, LORI L	PAYROLL ENCUMBRANCE	131,440.45	07/01/2024
70064	FARMER, AMANDA R	PAYROLL ENCUMBRANCE	90,825.62	07/01/2024
70065	FARMER, HOLLY M	PAYROLL ENCUMBRANCE	69,306.15	07/01/2024
70066	FIELDS, BRADEN H	PAYROLL ENCUMBRANCE	90,962.47	07/01/2024
70067	FIELDS, LAURA G	PAYROLL ENCUMBRANCE	58,136.96	07/01/2024
70068	FREEMAN, IAN M	PAYROLL ENCUMBRANCE	99,567.12	07/01/2024
70069	GARRISON, SHONDA R	PAYROLL ENCUMBRANCE	97,913.16	07/01/2024
70070	GETMAN, COURTNEY C	PAYROLL ENCUMBRANCE	51,346.04	07/01/2024
70071	GOFF, KAHLE L	PAYROLL ENCUMBRANCE	155,015.41	07/01/2024
70072	HAAS, BRETT J	PAYROLL ENCUMBRANCE	97,019.63	07/01/2024
70073	HERRING, CHEYANNE S	PAYROLL ENCUMBRANCE	51,382.10	07/01/2024
70074	HODGSON, JONATHAN T	PAYROLL ENCUMBRANCE	102,909.36	07/01/2024
70075	HOLMAN, KATIE J	PAYROLL ENCUMBRANCE	65,051.08	07/01/2024
70076	HOUSTON, SHELLY D	PAYROLL ENCUMBRANCE	81,697.96	07/01/2024
70077	JACKSON, LISA J	PAYROLL ENCUMBRANCE	89,626.61	07/01/2024
70078	JOHNSON, KELLIE M	PAYROLL ENCUMBRANCE	79,269.73	07/01/2024
70079	JOHNSTONE, DEBORAH L	PAYROLL ENCUMBRANCE	71,353.45	07/01/2024
70080	KELLY, JAMES A	PAYROLL ENCUMBRANCE	62,323.29	07/01/2024
70081	KIMBREL, PHYLYSHA G	PAYROLL ENCUMBRANCE	64,150.08	07/01/2024
70082	KNIGHT, KENDRA A	PAYROLL ENCUMBRANCE	137,113.32	07/01/2024
70083	KUBIK, JASON W	PAYROLL ENCUMBRANCE	90,944.68	07/01/2024
70084	KYLER, MOLLY D	PAYROLL ENCUMBRANCE	154,999.10	07/01/2024
70085	LABLUE, JESSICA C	PAYROLL ENCUMBRANCE	47,523.60	07/01/2024
70086	LESEMANN, MORGAN W	PAYROLL ENCUMBRANCE	93,618.40	07/01/2024
70087	LINDSAY, BROOK A	PAYROLL ENCUMBRANCE	97,029.85	07/01/2024
70088	LINNEBUR, BRISA Y	PAYROLL ENCUMBRANCE	51,382.10	07/01/2024
70089	LYNES, CAROL M	PAYROLL ENCUMBRANCE	110,855.24	07/01/2024



PIONEER TECHNOLOGY CENTER

From PO: 70001 to PO: 70137

Encumbrance For Board Approval GEN FUND-FOR OPERAT

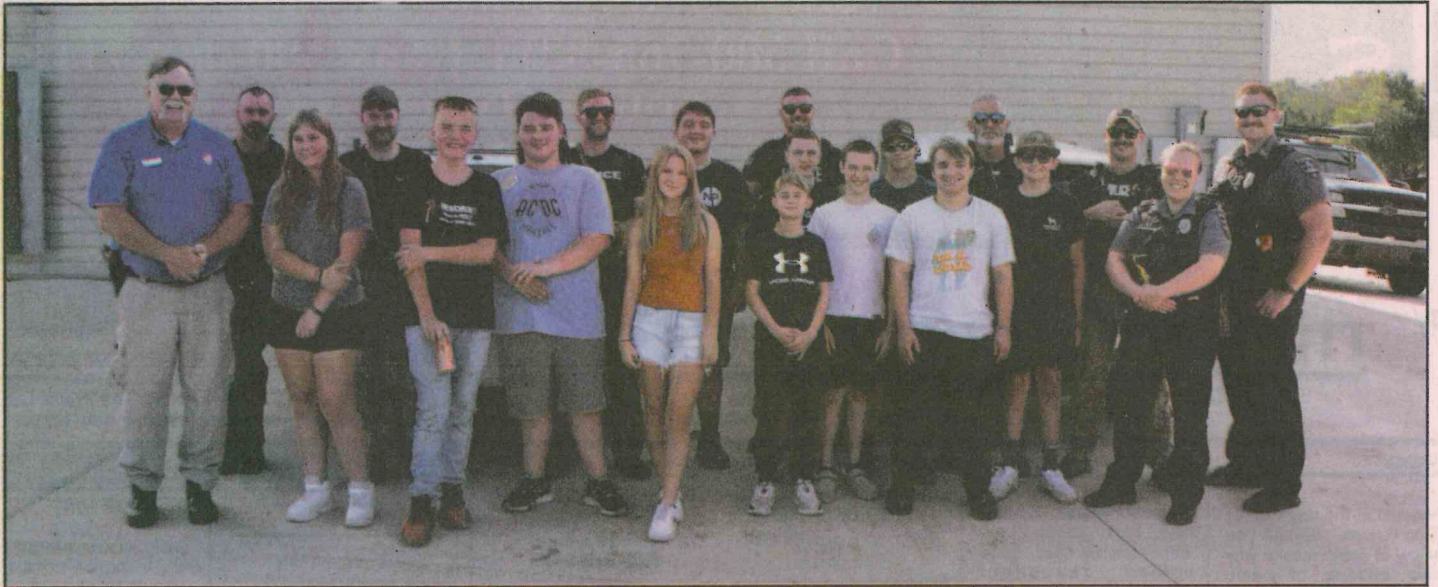
<u>PO</u>	<u>Vendor Name</u>	<u>General Description</u>	<u>Amount</u>	<u>Date</u>
70090	LYNES, KARL A	PAYROLL ENCUMBRANCE	124,130.29	07/01/2024
70091	MASSEY, RANDOM T	PAYROLL ENCUMBRANCE	61,784.61	07/01/2024
70092	MAUPIN, JOHN E	PAYROLL ENCUMBRANCE	54,175.83	07/01/2024
70093	MAYER, KATHRYN N	PAYROLL ENCUMBRANCE	58,849.86	07/01/2024
70094	MCCLEARY, ALISA D	PAYROLL ENCUMBRANCE	97,621.38	07/01/2024
70095	MCGEE, LINDSEY	PAYROLL ENCUMBRANCE	51,382.10	07/01/2024
70096	MERCER, ERIN M	PAYROLL ENCUMBRANCE	80,196.34	07/01/2024
70097	MILLER, JENNIFER R	PAYROLL ENCUMBRANCE	94,393.59	07/01/2024
70098	OFFICER, KARI D	PAYROLL ENCUMBRANCE	62,108.50	07/01/2024
70099	OGDEN, ANGELA F	PAYROLL ENCUMBRANCE	69,033.83	07/01/2024
70100	ORR, MICHAEL W	PAYROLL ENCUMBRANCE	124,832.92	07/01/2024
70101	OVERMAN, NOLAN R	PAYROLL ENCUMBRANCE	56,728.34	07/01/2024
70102	OVERMAN, SCOTT H	PAYROLL ENCUMBRANCE	120,200.73	07/01/2024
70103	PATRICK, HANNAH M	PAYROLL ENCUMBRANCE	54,758.90	07/01/2024
70104	PEREZ-VARGAS, AMANDA R	PAYROLL ENCUMBRANCE	75,206.57	07/01/2024
70105	POLLAK, BRENDA J	PAYROLL ENCUMBRANCE	113,787.04	07/01/2024
70106	RABB, ADRIA F	PAYROLL ENCUMBRANCE	69,045.33	07/01/2024
70107	RANDOL, KAYLA D	PAYROLL ENCUMBRANCE	108,707.46	07/01/2024
70108	RECTOR, CHARLES W	PAYROLL ENCUMBRANCE	104,371.27	07/01/2024
70109	ROBBINS, JEFFREY T	PAYROLL ENCUMBRANCE	66,519.86	07/01/2024
70110	ROWE, DONDI A	PAYROLL ENCUMBRANCE	95,010.29	07/01/2024
70111	RUDD, LARHONDA J	PAYROLL ENCUMBRANCE	67,696.43	07/01/2024
70112	RUSH, STACEY D	PAYROLL ENCUMBRANCE	144,492.25	07/01/2024
70113	SCHWABE, JANET S	PAYROLL ENCUMBRANCE	100,364.08	07/01/2024
70114	SEYMOUR, KATHLEEN R	PAYROLL ENCUMBRANCE	99,527.65	07/01/2024
70115	SMITH, HEATHER J	PAYROLL ENCUMBRANCE	103,540.28	07/01/2024
70116	STEELE, CONNIE M	PAYROLL ENCUMBRANCE	64,542.62	07/01/2024
70117	STORM, CARL E	PAYROLL ENCUMBRANCE	111,959.91	07/01/2024
70118	SULLINS, KATHRYN D	PAYROLL ENCUMBRANCE	115,766.65	07/01/2024
70119	TABOR, LEE C	PAYROLL ENCUMBRANCE	95,869.71	07/01/2024
70120	THORNBURGH, JOHNNY I	PAYROLL ENCUMBRANCE	121,814.19	07/01/2024
70121	THORPE, TRACI A	PAYROLL ENCUMBRANCE	246,209.59	07/01/2024



PO	Vendor Name	General Description	Amount	Date
70122	TRIPP, MICHELLE L	PAYROLL ENCUMBRANCE	116,377.98	07/01/2024
70123	URIOSTE, SYLVIA A	PAYROLL ENCUMBRANCE	101,982.71	07/01/2024
70124	VAP, GARY A	PAYROLL ENCUMBRANCE	100,896.14	07/01/2024
70125	WARE, KAREN S	PAYROLL ENCUMBRANCE	63,908.56	07/01/2024
70126	WEHRENBURG, JENNIFER L	PAYROLL ENCUMBRANCE	114,718.85	07/01/2024
70127	EVANS, FLOYD D	PAYROLL ENCUMBRANCE	27,240.83	07/01/2024
70128	GODLEY, LARRY B	PAYROLL ENCUMBRANCE	19,770.89	07/01/2024
70129	TODD, CHELSEA L	PAYROLL ENCUMBRANCE	23,328.03	07/01/2024
70130	STEIER, BOBBI JO H	PAYROLL ENCUMBRANCE	25,836.00	07/01/2024
70131	BRADEN, VICKI A	PAYROLL ENCUMBRANCE	1,421.95	07/01/2024
70132	BULLER, TROY J	PAYROLL ENCUMBRANCE	1,530.79	07/01/2024
70133	EVANS, JAYME A	PAYROLL ENCUMBRANCE	3,552.60	07/01/2024
70134	LADNER, ZACHARY L	PAYROLL ENCUMBRANCE	861.30	07/01/2024
70135	KOCH, REBEKAH K	PAYROLL ENCUMBRANCE	6,206.91	07/01/2024
70136	BATHURST, MARY F	PAYROLL ENCUMBRANCE	6,771.16	07/01/2024
70137	EVANS, LORI L	PAYROLL ENCUMBRANCE	376.18	07/01/2024
(11) GEN FUND-FOR OPERAT Current Encumbered:			8,563,147.88	

Paperclips

June 2024



Youth Police Academy students gain hands-on experience in crime solving and safety training

Ponca City, OK — Last week, students from Pioneer Tech's Youth Police Academy had the unique opportunity to delve into the world of criminal justice. Under the guidance of instructor Tom Burg, Officer Amy Ballinger, and Officer Caleb Peterson the students engaged in Crime Scene Investigation and learned about safety protocols as well as various police operations. The hands-on experience was designed to provide students with a comprehensive understanding of the field, preparing them for potential future careers in law enforcement and public safety.

Group Photo:

Back Row (left to right):

Sgt. Cody Womack
Sgt. Jason Ivers
Sgt. Brandon Hurst
John Brien (Ponca City)
Ptl. Kolby Stephens
Dain Keith (Ponca City)
Isaac Threlkeld (Ponca City)
Sgt. Dana Fisher
Cpl. Dylan Williams
Ptl. Caleb Peterson
Front Row (left to right):
Tom Burg, Instructor
Naomi Chrisman (Newkirk)
Wyatt Turner (Tonkawa)
Justin Brien (Ponca City)
Addyson Daley (Fairfax)
Ezekiel Leonard (McCord)

Mason Snow (Ponca City)
Kelby Grimes (Ponca City)
Lathan Haines (Ponca City)
Ptl. Amy Ballinger

The students' active participation and enthusiasm were evident as they navigated through various scenarios and exercises, gaining valuable insights into the daily operations of police work. This practical experience is an integral part of Pioneer Tech's commitment to providing high-quality education and training to its students.

For more information about Pioneer Technology Center's Criminal Justice program, please visit pioneertech.edu or call 580-762-8336.

Youth Police Academy students gain hands-on experience in crime solving, safety training

PONCA CITY, OK — Last week, students from Pioneer Tech's Youth Police Academy had the unique opportunity to delve into the world of criminal justice. Under the guidance of instructor Tom Burg, Officer Amy Ballinger, and Officer Caleb Peterson the students engaged in Crime Scene Investigation and learned about safety protocols as well as various police operations. The hands-on experience was designed to provide students with a comprehensive understanding of the field, preparing them for potential future careers in law enforcement and public safety.

The students' active participation and enthusiasm were evident as they navigated through various scenarios and exercises, gaining valuable insights into the daily operations of police work. This practical experience is an integral part of Pioneer Tech's commitment to



Courtesy Photo

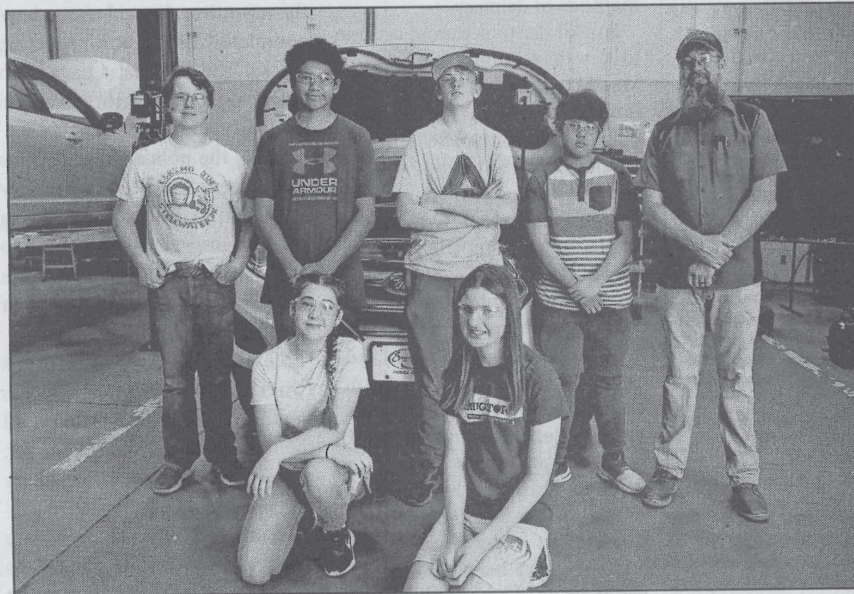
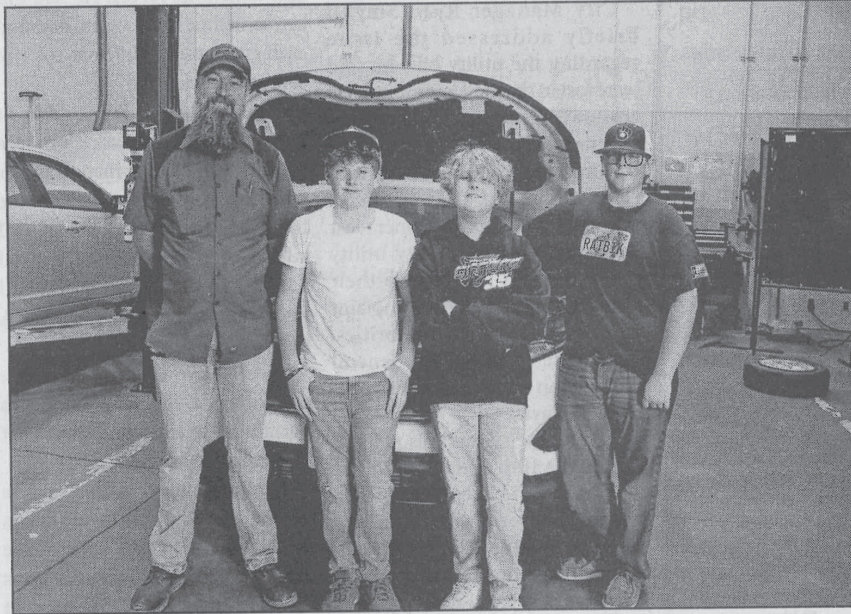
Back Row (left to right): Sgt. Cody Womack, Sgt. Jason Ivers, Sgt. Brandon Hurst, John Brien (Ponca City), Ptl. Kolby Stephens, Dain Keith (Ponca City), Isaac Threlkeld (Ponca City), Sgt. Dana Fisher, Cpl. Dylan Williams, Ptl. Caleb Peterson. Front Row (left to right): Instructor Tom Burg, Naomi Chrisman (Newkirk), Wyatt Turner (Tonkawa), Justin Brien (Ponca City), Addyson Daley (Fairfax), Ezekiel Leonard (McCord), Mason Snow (Ponca City), Kelby Grimes (Ponca City), Lathan Haines (Ponca City), Ptl. Amy Ballinger

providing high-quality education and training to its students.

For more information about Pioneer

Technology Center's Criminal Justice program, please visit pioneertech.edu or call 580-762-8336.

PTC students explore mechanics



Pioneer Technology Center recently hosted the Summer Horsepower Academy, where students enjoyed four days of immersive learning about vehicle mechanics, from engine functionality to tire rotation. Brett Haas, from PTC's Auto Service Technology program, provided students with invaluable hands-on experience, deepening their understanding of automotive systems. During the academy, students engaged directly with automotive engines and other vehicle components, gaining practical skills and a comprehensive understanding of automotive technology.

Horsepower Academy — morning session participants:

FROM LEFT: Brett Haas (Instructor), Colt Whetstone (Ponca City), Jensen Webb (Ponca City), and Reed Farmer (Ponca City).

Horsepower Academy — afternoon session participants:

FRONT ROW, FROM LEFT: Carmela Hobbs (Newkirk), and Jackson Soucek (Ponca City).
BACK ROW: Cash Tripp (Braman), Eli Peck (Ponca City), Kolten Dowler (Newkirk), and Myrjand Conrad Escudero (Ponca City). (Courtesy photo)

PTC Summer Salon Academy



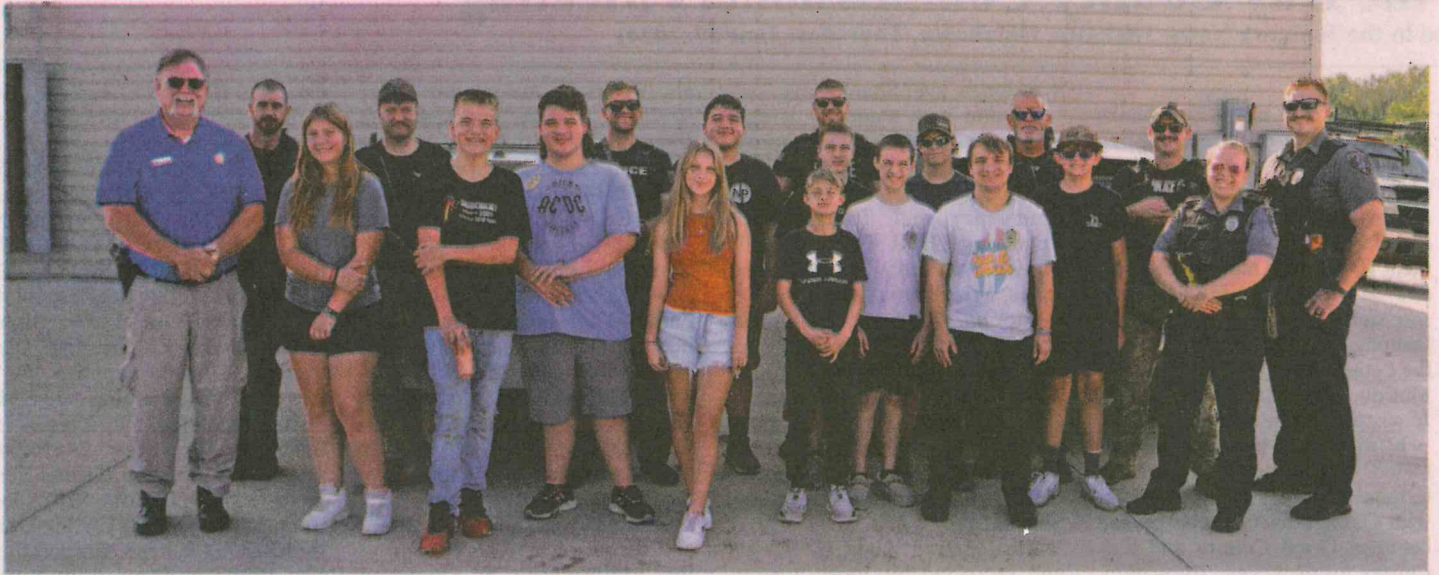
Pioneer Technology Center recently held its Summer Salon Academy, where students explored the world of cosmetology under the guidance of Kari Officer, PTC teaching assistant. The program provided an engaging introduction to the cosmetology trade, combining creative activities with practical learning.

Summer Salon Academy — morning session participants:

FRONT ROW, FROM LEFT: Gabby Riley-Mitchell (Ponca City), Tabatha Statler (Newkirk), and Carmela Hobbs (Newkirk). BACK ROW: Cosmetology student Vanice Paschel (Tonkawa), Layla Drager (Newkirk), Cosmetology Teaching Assistant Kari Officer, and Jackson Soucek (Ponca City).

Summer Salon Academy - Afternoon Session Participants:

FROM LEFT: Mia Cusack (Ponca City), Braylee Underwood (Ponca City), Whitley Cremers (Ponca City), Kloee Kriebel (Ponca City), Julie Chandler (Ponca City), Adison Bloxsom (Ponca City), and Yakeri Ochoa (Tonkawa). (Courtesy photo)



Youth Police Academy Students Gain Hands-On Experience in Crime Solving and Safety Training

Ponca City, OK — Last week, students from Pioneer Tech's Youth Police Academy had the unique opportunity to delve into the world of criminal justice. Under the guidance of instructor Tom Burg, Officer Amy Ballinger, and Officer Caleb Peterson the students engaged in Crime Scene Investigation and learned about safety protocols as well as various police operations. The hands-on experience was designed to provide students with a comprehensive understanding of the field, pre-

paring them for potential future careers in law enforcement and public safety.

Back Row (left to right):

- Sgt. Cody Womack
- Sgt. Jason Ivers
- Sgt. Brandon Hurst
- John Brien (Ponca City)
- Ptl. Kolby Stephens
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- Cpl. Dylan Williams

- Ptl. Caleb Peterson

Front Row (left to right):

- Tom Burg, Instructor
- Naomi Chrisman (Newkirk)
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- Lathan Haines (Ponca City)
- Ptl. Amy Ballinger

The students' active participa-

tion and enthusiasm were evident as they navigated through various scenarios and exercises, gaining valuable insights into the daily operations of police work. This practical experience is an integral part of Pioneer Tech's commitment to providing high-quality education and training to its students.

For more information about Pioneer Technology Center's Criminal Justice program, please visit pioneertech.edu or call 580-762-8336.

Newkirk girl named PTC Student of the Year



Pioneer Technology Center (PTC) is proud to announce Emily Tate as the Student of the Year. Tate, a recent graduate of the Practical Nursing (PN) program, she was selected for her outstanding achievements and dedication to her studies.

Tate recently was recognized at the PN Pinning Ceremony on April 26th, marking the near completion of her rigorous nursing program. Raised in Newkirk, Tate completed her High School Equivalency through Meridian Technology Center before embarking on her nursing career.

Throughout her time in the PN program, Tate demonstrated exceptional drive and dedication to mastering the curriculum. Despite the demands of her studies, she always made time to positively impact her classmates and patients during her clinical experiences.

Tate excelled in the PN

curriculum while simultaneously caring for her three children: Gabriel (15), Allen (14), and Harley (8). This balancing act of family and studies earned her recognition from her peers who selected her for the Pioneer Spirit Award. Additionally, she received accolades from the National Technical Honor Society for her outstanding academic performance.

Looking ahead, Tate plans to continue her education at the University of Oklahoma, where she will enroll in the Bachelor of Nursing program with a focus on becoming a Nurse Practitioner. She is determined to make a lasting impact in the health-care field.

"Pioneer Tech has provided me with the knowledge and skills I need to pursue my passion for nursing," said Tate. "I am grateful for the support of my instructors and classmates, and I look forward to continuing my education and making a difference in the lives of others."

Pioneer Tech congratulates Tate on her well-deserved recognition and wishes her continued success in her future endeavors.

For more information about Pioneer Technology Center's programs and services, call 580-762-8336 or visit their website www.pioneertech.edu.

Blackwell

8 Wednesday, June 19, 2024

**WORK
LA Job Fair
HOMA**
Ponca City



Schedule a
Workshop

Career EXPO

with on-site interviews

- 10:15 am Work Ready Workshop
- 11:00 am Time Management with Kelsey Wagner
- 1:00 pm Work Ready Info Session
- Meet with Employers
- Connect with Resource Vendors

Presented by

WR WORK READY
PONCA CITY

JUNE 20th

10 am - 2 pm

Pioneer Technology Center
3101 N. Ash, Ponca City



**Door Prizes
Professional Headshots**

#WORKIahomaPoncaCity

Friday

June 21, 2024

Vol. 131 - No. 187
poncacitynews.com

Students Explore Automotive Mechanics at Pioneer Tech's Summer Horsepower Academy

Ponca City, OK — Pioneer Technology Center (PTC) recently hosted the Summer Horsepower Academy, where students enjoyed four days of immersive learning about vehicle mechanics, from engine functionality to tire rotation. Brett Haas, from PTC's Auto Service Technology program, provided students with invaluable hands-on experience, deepening their understanding of automotive systems.

Horsepower Academy - Morning Session Participants:

L-R: Brett Haas (Instructor), Colt Whetstone (Ponca City), Jensen Webb (Ponca City), Reed Farmer (Ponca City)

Horsepower Academy - Afternoon Session Participants:

Back Row (L-R): Cash Tripp (Braman), Eli Peck (Ponca City), Kolten Dowler (Newkirk), Myrjand Conrad Escudero (Ponca City). Front Row (L-R): Carmela Hobbs (Newkirk), Jackson Soucek (Ponca City)

During the academy, students engaged directly with automotive engines and other vehicle components, gaining practical skills and a comprehensive understanding of automotive technology. Brett Haas's expert instruction ensured that participants left with a greater appreciation and knowledge of how vehicles operate.

For more information about the Automotive Service program at Pioneer Technology Center, please visit pioneertech.edu or call 580-762-8336.



**WORK
LA Job Fair
HOMA**
Ponca City



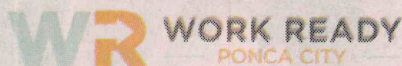
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Presented by

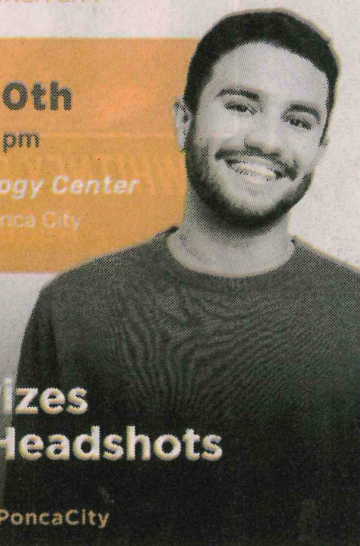


JUNE 20th

10 am - 2 pm

Pioneer Technology Center

2101 N. Ash, Ponca City



**Door Prizes
Professional Headshots**

#WORKIahomaPoncaCity

PTC culinary academy introduces students to the art of food preparation

Press Release

PONCA CITY — Pioneer Technology Center recently offered a unique opportunity for 8th-, 9th- and 10th-grade students to delve into the world of culinary arts under the expert guidance of Brenda Pollak. The Culinary Academy, designed to inspire young chefs, provided students with hands-on experience in food preparation, enabling them

to create a variety of delicious treats.

Students in the Culinary Academy not only gained practical skills in food preparation but also learned about teamwork, creativity, and the fundamentals of culinary arts. Pollak, the program's instructor, provided a supportive environment where students could explore their passion for cooking and develop essential kitchen skills.



TOP: Culinary Academy — morning session participants:
FRONT ROW, FROM LEFT: Braden Logan-Mendiola (Tonkawa), Gia Dickerson (Ponca City), Sean Skinner (Ponca City), Reese Jenkins (Ponca City), and Lillian Pester (Shidler). BACK ROW: Cash Tripp (Braman), Julie Chandler (Ponca City), Lathan Haines (Ponca City), Katelyn Sherrill (Ponca City), and Aubry Riggle (Ponca City).. (Courtesy photo)

ABOVE: Culinary Academy — afternoon session participants:
FRONT ROW, FROM LEFT: Crux Smith (Ponca City), Rose Ware (Ponca City), and Myrjhel Julyanne Escudero (Ponca City). BACK ROW: Lucas Pena (Ponca City), Rylen Barnett (Ponca City), Tyler Choate (Ponca City), Jackson Ware (Ponca City), and Paisley Dowler (Newkirk). (Courtesy photo)

Wednesday

June 19, 2024

Vol. 131 - No. 185
poncacitynews.com

Pioneer Tech Culinary Academy Introduces Students to the Art of Food Preparation

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Culinary Academy - Morning Session Participants:
Back Row (L-R): Cash Tripp (Braman), Julie Chandler (Ponca City), Lathan Haines (Ponca City), Katelyn Sherrill

(Ponca City), Aubry Riggle (Ponca City)
Front Row (L-R): Braden Logan-Mendiola (Tonkawa), Gia Dickerson (Ponca City), Sean Skinner (Ponca City), Reese Jenkins (Ponca City), Lillian Pester (Shidler)

Culinary Academy - Afternoon Session Participants:
Back Row (L-R): Lucas Pena (Ponca City), Rylen Barnett (Ponca City), Tyler Choate (Ponca City), Jackson Ware (Ponca City), Paisley Dowler (Newkirk)
Front Row (L-R): Crux Smith (Ponca City), Rose Ware (Ponca City), Myrjhel Julyanne Escudero (Ponca City)

Students in the Culinary Academy not only gained practical skills in food preparation but also learned about teamwork, creativity, and the fundamentals of culinary arts. Brenda Pollak, the program's instructor, provided a supportive environment where students could explore their passion for cooking and develop essential kitchen skills.

For those interested in enrolling in the Culinary Arts program at Pioneer Technology Center, please visit pioneer.tech.edu or call 580-762-8336 for more information.

The Newkirk Herald Journal
Thursday June 13, 2024 • PAGE 8

WORK LA HOMA Job Fair
Ponca City

Career EXPO

- 10:15 am Work Ready Workshop
- 11:00 am Time Management with Kelsey Wagner
- 1:00 pm Work Ready Info Session
- Meet with Employers
- connect with Resource Vendors

Presented by
WR WORK READY
PONCA CITY

JUNE 20th
10am - 2pm
Pioneer Technology Center
401 N. 10th Street, Ponca City

Door Prizes
Professional Headshots

#WORKLAHOMAPoncaCity

Schedule a Workshop

McAllaster, William J.



JOIN OUR TEAM HEALTH CAREERS CERTIFICATION INSTRUCTOR

Pioneer Technology Center, an engaging and supportive workplace providing high quality programs and services, is looking for a **Health Careers Certification 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. You must have previous knowledge and experience in long term care, possess an RN license (BSN preferred), and have a clear criminal background check. Additional qualifications include the ability to develop rapport and communicate with clinical sites, work cooperatively with clinical personnel to provide appropriate learning experiences, and qualify for ODCTE Teaching Certification. Three years previous teaching or related industry experience is required. 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 months (school year)

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 or scan the QR code



WORK LA HOMA

Job Fair
Ponca City



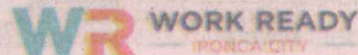
Schedule a
Workshop

Career EXPO

with on-site interviews

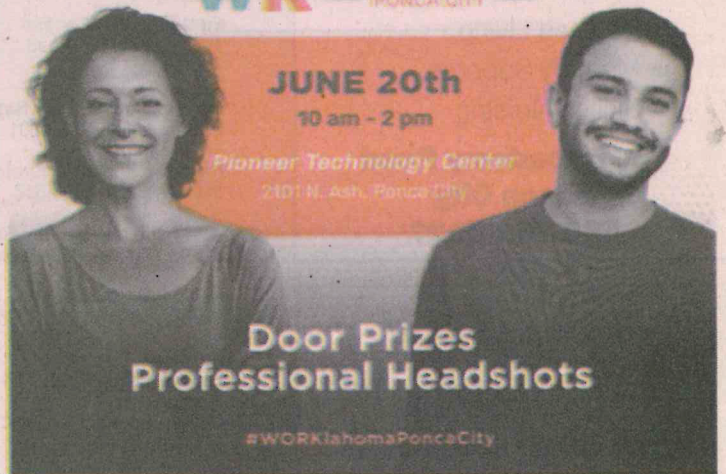
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- Meet with Employers
- Connect with Resource Vendors

Presented by



JUNE 20th
10 am - 2 pm


Pioneer Technology Center
2101 N. Ash, Ponca City



Door Prizes
Professional Headshots

#WORKlahomaPoncaCity

**WORK
LA
HOMA**
Job Fair
Ponca City





Schedule a
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Presented by
WR WORK READY
PONCA CITY



JUNE 20th
10 am - 2 pm
Pioneer Technology Center
2011 N. Ash, Ponca City

**Door Prizes
Professional Headshots**

#WORKlahomaPoncaCity

Blackwell

8 Wednesday, June 12, 2024

**WORK
LA Job Fair
HOMA**
Ponca City



Schedule a
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Career EXPO

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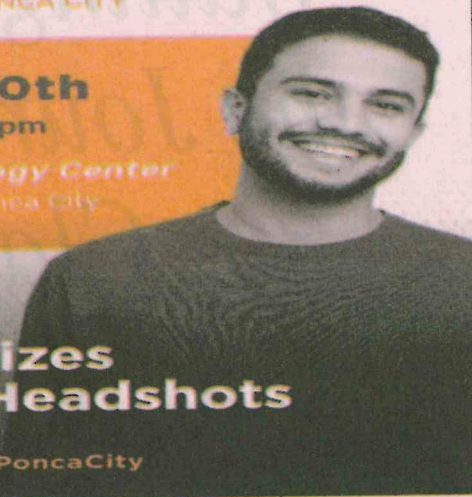
Presented by

WR WORK READY
PONCA CITY

JUNE 20th

10 am - 2 pm

Pioneer Technology Center
2101 N. Ash, Ponca City



**Door Prizes
Professional Headshots**

#WORKIahomaPoncaCity

**WORK
LA Job Fair
HOMA**
Ponca City



Schedule a
Workshop

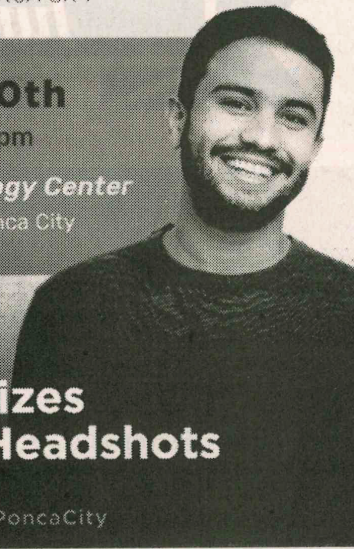
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Presented by

WR WORK READY
PONCA CITY



JUNE 20th

10 am - 2 pm

Pioneer Technology Center
2101 N. Ash, Ponca City

**Door Prizes
Professional Headshots**

#WORKlahomaPoncaCity

PTC hosts summer camp



Pioneer Technology Center's Summer Camp program for future 6th and 7th graders was a great success last week. More than 120 enthusiastic campers participated in a variety of engaging programs, including health careers, culinary arts, criminal justice, esports, visual communications, automotive technology, biomedical sciences, cosmetology, construction, firefighter/EMT and mechatronics. After three days filled with fun and learning, each participant received a commemorative T-shirt. Additionally, Pioneer Tech is offering Summer Academies for 8th to 10th graders, with enrollment still open for metalworks, biotech, police academy, babysitting, construction, esports, engineering, youth firefighter, graphics design and welding. (Courtesy photo)



PIONEER TECHNOLOGY Center's (PTC) Summer Camp program for future 6th and 7th graders was a great success last week! Over 120 enthusiastic campers participated in a variety of engaging programs, including Health Careers, Culinary Arts, Criminal Justice, Esports, Visual Communications, Automotive Technology, Biomedical Sciences, Cosmetology, Construction, Firefighter/EMT, and Mechatronics. After three days filled with fun and learning, each participant received a commemorative t-shirt. Additionally, Pioneer Tech is offering Summer Academies for 8th to 10th graders, with enrollment still open for Metalworks, Biotech, Police Academy, Babysitting, Construction, Esports, Engineering, Youth Firefighter, Graphics Design, and Welding. For more information, visit pioneertech.edu/events or call 580-762-8336.

Pioneer Technology Center's SHARE Program celebrates 2023-2024 graduates

Ponca City, OK — Pioneer Technology Center's (PTC) SHARE program recently celebrated the achievements of 17 graduates for the 2023-2024 school year. SHARE, which stands for Sharing Hope and Redefining Education, helps students build new futures by combining academic learning with career and technology training.

This unique program is designed to provide students with both the knowledge and the skills needed for success in their chosen careers. Pictured in the front row (left to right) Celestine Hardiman, SHARE Teaching Assistant, Sierra White (Ponca City), and Xander Burnette (Blackwell). Second row (left to right) Keegan Goff (Ponca City), Ethan VanDusen (Ponca City), Rayce Ferguson (Ponca City), Nikita Longoria (Ponca City), and Jenickah Karraker (Tonkawa). Third



row (left to right) Makenna Eaton (Ponca City), Sarah Grayson (Tonkawa), Bethany Shepherd (Ponca City), Tye Hiser (Ponca City), and Jackson Gallager (Ponca City),

Fourth row (left to right) Karl Lynes, SHARE Coordinator, Johnathan Crowder (Tonkawa), Daniel Jimenez Garcia (Ponca City), Wyatt Brown (Ponca City), Bryce Klingner

(Ponca City).

For more information on Pioneer Technology Center's SHARE program, call 580-718-4281 or visit pioneertech.edu.

**WORK
LA
HOMA**
*Job Fair
Ponca City*



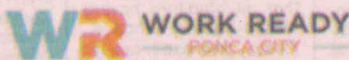
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Career EXPO

with on-site interviews

- 10:15 am Work Ready Workshop
- 11:00 am Time Management with Kelsey Wagner
- 1:00 pm Work Ready Info Session
- Meet with Employers
- Connect with Resource Vendors

Presented by



JUNE 20th

10 am - 2 pm

*Pioneer Technology Center
200 N. 4th, Ponca City*



**Door Prizes
Professional Headshots**

#WORKIahomaPoncaCity

**WORK
LA
HOMA**
Job Fair
Ponca City



Schedule a
Workshop

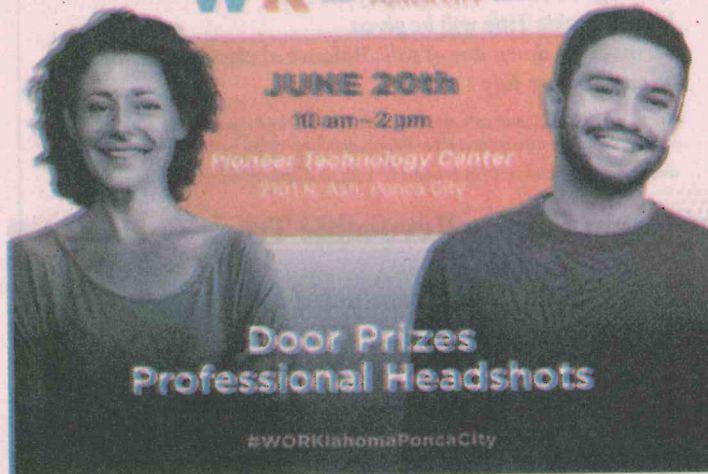
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Presented by

WR WORK READY
PONCA CITY



JUNE 20th
10am - 2pm

Monter Technology Center
201 N. Ash, Ponca City

**Door Prizes
Professional Headshots**

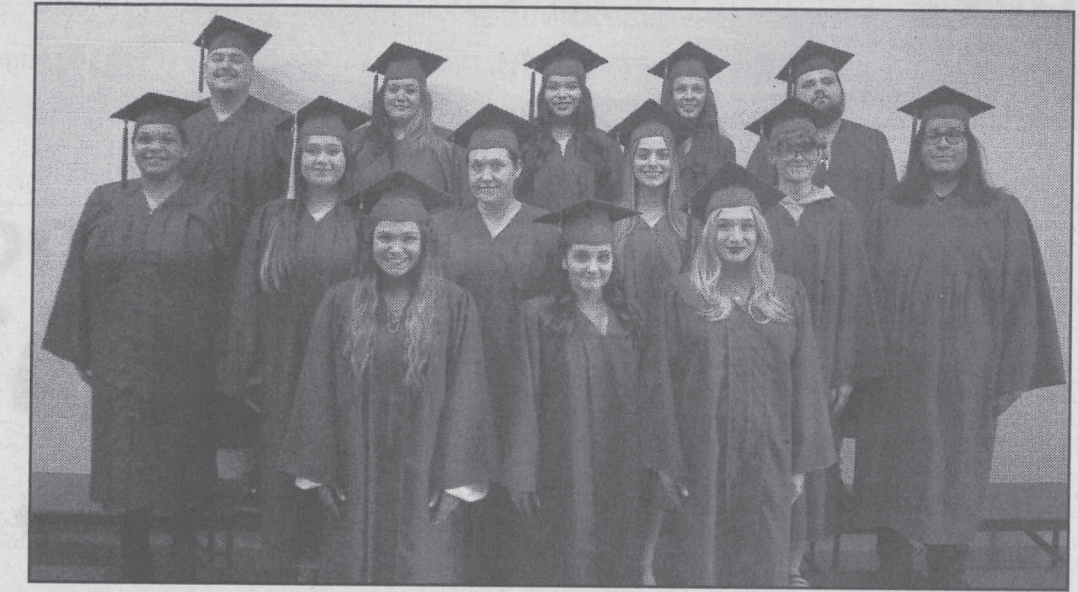
#WORKlahomaPoncaCity

Pioneer Technology Center celebrates 2024 Adult Basic Education Graduates

Ponca City, OK — Pioneer Technology Center (PTC) recently honored its 2024 Adult Basic Education and High School Equivalency (ABE/HSE) graduates in a celebration of their hard-earned achievements. These adults have successfully earned their High School Equivalency diplomas, opening doors to better careers, further education, and improved lives.

PTC's ABE/HSE program offers flexible daytime and evening classes to help individuals enhance their basic verbal and math skills or earn their high school diplomas. This program is designed to support adults in reaching their personal and professional goals.

Graduates honored in the front row (left to right): Elizabeth Rieron (Newkirk), Kimberly Bookout (Ponca City), Halona Beier (Ponca City). Second row (left to right) Sheletha Lawson (Ponca



City), Mackenzie Osborn (Ponca City), Jordan McInturf (Ralston), Scarlett Fisher (Ponca City), Clayton Weiss (Blackwell), and Kamon Pratt (Ponca City). Third row (left to right) Vaughn Smith (Ponca City), Marina Delano (Ponca City), Calyn Buffalohead (Ponca City), Melia Seagraves (Ponca City), Seth Green (Ponca City). For more information about the ABE/HSE program, visit pioneertech.edu.

The Newkirk Herald Journal
Wednesday June 5, 2024 • PAGE 8



Schedule a Workshop

WORK LA HOMA

Job Fair
Ponca City

Career EXPO

- 10:15 am Work Ready Workshop
- 11:00 am Time Management with Kelsey Wagner
- 1:00 pm Work Ready info Session
- Meet with Employers
- connect with Resource Vendors

Presented by



JUNE 20th
11am-2pm
Pioneer Technology Center
2101st. Ault, Ponca City




Door Prizes
Professional Headshots

#WORKLAHOMAPONCACITY

Thursday

June 6, 2024

Vol. 131 - No. 171
poncacitynews.com



THE PONCA City Area Chamber of Commerce held a Cash Mob event at Jiffy Trip located at 3001 N. 14th Street on Tuesday, June 4 at 11:30 am. Cash Mobs are when a group of people assemble at a business to make purchases. These business names are drawn during Business Council meetings. Those attending Cash Mobs can bring a business card for the chance to win \$25 in Chamber Bucks for the Cash Mob. (Photo by Calley Lamar)

Sunny Creek Trading Post talks food security at 1 Million Cups

By CALLEY LAMAR
calley@poncacitynews.com
The monthly entrepreneur and community gathering event known as 1 Million Cups was held on Wednesday, June 5 at room B131 at Pioneer Technology Center (PTC) at 8:30 am. Every month, 1 Millions Cups features a guest speaker to share their story about their business. The speaker for June's meeting was Elizabeth Threlkeld of Sunny Creek Trading Post.

Threlkeld and her family had learned and practiced homesteading, a life style choice that emphasizes self-sufficiency and subsistent agriculture.

"Our homestead food is a love language, and we enjoy feeding our family healthy food. And this is how we found homesteading, it is how we found a lot of our gardening skills, some of these old fashioned skills, and we've learned how to preserve our own food and grow and process our own meats," said Threlkeld.

During the COVID-19 pandemic, Threlkeld and her family noticed difficulties that others were having due to supply chain issues and empty



FOLLOWING THE presentation at 1 Million Cups, Elizabeth Threlkeld (right) was presented with an orange cup by Brook Lindsay (left) with Pioneer Technology Center. Those that speak at 1 Million Cups events are presented with these cups following their presentations. (Photo by Calley Lamar)

store shelves.

"Basic necessities weren't available. And our community was not prepared for a food crisis," said Threlkeld. "The local food network system was barely visible, and it broke my heart."

Food insecurity was another thing that Threlkeld noticed during this time. Food inse-

curity is the lack of access to enough safe and nutritious food.

Threlkeld recalled her disaster preparedness training, where she learned that grocery stores only have enough food to feed their communities for 3 days or less in times of disaster when industrial food chains break down.

"The intent isn't to scare anyone, but to raise awareness about this issue, just like we would drunk driving or safety swimming classes," said Threlkeld.

Threlkeld released their wasn't consistent, year-round access to local food, as the local farmers market is only open a few months out of the year typically from June to September or October depending on the year.

For these reason, Threlkeld was galvanized to address the lack of access for the other parts of the year.

Sunny Creek partners with local growers and producers to bring fresh homegrown foods, products, and crafts to Ponca City and the surrounding areas in a subscription box format.

Threlkeld pitched her idea

to the Business Incubator program at PTC to have a place to manufacture their own foods from their garden.

"The learning curve has been steep, but we have just dug in, and done are best," said Threlkeld. "The amount of progress that has been made is just mind-blowing, and I'm very honored."

Sunny Creek began pop-ups with value items from vendors to see if people wanted these products year round. This success showed Threlkeld that this business model was feasible.

"We're the bridge between the producers and their consumers," said Threlkeld.

Threlkeld learned during the local agriculture summit that the government took interest in this topic and drafted the Farmers Market and Farmers Hub Act (SB1785) in 2020.

These farm hubs have been picking up all around Oklahoma, and Threlkeld chose to participate in the Ponca City Development Authority (PCDA) Annual Business Pitch-Off competition, which serves as a means for start-ups and fledgling small businesses to compete for incentives.

Threlkeld and Sunny Creek Trading Post managed to place second in the competition behind Under My Wing Academy LLC. By placing in second, Threlkeld managed to get space at the City Central Building in downtown Ponca City for six months rent free. Since Under My Wing Academy had a location planned at Marland's Place, they gifted their six months to Sunny Creek, totaling a year rent free for the space.

Sunny Creek opened for regular store business hours on Earth Day this year, and is open on Mondays at City Central.

"We are pioneers at the forefront of a new frontier in the local food industry. Because it is so new, we are dedicated to educating ourselves and other about it," said Threlkeld. "We find that something captivating happens when someone learns a new skills, or grows a new veggie, or cooks with a

(See 1 MILLION, Page 2)

**WORK
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with on-site interviews

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Presented by

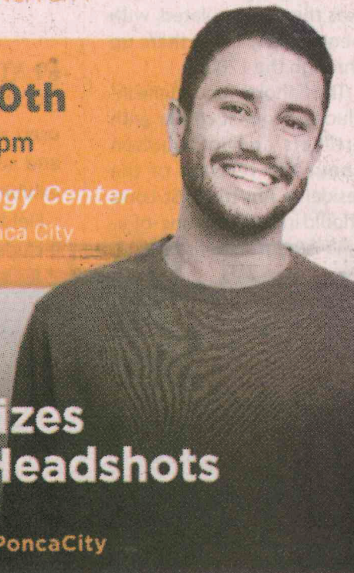
WR WORK READY
PONCA CITY

JUNE 20th

10 am - 2 pm

Pioneer Technology Center

2101 N. Ash, Ponca City



**Door Prizes
Professional Headshots**

#WORKIahomaPoncaCity

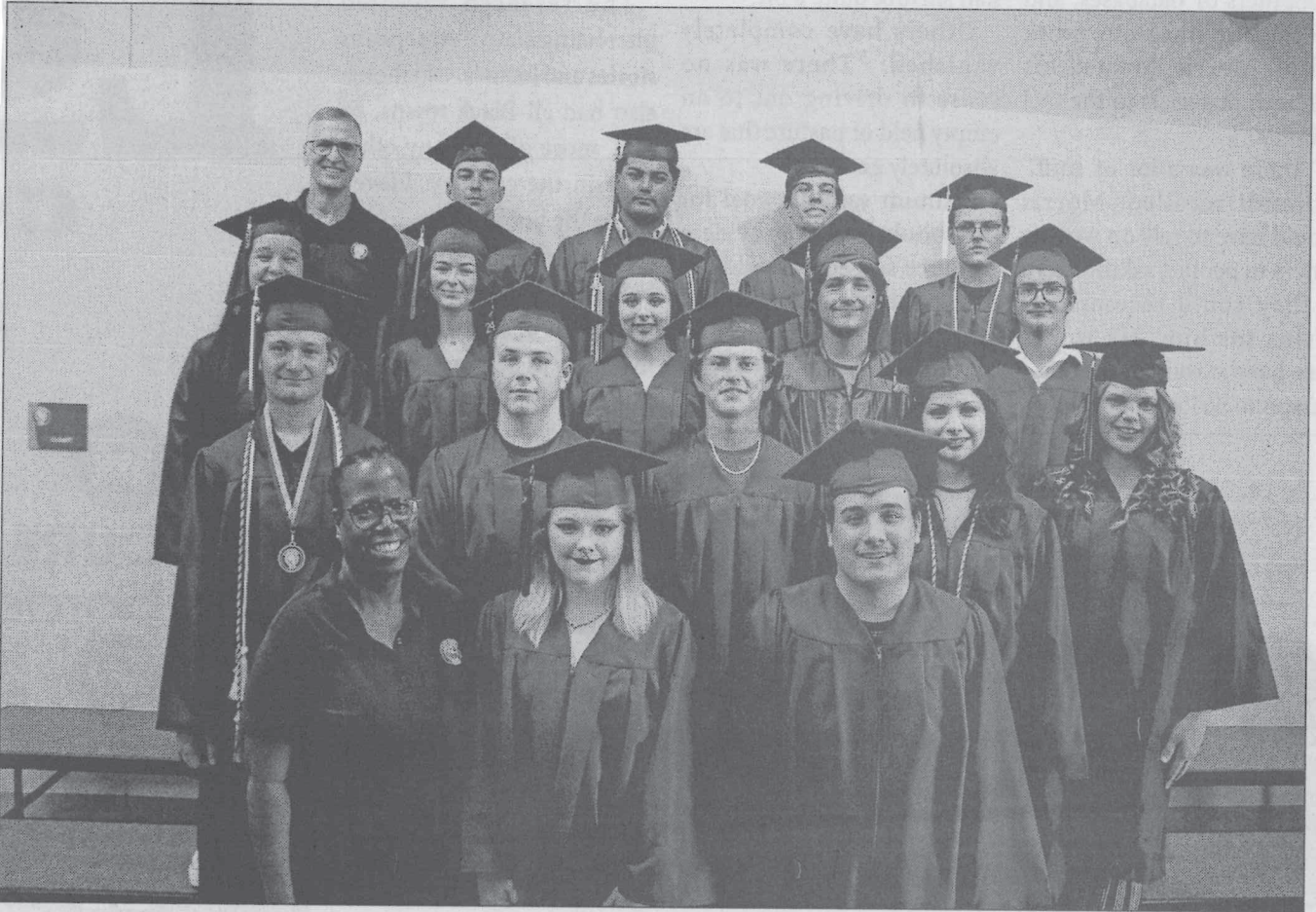
PTC's SHARE program celebrates 2023-24 graduates

Press Release

Pioneer Technology Center's SHARE program recently celebrated the achievements of 17 graduates for the 2023-24 school year. SHARE, which stands for Sharing Hope and Redefining Education, helps students build new futures by

combining academic learning with career and technology training.

This unique program is designed to provide students with both the knowledge and the skills needed for success in their chosen careers.



Pioneer Technology Center's SHARE program graduates FRONT ROW, FROM LEFT: Celestine Hardiman, SHARE teaching assistant, Sierra White (Ponca City), and Xander Burnette (Blackwell). SECOND ROW: Keegan Goff (Ponca City), Ethan VanDusen (Ponca City), Rayce Ferguson (Ponca City), Nikita Longoria (Ponca City), and Jenickah Karraker (Tonkawa). THIRD ROW: Makenna Eaton (Ponca City), Sarah Grayson (Tonkawa), and Bethany Shepherd (Ponca City), Tye Hiser (Ponca City), and Jackson Gallager (Ponca City). FOURTH ROW: Karl Lynes, SHARE Coordinator, Johnathan Crowder (Tonkawa), Daniel Jimenez Garcia (Ponca City), Wyatt Brown (Ponca City), and Bryce Klinger (Ponca City). (Courtesy photo)

PTC celebrates adult basic education graduates

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Pioneer Technology Center 2024 Adult Basic Education and High School Equivalency graduates honored recently front row, from left: Elizabeth Rierson (Newkirk), Kimberly Bookout (Ponca City), and Halona Beier (Ponca City). Second row: Sheletha Lawson (Ponca City), Mackenzie Osborn (Ponca City), Jordan McInturf (Ralston), Scarlett Fisher (Ponca City), Clayton Weiss (Blackwell), and Kamon Pratt (Ponca City). Third row: Vaughn Smith (Ponca City), Marina Delano (Ponca City), Calyn Buffalohead (Ponca City), Melia Seagraves (Ponca City), and Seth Green (Ponca City). (Courtesy photo)



THE PONCA City Noon Lions Pioneer Technology Ambassador Student of the Month for May is Trenton Scott. Scott is a senior at Newkirk High School and is in Welding Technology. Scott has displayed true leadership in the Welding Program as a class supervisor for nearly his entire senior year. He has been heavily involved in everything possible, including FFA, football, wrestling, student counsel, PTC Student Ambassadors, and even the Skills USA Fabrication Team Competitions. Trenton Scott is pictured with Lions Club President Debbie Woodruff. (Photo Provided)

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Presented by

WR WORK READY
PONCA CITY

JUNE 20th

10 am - 2 pm

Pioneer Technology Center
30115 44th, Ponca City



**Door Prizes
Professional Headshots**

#WORKlahomaPoncaCity

Superintendent Report – July 2024

Meetings and Activities

- **June**– 12 – After Board Meeting Report to PTC Staff; 2nd Interview Medical Services Position; Angie French meeting
- 13 – David Myers retirement celebration; Elected Official picnic
- 14 – Adira cybersecurity tabletop exercise with admin team and systems
- 17 - 19 – CTE Superintendent June Planning meeting
- 20 – Industry Partner breakfast at Blackwell Industrial Authority; Worklahoma Career Expo at PTC
- 21 – RCB Bank Community Advisory meeting
- 24 – OkSNAP Education and Training Zoom; NCOCWE Meeting
- 25 – PC Chamber Board meeting
- 28 – Title IX Webinar with Brandon Carey - OSSBA
- 27 – Derrin Hiatt and Clement Cullogan meeting
- 28 – B&I Breakfast – Construction focus
- **July** 1 – Admin Team meeting; 2nd Interview Health Careers Position
- 2 – Policy updates
- 3 – Vector professional development
- 4 – Independence Day Holiday
- 5 – Vacation
- 8 – BPOC Academy welcome; Apptegy Rooms Webinar and Demo
- 9 – Vector professional Development; Lunch meeting with Molly Kyler and Lori Henderson, PCDA, to discuss continued partnerships and initiatives; Oklahoma Restaurant Association Odyssey de Culinare event
- 10 – Policy updates; Vector professional development
- 11 – Policy updates; Century Products Ribbon Cutting;
- 12 - Vector professional development
- 15 – Admin team meeting
- 16 – PTC Board meeting

Full-Time Programs

- Summer Academies for June and July. We've had 14 different academy opportunities, and 89 students participating. Next week will wrap up the final academies with Visual Communications and Welding.
- Brenda Pollak's recent Culinary Arts graduate from Ponca City, Nikki Longoria, was invited to participate along with four other technology center students from other districts in the Oklahoma Restaurant

Business and Industry Services

- PTC hosted the B&I Breakfast for the construction sector in July. Eighteen participants were in attendance, with multiple fields of construction trades represented. Discussion centered around apprenticeships, test preparation courses for HVAC and Electrical trades; and leadership development and sales training needs for the industry.
- PTC received a \$100,000 non-competitive Lottery Grant for FY25 to purchase several trainers that will be used in BIS and FTP training. We will add two Amatrol trainers for HVAC/Residential Heat Pump and Basic Electrical Systems as well as a Snap-on Precision Measurement Training and Certification System.

Capital Planning

- Summer projects are maintaining steady progress. B-hallway bathroom tile installation is finished. The partitions, countertops and plumbing will be installed in the coming weeks. The construction shop ceiling has

been painted, the floor is being polished. The construction and machining classrooms have had LVP flooring installed. The South parking lot concrete upgrade is being poured in sections, and the fire panel upgrade in BIS is going well and will finish shortly.

Retirements/Resignations/Staff Changes

- We are in the process of collecting applications for the Career Center Specialist and in finalizing interviews for the Welding Instructor position.

Upcoming Events

- July 18 – Workforce and Education Summit at PTC
- July 31- OkACTE Awards Banquet
- August 1-2 – OkACTE Summit
- August 8 – Back to School Night Event
- August 5-12 – PTC Inservice Days
- August 13 – First Day of School

**Directors’ Report to the PTC Board of Education – July 2024
(Alphabetic by Area)**

Business & Industry Services & Safety

FISCAL YEAR 2024 BIS STATS

- 672 Classes (Customized, AT&D, Safety, etc.)
- 12,089 Attendees
- 50,081 Contact Hours
- 1,391 Consults
- \$21,500 in client assistance/savings in Small Business and Entrepreneurial Services
- \$62,150 in client grant awards from Small Business and Innovation Services
- \$498,782 in client savings from Ag Business assistance
- 14 Jobs Created
- 298 Jobs Retained
- \$465,290 Revenue Generated
- 40% Market Reach
- The team has worked with 253 In-District Businesses and 68 Out-of-District.
- 40 new AT&D classes were offered this year. 22 made.

Incubator:

The incubator currently houses Triune Industries (BUNKR Trailers fabrication shop). The company is housed in two of our industrial manufacturing suites. They will celebrate their 3-year anniversary this month and have asked for a short extension. Sunny Creek Trading Post is another incubator tenant. Sunny Creek partners with producers to bring fresh homegrown produce, healthy home-produced foods, handmade personal care products, and artisan crafted items to the Ponca City and surrounding areas. They are housed in the food production space (D114).

Central Therapy (speech and occupational therapy services) was housed in the incubator part of the year, but quickly outgrew their space and were offered free office space by a local non-profit on a long-term basis, so the organization moved out of the incubator early. They were housed in Suite D123/D124.

The incubator has vacancies in D118, D122, D123/D124 (large and small office/“clean” spaces). There is also a vacancy in the industrial space of D115. Our goal is to maintain 70% occupancy. However, our current occupancy rate is at about 37%.

APEX Accelerator (Also known as PTAC, OBAN, Bid Assistance):

FY24 PTAC Assistance: Gov’t Contracting & Plan Room	Hours	Awards	Dollar Amount of Awards
	361	167	\$55,175,980

On the horizon...

7/1-7/24-CNA-Long Term Care Nurse Aide

7/2-7/30-Master Your Drone

7/9-7/23-Family Tree – Genealogy

7/16-17-CPR and First Aid/AED

7/25-Shrimp 101 (Couples Cooking) **NEW!**

7/25-Acrylic Painting-Wood Flower Wall Art **NEW!**

7/25-Medicare 101

8/9-CMA Continuing Ed

8/12-8/23-CMA-Certified Medication Aide

Meat Certification Program – Online

Anatomy & Physiology – Online

Medical Terminology – Online

Private Security: Phase 3 – Call for dates

BIS EVENTS

7/23-Using AI for the Classroom (Lunch & Learn)

7/23-SW Oklahoma Procurement Event

7/30- Creating Your Resources (Lunch&Learn)

Communications & Marketing

- Terri Busch met with Speak Now to discuss Full-Time Program and BIS video for this coming year.
- We've 88 students enrolled total for Summer Academies.
- Terri Busch is in Bellevue, Washington for the National School Public Relations Association Conference. She received a scholarship from OKSPRA.
- Angie Ogden worked on numerous flyers for campus events.
- Terri Busch assisted Professionals Today with the Cherokee Strip Website.
- Our new website is up and running, Apptegy is our new website provider. Angie Ogden did a huge amount of work for the site.
- Terri Busch completed New Employee On-Boarding for Tessa Kramer, Heather Smith, Cheyanne Herring, and Hannah Patrick.
- Eblasts were sent for AT&D, BIS and WRO by Angie Ogden.
- Terri Busch was elected chair of the Marland Estate Commission and attended the meeting in June.
- The Marketing Team took a tour of Eskimo Joes Promotional products and did some creative team building in Stillwater in July.
- Terri Busch attended the Tri-State District Wesleyan Church board meeting on zoom in June.
- Orders continue to come in for Clean Uniforms, the process for ordering is going smoothly for employees, Angie Ogden is doing a great job with this.
- Angie Ogden has been taking photos Summer Academies and also featured in area newspapers.
- Terri Busch attended the BIS meeting, enjoying some wonderful catfish and updating them on their past surveys.
- Angie Ogden created invite for Kathryn Sullins retirement, the C&M Team will help as needed for the party.
- The C&M Team are working on the Training Modules for our yearly training.

- The C&M Team along with Dondi put together photo booths for Work Ready Oklahoma.
- Angie Ogden is working with AT&D on the new Fall Schedule.
- The C&M Team participated in alerts training and Room training with Kahle, Holly, and Traci.
- New Surveys have been created for BIS, Safety, and AT&D. Info from last year is being submitted to our yearly report.
- Terri Busch attended the OKSPRA Leadership Training in Medicine Park in June.

Instructional Directors / Full Time Programs

Instructional Directors

- Kahle Goff, Kendra Knight, and Dr. Ryan Burkett conducted the annual Directors' Retreat at the Blackwell Chamber of Commerce.
- Kahle Goff, Kendra Knight, and Dr. Ryan Burkett participated in the Adira led security tabletop scenario.
- Kahle Goff, Kendra Knight, and Dr. Ryan Burkett conducted interviews for Health Careers, Medical Services, and Welding Instructors.
- Kahle Goff, Kendra Knight, and Dr. Ryan Burkett welcomed Summer Academy Students.
- Kahle Goff and Dr. Ryan Burkett attended the Apptegy Rooms review.
- Kahle Goff and Dr. Ryan Burkett met with instructors to discuss the adoption of Apptegy Rooms. The teachers present all approved of the potential for the software to meet our communication needs.
- Dr. Ryan Burkett attended the Pioneer Woman Museum Board Meeting.
- Dr. Ryan Burkett worked with Mrs. Farmer to send out enrollment form requests.
- Kendra Knight attended TCTW in Nashville.

Practical Nursing

- The March and August classes went on a field trip to Bethany's Children's Hospital and Sabolich Prosthetics.
- Shonda and Tessa joined the PN crew on July 1st.
- Michelle, Alisa, Ashley, and Robbin attended the Nurse Educator Conference in the Rockies. The conference was held in Breckenridge, CO. The conference provided CEUs for the instructors and great ideas for improving the program.
- The PN Select cohort transitioned to the full-time adult program. The four students are adjusting great to the longer hours.
- Students are keeping busy in clinicals and theory to complete the program.
- Four graduates took NCLEX in June, and all passed on the first attempt!

Health, BITE and Special Programs

Teacher Prep

- Held a Babysitting Academy
- Worked on curriculum for next school year

Children's Lab and Preschool

- Children went on numerous field trips
- Staff attended Frog Street Training

AEFL/HSE

- 103 students enrolled in the ABE and TANF programs

- 5 new students enrolled in the ABE and TANF programs
- 21 HiSET/GED tests were passed
- 4 students graduated and earned their high school equivalency diploma
- AEFL Staff attended virtual and face-to-face training:
 - PLC at Work Institute
 - GED 101
 - Little Things You Can Do to Make a Big Impact on Math
 - Creating and Deploying Microlearning
 - Critical Thinking
 - Components of Effective Learning
 - Next Steps with Essential Ed.
 - 8 Best Practice for Teaching with Essential Education
 - AI for Adult Education
 - Essential Education Training: Data Driven Decisions
 - Aztec Training: Overview of Programs and Entry Level for Students

Work Ready Ponca City

- Held first Worklahoma. Served many community members and businesses with the career fair.

SHARE

- Had 4 students complete a class during summer school.
- Have 7 new students who have interviewed for SHARE and have been accepted. There are another 8 students that are talking to us about SHARE

New Beginning

- At the present time have 17 students at Pioneer Tech and 10 students at 9 students at Meridian Tech
- 1 student at K& C Manufacturing
- We are going to Meridian Monday – Friday
- 3 students gained employment this month
- Wendy Burg attended Marland’s Place Boarding meeting
- 2 students attended WRO

BITE

- Held an Esports Summer Academy

Biomed

- Hosted Summer Academy

T&I and Service Programs

Automotive

- Prepping to start electrical in the fall.
- CAN bus trainer loaded into Canvas and ready to go.
- 5 new electrical trainers arriving soon.

Construction

- The new flooring is complete in my classroom. I am cleaning and setting up new furniture.
- Safety training for staff.
- Just finished first Construction Academy.

Cosmetology

- All Cosmo graduates received their state board exams scores and have all successful passed and are now applying for their license!

- I attended SkillsUSA Student Leadership Institute with 4 PTC students. Two have started their term as Northwest District Officers.
- Cosmo students have been coming in this summer making up hours from last school year, taking clients, assisting with camps, and receiving some individual support.

Criminal Justice

- Three Criminal Justice students and myself participated in the 3-day PTC Summer Camp. Summer Camp students were shown Defensive Tactics, Fingerprinting and building searches.
- I was an advisor at the SkillsUSA Summer Leadership Institute June 9th-12th at Southern Nazarene University, Bethany ,Ok.
- We had 11 students participate in the Criminal Justice Youth Police Academy. Ponca City Police Officer Amy Ballinger and Ponca City Police Officer Caleb assisted in teaching the class. The Academy lasted 4 days and students toured the Ponca City Police Department, the new Department and the Old Department. During the academy Students learned Gun Safety, Defensive Tactics, Handcuffing Techniques, Crime Scene Investigation, Fingerprinting Techniques, Building Searches and room clearing. Students experienced the PTC shooting simulator. Students worked a staged crime scene on the last day of the academy using their investigative techniques they learned during the Academy to solve the crime scene. Members of the Ponca City Police Departments Tact Team were on hand to answer questions and to show students their equipment they use. The Tact team did a breaching and building demonstration for students.

Culinary Arts

- Made pizzas with the summer camp kids.
- Summer academy students prepared breakfast, lunch and dinner menus and went to Mary's Grill for our field trip.
- Adult student Stephanie S. has been preparing for FCCLA Nationals, and placed 1st in Baking!

Firefighter/EMT

- Firefighter academy was done 7/8-7/11. 10 participated ages 12-15.
- Working on hazmat changes with OSU FST to meet the new standards.
- Curriculum development.
- So far 4 students have been hired at area departments (Ponca, Blackwell, Newkirk and Tonkawa) with 4 more in various stages of the process and testing.

Mechatronics

- Evelyn Boren competed in Skills Nationals in Electronics Technology.
- Received 5 new SACA certifications – so now I can offer 5 additional certifications for the students.
- Discovered 5 trainers that have been collecting dust which will help with training for Nationals. Have a guy coming in late August to spend a day with me on these trainers.

Precision Machining

- Attended WSU Tech and earned certification for the Snap-on Precision Measurement Kit.
- Held summer academy with a great turn out. Had 10 kids participate.
- Visiting shops around kay county to get them on board with job shadowing.

Welding

- Interviewing for new instructor.
- Phylisha Kimbrell has started as assistant and is working on cleaning and reorganizing the shop.
- The shop, classrooms, and offices are being painted.

Student Services

Student Services

- First and Foremost! Thank you each for the awesome pay raises. They are noted and VERY much appreciated. Our Board Rocks....
- Enrollment is well under way and closing in and many full programs. Things are looking strong for the beginning of the school year.
- Carol, Jayme and I will be attending the TCTW Conference in Nashville July 8 -11. We are looking forward to learning some innovative new ideas to strengthen Student Services
- Any spare time in June has been spent cleaning out old files, regrouping and planning for a new school year. It will be here before we know it!

Career Center - Off for the summer!

WorkKeys:

- No Report – we are currently accepting applications for this position. Denise Tyson has resigned. She will be missed!

Employability Skills:

- No Report

Career Development Facilitator

- No Report – Cortney will be attending TCTW Conference in July.

Counselor

- No Report – Jayme will be attending TCTW Conference in July and picking up a few days to help finish the enrollment process.

Testing Specialist

- In June, the Testing Center successfully proctored 185 exams, bringing our fiscal year total to an impressive 2,905. We continue to expand our testing services, benefiting the community and surrounding areas. Since FY21-22, our testing numbers have nearly doubled from 1,537, demonstrating our growth and commitment to excellence.
- Notably, PSI assessments have surged from 159 in FY21-22 to 375 this year. We have also proctored over 1,000 WorkKeys assessments and more than 350 Health & Professional exams through CareerTech. Additionally, HiSet and PearsonVue testing have seen significant increases.
- Despite having only 11 computers in our small testing center, it is remarkable how much we can accomplish!

Disabilities Specialist/Job Placement Facilitator

- Yeah! Carol just started 12 month as of July 1. A welcome addition for the extra help in the summer and preparation for the new school year. Carol will be attending the TCTW Conference also.

Plant/Facilities/Maintenance

-

PIONEER TECHNOLOGY CENTER
PURCHASES OVER \$10,000
Equipment/Furniture/Remodel or Repairs/Technology
July 16, 2024

<u>Program/Area</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Building Maintenance	Bartlett's Overhead Doors	(11) New Overhead Doors / Installed: Automotive, Maintenance, Criminal Justice, Construction, Mechatronics, Machine Tool, Welding, Flex Lab and Firefighter/EMS	\$37,500.00

Other quotes:
Overhead Door Co. of Stillwater \$52,622.

NONDISCRIMINATION

The Pioneer Technology Center Board of Education is committed to a policy of nondiscrimination in relation to race, color, national origin, sex/gender (including harassment), age, religion, disability or veteran status. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and services, facilities access, and individuals, companies, and firms with whom the board does business. Racial discrimination shall include racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward an employee, a student or a visitor.

The board directs the superintendent of schools to designate compliance coordinator(s)/officer(s) and to prepare necessary rules, regulations, and procedures to insure that all local, state, and federal laws, regulations, and guidelines are followed.

The following statement will be included in all course announcements, bulletins disseminated to all students, materials used for recruiting or describing programs and training, application or enrollment forms, brochures, and catalogs:

“Pioneer Technology Center 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 Wendy Burg (580) 718-4308 or Kellie Johnson (580) 718-4224, Compliance Officers/Title IX Coordinators, or ~~Lori Evans~~ Carol Lynes (580) 718-4313/4298, 504/ADA Coordinator.”

Inquiries concerning application of this policy may be referred to the designated Title IX/504/ADA compliance coordinator(s)/officer(s) at:

Pioneer Technology Center
2101 N. Ash
Ponca City, Oklahoma 74604
(866) 612-4782

REFERENCE: Policy GJ-P, Grievance Procedures for Filing, Processing and Resolving Discrimination complaints
Policy GJ-A, Sexual and Other Harassment
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.

STAFF MEMBERS AND ELECTRONIC OR DIGITAL COMMUNICATIONS 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 calls and/ texting, telephone or other forms of electronic or digital communication.
 - a. Teachers may not list current students as “friends” on networking sites.
 - b. All e-contacts with students should be through the district’s school-approved platforms.
 - c. Improper private contact via phone calls or electronic or digital communication e-mail, phone, messaging or other social media 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.

“Electronic or digital communication” includes, but is not limited to, emails, text messages, instant messages, direct messages, social media messages, messages sent through software applications, and any other electronic or digital means of communication.

“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.

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 School Administrators and Superintendent will download the offensive material and promptly bring that misconduct to the attention of the school district’s legal counsel for review.

The board of education shall designate school-approved platforms. The administration shall publish school-approved platforms on the district's website and in student or staff handbooks.

School personnel engaging in phone calls and/or electronic or digital communication with an individual high school student shall include the student's parent or guardian in any electronic or digital communication, unless such communication is on a school-approved platform and related to school and academic communications. The only exception to this requirement may be made in case of an emergency, subject to subsequent notification to the parent or guardian. School employees shall make reasonable efforts to use school-approved platforms, systems, or applications that allow automatic inclusion of parents or guardians in communications with students.

School employees reported to have engaged in phone calls and/or electronic or digital communications that would violate this policy and state law shall be placed on administrative leave while the school district investigates the incident. If the investigation finds that no misconduct occurred, the school employee shall be reinstated, and the incident noted in the personnel file.

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 phone calls and/or electronic or digital communications or~~ 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~~ ~~electronic or digital communications~~. 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 phone calls and/or computers or wireless telecommunications devices~~ ~~electronic or digital communications~~. 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 **phone calls and/or electronic or digital communication**, computers, and/or 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 **termination of dismissal from employment**, for failure to exercise good judgment ~~in on-line conduct~~. Incidents will be reported in compliance with district policy FFG (Reporting Suspected Child Abuse and-or Neglect) and state law.

REFERENCE: **74 O.S. § 840-8.1**
 70 O.S. § 6-401.

***A copy of this policy shall be distributed to each affected employee by email.**

STUDENT RECORDS

It is the policy of this board of education that the Executive Director of Instructional and Support Services will be the legal custodian of all student records.

Students and parents will have access to their school records. The school will notify parents and adult students annually of the following:

1. The type of records kept;
2. The procedure for inspecting and copying these records;
3. The right for interpretation;
4. The right to challenge data thought to be erroneous, the procedures for correcting or expunging erroneous data or inserting a rebuttal statement;
5. The right to lodge a complaint with the U.S. Department of Education if mandates are not adequately implemented.

The educational records or school records include all materials directly related to a student which a school maintains. Records and notes maintained by a teacher, administrator, school physician, or school psychologist for his or her own use, and which are not available to others are exempted from this definition.

The school will require a prior written consent before information may be divulged to third parties. An exception to this rule exists for school district employees who have legitimate interests in viewing the records, as well as officials in other schools in which the student seeks to enroll. A school district in which a student is enrolled or is in the process of enrolling in may request the student's education records from any district in which the student was formerly enrolled to ascertain safety issues with incoming students and ensure full disclosure. The records, including the student's disciplinary records, will be forwarded to the requesting district within three (3) business days. Disciplinary records shall include but not be limited to all information that relates to a student assaulting, carrying weapons, possessing illegal drugs, including alcohol, and any incident that poses a potential dangerous threat to students or school personnel.

When schools transfer records to new educational institutions, the schools must notify parents of the transfer, and of their right to review and contest the material. State and national educational organizations which require student data for confidential research and statistical purposes are exempted from the parental consent prerequisite. An exemption also exists for material under court order. Parents must be notified of such order prior to release.

The district will release individual student records from the current or previous school year to a school district where the student was previously enrolled if the release of such records is for the purposes of evaluating educational programs and school effectiveness.

The district may disclose personally identifiable information to third parties, without prior written consent, in order to conduct studies, audits, and evaluations of the educational programs of the school district. In such case, the district will take reasonable steps to ensure that all authorized representatives of the third party are FERPA compliant with the information provided for the purposes of the study, audit, or evaluation of the educational program.

The district may disclose, without the consent or knowledge of the eligible student or parent, personally identifiable information in the educational records of a student to the Attorney General of the United States or his or her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes. The district is not required to record such disclosure of information and is protected from liability for disclosing such information in good faith.

The superintendent is directed to establish procedures to ensure compliance with the Family Educational and Privacy Act and other applicable acts and regulations.

REFERENCE: 34 CFR 99.1

18 USC §§2331 and 2332(g)(5)(B)

20 USC 1232

51 O.S. §24A.16

70 O.S. §6-115

70 O.S. §24.101.4

70 O.S. §24-114

See next page for FERPA rights of students 18 years of age and older.

STUDENT RECORDS (18+)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Pioneer Technology Center receives a request for access. A student should submit to the appropriate program registrar a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask Pioneer Technology Center to amend a record should write the Executive Director of the enrolled program, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If Pioneer Technology Center decides not to amend the record as requested, Pioneer Technology Center will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Pioneer Technology Center discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Pioneer Technology Center discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically includes a person employed by Pioneer Technology Center in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Pioneer Technology Center who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Pioneer Technology Center.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

[NOTE TO POSTSECONDARY INSTITUTION: FERPA requires a school to make a reasonable attempt to notify each student of these disclosures unless the institution states in its annual notification that it intends to forward records on request or the disclosure is initiated by the student.]

STUDENT RECORDS (Cont.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Pioneer Technology Center to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education 400
Maryland Avenue, SW Washington, DC
20202

[NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within Pioneer Technology Center whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State- supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))

STUDENT RECORDS (Cont.)

- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

REFERENCE: 34 CFR 99.1
18 USC §§2331 and 2332(g)(5)(B)
20 USC 1232
51 O.S. §24A.16
70 O.S. §6-115
70 O.S. §24.101.4
70 O.S. §24-114

**COMPLIANCE WITH FAMILY EDUCATION
RIGHTS AND PRIVACY ACT OF 1974
(REGULATION)**

In accordance with the policy of the board of education, the following regulation shall govern the release of student records to students and members of the student's family, legal custodian, or legal guardian.

DEFINITIONS

For the purpose of this regulation, the school district has used the following definitions of terms:

Student

Any person who attends or has attended a program of instruction sponsored by the board of education of this school district.

Eligible Student

A student or former student who has reached age 18 or is attending a post-secondary school, and who is no longer a dependent of the parent for federal tax purposes.

Parent

Either natural parent of a student unless his or her rights under the Family Education Rights and Privacy Act (FERPA) have been removed by a court order; a guardian; or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

Education Records

Any record (in handwriting, print, tapes, film, or other medium) maintained by the school district, an employee of the district, or an agent of the district which is related to a student except:

1. A personal record kept by a school staff member which meets the following tests:
 - A. It was made as a personal memory aid;
 - B. It is in the personal possession of the individual who made it; or
 - C. Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute;
2. An employment record which is used only in relation to a student's employment by the school district (employment for this purpose does not include activities for which a student receives a grade or credit in a course); or
3. Alumni records which relate to the student after the student no longer attends classes provided by the school district and the records do not relate to the person as a student.

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY
ACT OF 1974, REGULATION (Cont.)**

Personal Identifier

Any data or information that makes the subject of a record known. This includes the student's name, the student's parents or other family member's name, the student's address, the student's social security number, a student number, a list of personal characteristics, or any other information which would make the student's identity known.

ANNUAL NOTIFICATION

Within the first three weeks of each school year, the school district will publish a notice to parents and eligible students of their rights under the FERPA and this policy. The district will also send home with each student a bulletin listing these rights and the bulletin will be included with a packet of material provided parents or an eligible student when the student enrolls during the school year.

The notice will include the following:

1. The right of a student's parent or eligible student to inspect and review the student's education records;
2. The intent of the school district is to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or, (3) under certain limited circumstances, as permitted by the FERPA;
3. The right of a student's parent or an eligible student to seek to correct parts of the student's education records which he or she believes to be inaccurate, misleading, or in violation of student rights (this right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent's or eligible student's request and the right to insert in the student's permanent records an explanatory statement giving reasons for disagreeing with the decision);
4. The right of any person to file a complaint with the Department of Education if the school district violates the FERPA; and
5. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

STATEMENT OF RIGHTS

Parents and eligible students have the following rights under the Family Education Rights and Privacy Act and this policy:

1. The right to inspect and review the student's education record;

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY
ACT OF 1974, REGULATION (Cont.)**

2. The right to exercise a limited control over other people's access to the student's education record;
3. The right to seek to correct the student's education record, in a hearing, if necessary;
4. The right to report violations of the FERPA to the Department of Education; and
5. The right to be informed about FERPA rights.

All rights and protections given parents under the FERPA and this policy transfer to the student when the student reaches 18 or enrolls in a post-secondary school.

LOCATIONS OF EDUCATION RECORDS

TYPES	LOCATION	CUSTODIAN
Cumulative School Records	Fire Proof File Room	Executive Director of Instruction and Support Services
Cumulative School Records (Former Students)	Fire Proof File Room	Executive Director of Instruction and Support Services
Health Records	Fire Proof File Room	Executive Director of Instruction and Support Services
School Transportation Records	Fire Proof File Room	Executive Director of Instruction and Support Services

PROCEDURE TO INSPECT EDUCATION RECORDS

The parent of a student or an eligible student may inspect the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. See the schedule of fees for copies below.

Since a student's records may be maintained in several locations, the Executive Director of Instruction and Support Services will offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected at one site.

However, if a parent or eligible student wishes to inspect records where they are maintained, the Executive Director of Instruction and Support Services will make every effort to accommodate the wishes.

The parent or eligible student should submit to the Executive Director of Instruction and Support Services a written request which identifies, as precisely as possible, the record or records he or she wishes to inspect.

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY
ACT OF 1974, REGULATION (Cont.)**

The Executive Director of Instruction and Support Services (or other record custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged (copies, at the exact location, or records brought to a single site).

The Executive Director of Instruction and Support Services (or other record custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access.

If for any valid reason, such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the school district will arrange for the parent or eligible student to obtain copies of the record. See below for information regarding fees for copies of records.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.

FEES FOR COPIES OF RECORDS

The school district will not deny parents or eligible students any rights to copies of records because of the following published fees. Where the fee represents an unusual hardship, it may be waived in part, or in whole, by the record custodian. However, the district reserves the right to charge for copies, such as transcripts, it forwards to potential employers or to colleges and universities for employment or admission purposes. The school district may deny copies of records (except for those required by the FERPA) in the following situations:

1. The student has an unpaid financial obligation to the school.
2. There is an unresolved disciplinary action against the student which warrants the denial of copies.

The FERPA requires the school district to provide copies of records:

1. When the refusal to provide copies effectively denies access to the records by a parent or eligible student;
2. At the request of the parent or eligible students when the school district has provided the records to third parties by the prior consent of the parent or eligible student; or
3. At the request of the parent or eligible student when the school district has forwarded the records to another school where the student seeks or intends to enroll.

The fee for copies provided under the FERPA may not include the costs for search and retrieval. The fee will be from no cost to ten cents per page. (Actual copying cost, less hardship factor.)

The fee for all other copies, such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience, will be from ten cents to thirty-five cents per page (actual search, retrieval, and copying cost) plus postage, if incurred.

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY
ACT OF 1974, REGULATION (Cont.)**

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 will 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. 2. The student's class designation (i.e., first grade, tenth grade, etc.);
- ~~5.~~ 3. The student's extracurricular participation;
- ~~6.~~ 4. The student's achievement awards or honors;
- ~~7.~~ 5. The student's weight and height if a member of an athletic team;
- ~~8.~~ 6. The student's photograph; and
9. 7. The school or school district the student attended before the student enrolled in this school district.

Within the first three weeks of each school year, the school district will publish the above list, or a revised list, of items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

After the parent or eligible student has been notified, he or she will have two weeks to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about the student.

At the end of the two week period, each student's record will be appropriately marked by the record custodian to indicate the items the district will designate as directory information about the student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

USE OF STUDENT EDUCATION RECORDS

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The school district will use the following criteria to determine who are school officials. An official is:

1. A person duly elected to the school board;

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY
ACT OF 1974, REGULATION (Cont.)**

2. A person certified by the state and appointed by the school board to an administrative or supervisory position;
3. A person certified by the state and under contract to the school board as an instructor;
4. A person employed by the school board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of his or her performance as a substitute; or
5. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, the school board attorney or auditor, for the period of his or her performance as an employee or contractor.

School officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so. A "legitimate educational interest" is the person's need to know in order to:

1. Perform an administrative task required in the school employee's position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

The school district will only release information from, or permit access to, a student's education record with a parent's or eligible student's prior written consent except that the school superintendent, or a person designated in writing by the superintendent, may permit disclosure:

1. When a student seeks or intends to enroll in another school district or a post-secondary school (the district will not further notify the parent or eligible student prior to such a transfer of records; the parent or eligible student has a right to obtain copies of records transferred under this provision);
2. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the district;
3. The parties who provide or may provide financial aid to a student to:
 - A. Establish the student's eligibility for the aid,
 - B. Determine the amount of financial aid,
 - C. Establish the conditions for the receipt of the financial aid, or
 - D. Enforce the agreement between the provider and the receiver of financial aid;

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY
ACT OF 1974, REGULATION (Cont.)**

4. When the school district has entered into a written agreement or contract for an organization to conduct studies on the school district's behalf to develop tests, administer student aid, or improve instruction;
5. To accrediting organizations to carry out their accrediting functions;
6. To comply with a judicial order or lawfully issued subpoena (the district will make a reasonable effort to notify the student's parent or the eligible student before making a disclosure under this provision); or
7. If the disclosure is an item of directory information, and the student's parent or eligible student has not refused to allow the district to designate that item as directory information for the student.
8. In response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

The school district will permit any of its officials to make the needed disclosure from student education records in a health or safety emergency if:

1. He or she deems it is warranted by the seriousness of the threat to the health or safety of the student or other persons;
2. The information is necessary and needed to meet the emergency;
3. The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency; or
4. Time is an important and limiting factor in dealing with the emergency.

The school district officials may release information from a student's education record if the student's parent or the eligible student gives prior written consent for disclosure. The written consent must include at least:

1. A specification of the records to be released;
2. The reasons for the disclosure;
3. The person, organization, or the class or organizations to whom the disclosure is to be made;
4. The parent's or eligible student's signature; and
5. The date of the consent and, if appropriate, a date when the consent is to be terminated.

The student's parent or the eligible student may obtain a copy of any records disclosed under this provision.

The school district will not release information contained in a student's education records, except directory information, to any third parties except its own officials, unless those parties agree that the information will not be redisclosed without the parent's or eligible student's prior written consent.

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY
ACT OF 1974, REGULATION (Cont.)**

RECORDS OF REQUESTS FOR ACCESS AND DISCLOSURES MADE
FROM EDUCATION RECORDS

The school district will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of information it discloses and access it permits with some exceptions listed below. This record will be kept with, but will not be a part of, the student's cumulative school records. It will be available only to the record custodian, the eligible student, the parent of the student, or to federal, state, and local officials for the purpose of auditing or enforcing federally supported educational programs.

The record will include at least:

1. The name of the person or agency that made the request;
2. The interest the person or agency had in the information;
3. The date the person or agency made the request; and
4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made.

The district will maintain this record as long as it maintains the student's education record.

1. The record will not include requests for access or access granted to the parent of the student or to an eligible student;
2. Request for access granted to officials of the school district who have a legitimate educational interest in the student;
3. Requests for, or disclosures of, information contained in the student's education record if the request is accompanied by the prior written consent of a parent of the student or the eligible student or if the disclosure is authorized by such prior consent;
4. Requests for, or disclosure of, directory information designated for that student; or for
5. Requests for, or disclosure of, information contained in the student's education record if the request is in response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

PROCEDURES TO SEEK TO CORRECT EDUCATION RECORDS

The parent of a student or an eligible student has a right to seek to change any part of the student's record believed to be inaccurate, misleading, or in violation of student rights. (NOTE: under the FERPA, the district may decline to consider a request to change the grade a teacher assigns for a course.)

For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is inaccurate, misleading, or in violation of student rights. The term "correct" will be used to describe a record that is accurate, not misleading, and not in violation of student rights. Also, in this section, the term "requester" will be used to describe the parent of a student or the eligible student who is asking the school district to correct a record.

To establish an orderly process to review and correct an education record for a requester, the district may make a decision to comply with the request for change at several levels in the procedure.

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY
ACT OF 1974, REGULATION (Cont.)**

First Level Decision

When a parent of a student or an eligible student finds an item in the student's education record which he or she believes is inaccurate, misleading, or in violation of student rights, he or she should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.

If the record custodian cannot change the record to the requester's satisfaction, or if the record does not appear to be obviously incorrect, the record custodian will:

1. Provide the requester a copy of the questioned record at no cost;
2. Ask the requester to initiate a written request for the change; and
3. Follow the procedure for a second level decision.

Second Level Decision

The written request to correct a student's education record through the procedure at this level should specify the correction the requester wishes the district to make. It should at least identify the item the requester believes is incorrect and state whether he or she believes the item:

1. Is inaccurate and why;
2. Is misleading and why; and/or
3. Violates student rights and why.

The request will be dated and signed by the requester.

Within two weeks after the record custodian receives a written request, he or she will: study the request, discuss it with other school officials (the person who made the record or those who may have a professional concern about the district's response to the request), make a decision to comply or decline to comply with the request, and complete the appropriate steps to notify the requester or move the request to the next level for a decision.

If, as a result of this review and discussion, the record custodian decides the record should be corrected, he or she will effect the change and notify the requester in writing that the change has been made. Each such notice will include an invitation for the requester to inspect and review the student's education record to make certain the record is in order and the correction is satisfactory.

If the record custodian decides the record is correct, he or she will make a written summary of any discussions with other officials and of the findings in the matter. The record custodian will transmit this summary and a copy of the written request to the school superintendent.

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY
ACT OF 1974, REGULATION (Cont.)**

Third Level Decision

The school superintendent will review the material provided by the record custodian and, if necessary, discuss the matter with other officials such as the school attorney, or the school board (in executive session). The superintendent will then make a decision concerning the request and complete the steps at this decision level. Ordinarily, this level of the procedure should be completed within two weeks. If it takes longer, the superintendent will notify the requester, in writing, of the reasons for the delay and a date when the decision will be made.

If the superintendent decides the record is incorrect and should be changed, he or she will advise the record custodian to make the changes. The record custodian will advise the requester of the change as at the second level.

If the superintendent decides the record is correct, he or she will prepare a letter to the requester which will include:

1. The school district's decision that the record is correct and the basis for the decision;
2. A notice to the requester that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that the district will grant such a hearing;
3. Instructions for the requester to contact the superintendent, or an official he or she designates, to discuss acceptable hearing officers, convenient times, and a satisfactory site for the hearing (the district will not be bound by the requester's positions on these items, but will, so far as possible, arrange the hearing as the requester wishes); and
4. Advise that the request may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.

Fourth Level Decision

After the requester has submitted (orally, or in writing) his or her wishes concerning the hearing officer and the time and place for the hearing, the superintendent will, within a week, notify the requester when and where the district will hold the hearing and who it has designated as the hearing officer.

At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect as shown in the requester's written request for a change in the record (second level).

Within a week after the hearing, the hearing officer will submit to the school superintendent a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit his or her recommendation, based solely on the evidence presented at the hearing, that the record should be changed or remain unchanged.

The school superintendent will prepare the district's decision within two weeks of the hearing. The decision will be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. However, the district's decision will be based solely on the evidence presented at the hearing. Therefore, the superintendent may overrule the hearing officer if the superintendent believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the district's decision, the superintendent will take one of the following actions:

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY
ACT OF 1974, REGULATION (Cont.)**

1. If the decision is that the district will change the record, the superintendent will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as at the second level decision.
2. If the decision is that the district will not change the record, the superintendent will prepare a written notice to the requester which will include:
 - A. The school district's decision that the record is correct and will not be changed;
 - B. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the district's decision; and
 - C. Advice to the requester that he or she may place in the student's education record an explanatory statement which gives the reasons he or she disagrees with the school district's decision and/or the reasons he or she believes the record is incorrect.

PROFESSIONAL CONDUCT BY STAFF

The Board of Education counts on staff to adhere at all times to recognized standards of professional conduct. Teachers, administrators, and support employees are role models and must exemplify ethical behavior in their relationships with students, patrons, and other staff members. The board expects staff to be mindful that they are professionals and their conduct, particularly in relation to students, patrons, and other staff, must be consistent with professional standards. Staff members must never engage in conduct which detracts from a safe, positive or appropriate learning environment.

The Board of Education believes that all staff members have a responsibility and professional obligation to be familiar with and abide by the laws of Oklahoma, the policies of the board, and the administrative regulations designed to implement them – as they affect the employee’s job and commitments to students and others.

The *OSDE Standards of Performance and Conduct* set forth standards for the professional conduct of teachers. The board, like the State Department of Education, requires teachers in the school system to adhere to this code. It expects its administrators also to adhere to requirements for administrators. In addition, the board approves specific ethical standards that should guide the conduct of all staff members.

Specific Responsibilities. Essential to the success of ongoing Pioneer Technology Center (“PTC”) operations and the instructional programs are the following responsibilities, required of all personnel:

1. Support and enforcement of policies of the board and regulations of PTC’s administration in regard to students.
2. Concern and attention toward their own and the district’s legal responsibilities for the safety and welfare of students, including the need to assure that students are reasonably supervised within the constraints presented.
3. Avoidance of exploitation of relationships with students, other staff members, or district patrons.
4. Consistency and promptness in attendance at work.
5. Diligence in submitting required reports promptly at the times specified.
6. Care and protection of PTC property.

Staff – Student Relationships. Exploitation of staff-student relationships is inconsistent with obligations owed to students. Commercial and business dealings between students and staff members are not prohibited. Staff members must not engage in any activity which would create a conflict of interest or the appearance of a conflict of interest or may exploit relationships between staff or between staff and students. Staff members may not use student property for personal use or benefit. Staff members who suspect or recognize an inappropriate relationship between a student or staff member or who observe inappropriate conduct toward or contact with a student are required to report this in writing to their supervisor, the Superintendent, or other PTC official.

Exploitation of a Student. Exploitation of a student may result from an improper personal relationship encouraged by a teacher, administrator, support employee, or other staff member. Staff members should be aware that gestures and physical conduct, even though innocent and properly motivated, may be misinterpreted by students or parents. Therefore, teachers, administrators, and support employees must avoid any conduct that might be characterized as evidencing an improper or unprofessional personal attachment toward a student. Sexual or romantic involvement with

PROFESSIONAL CONDUCT BY STAFF (Cont.)

a student and sexual or other harassment by any employee, regardless of the student's age or the student's placement in or out of the teacher's class, is prohibited. Any sexual affiliation between staff members and students under the age of 20 constitutes a crime under Oklahoma law and will be reported to law enforcement.* School officials will seek criminal investigation and prosecution of any employee suspected of engaging in child exploitation.

Standards of Behavior. Staff is expected, in their capacity as role models, to establish an example of acceptable behavior for students. Teachers, administrators, support employees, and other staff members must refrain from the use of vulgar or obscene language and conduct in the presence of students. Similarly, discussion with students of issues personal to the staff member, such as divorce, sexual issues, or similar highly personal subjects, is inappropriate. The use of alcohol by any staff member in the presence of students is prohibited. Likewise, the use of illegal or illicit drugs by employees, in or outside the presence of students, is prohibited and grounds for disciplinary action, including dismissal.

Staff members are required to limit communication with students via computers or wireless telecommunication devices to matters concerning the student's education or extra-curricular activities for which the staff member has assigned responsibility. Even when communication is related to school related matters, employees should avoid frequent messaging – particularly when messaging is to single student. Wireless communication devices include, but are not limited to, cellular telephones, pagers, personal digital assistants, camera technology and phones with audio record capabilities. The term "cell phone" includes but is not limited to cellular phones, mobile phones, VOIP, smart phones and internet phones. 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. Any staff member who does so in violation of this policy – acts outside the scope of his or her employment. No staff member may establish an internet site for the purpose of communicating with students regarding school matters without the express written permission of the Superintendent or other designated school official. Communication venues established by the technology center for the purpose of marketing or which serve a clearly defined and approved education function are not restricted or prohibited by this policy.

Employees who engage in job-related communications with students are required to publish to students guidelines for communicating with students that the instructor or sponsor will follow. In instances where a student's communications are inappropriate or personal and outside permissible school boundaries (with the instructor, sponsor or those in similar relationship to the student) the employee has the responsibility to stop the inappropriate communication, report the communication to his or her supervisor and take prompt action to re-direct the student's communication.

All employees and board members are strictly prohibited from engaging in any form of sexual or other harassment of any student, employee, applicant for employment, vendor representative or patron of PTC. Staff members are expected to refrain from comments or statements, even in jest, reflecting adversely on any person or group with reference to race, religion, sex, national origin, sexual orientation, or handicapping conditions. Racial, ethnic, or sexual slurs in the presence of students or during work or work related activities or programs constitute unprofessional conduct.

Staff members shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law, shall not knowingly make false or malicious statements about a colleague, and shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decision or actions.

Exploitation by Supervisors of Subordinate Employees. The exploitation by supervisors of subordinate employees is improper and prohibited. In particular, any employee who supervises, directs, evaluates or makes any employment recommendations with regard to any other employee (i.e. acts as a supervisor) is prohibited from engaging in any

romantic, sexual or other similar type of personal relationship with any employee who is or may be subordinate to the supervisor.

PROFESSIONAL CONDUCT BY STAFF (Cont.)

Fiscal Management. It is imperative that sound fiscal management procedures be followed by staff to ensure maximum benefit for each dollar expended. Accordingly, misuse of district property and/or funds constitutes unacceptable behavior. Employees must adhere to accepted procedures of sound accounting, reporting, business and purchasing practices.

Every employee of PTC has the duty to abide by this professional conduct policy in all respects. Failure to do so may lead to disciplinary action including dismissal or non-renewal from employment, referral to law enforcement authorities for prosecution, or other action appropriate to the nature, gravity, and effect of the relationship on students, other staff member, or school operations.

Reference: * 21 O.S. § 1111 (OSCN 2019)

**FUND RAISING ACTIVITIES
STUDENTS**

It is the policy of the Pioneer Technology Center Board of Education that fund raising activities by students, as representatives of the school, will be permitted on or off school premises only when connected with specific school activities approved by the board of education. District-wide fund raising activities by students may be conducted only with the consent of the board of education. Requests for fund raising activities are approved by the board on an annual basis. If a requested fund-raiser is not on the approved list, it must first be presented to the appropriate administrator, who will approve the activity and place it on the agenda for the next regular board of education meeting.

All fund raising activities are to be approved in advance by the appropriate administrator supervising the program. No solicitation of funds from students or teachers for any purpose shall be made without the prior approval of the appropriate administrator or the superintendent. Each request for a fund raising activity must meet the following guidelines:

1. Identify the purpose of the funds and the amount needed for the project.
2. Identify the method/activity to be used and the time needed.
3. Plans for use of excess funds or alternative project if goal is not reached.
4. Accountability of funds raised.

Proceeds from all fund raising activities shall be deposited in the student activity fund.

All fund raising activities are subject to the condition that any income or revenue cannot be derived from the sale of property, supplies, products, or other assets belonging to the school district. Approved individual class fund-raising projects may include the following:

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)

Pick-A-Date Calendar Drive

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

FUND RAISING ACTIVITIES, STUDENTS (Cont.)

Expenditure of funds raised may be for any of the following purposes:

- Community service projects
- Conference and competitive registration fees
- Expenses (including supplies and materials) for district, state, and national competition
- Student organizational dues
- Prizes, awards and supplies for student activities
- Program area related apparel
- Other purposes approved in advance by the appropriate administrator

**REFERENCE: 70 O.S. §5-122, §5-129, §5-135
Board Minutes dated July 19, 1994**

EDUCATIONAL ASSISTANCE PLAN / TUITION REIMBURSEMENT

In order to encourage growth and self-development, Pioneer Technology Center provides financial assistance to employees by reimbursement of approved educational courses taken at accredited institutions. All full-time employees on the payroll at the time of course enrollment are eligible to apply for educational assistance reimbursement. New employees are eligible as of the date of hire.

To be approved, requested courses must be deemed as related to the employee's current or future job duties at Pioneer Technology Center. In order to qualify for reimbursement, the following conditions must be met:

- 1) the course(s) must be documented as a part of a formal plan of study;
- 2) the course(s) must be pre-approved by the individual's supervisor/director and the Superintendent/CEO;
- 3) the individual must provide evidence of having earned a grade of "C" or better in the course;
- 4) the individual must be a current employee of Pioneer Technology Center.

All applicants will be expected to apply for any available grants or other scholarships. Should the recipient be awarded funding from any other source, other than student loans, for taking the courses, the recipient is expected to share that information with his/her supervisor/director. The amount reimbursed by Pioneer Tech would then be less the amount awarded by other entities.

Pioneer Technology Center's Educational Assistance Plan will provide reimbursement of up to \$2,500 **\$3,000** per year per full-time employee. The annual maximum education assistance amount paid by PTC to all eligible employees is \$50,000 per fiscal year. Reimbursement requests will be reviewed/approved on a first come first serve basis.

Reimbursement may be requested for tuition (at a rate not to exceed in-state tuition costs at an Oklahoma public college/university), mandated course fees, and required books or consumable supplies. Receipts must accompany all reimbursement requests. Employees who choose not to participate in this program are not allowed additional compensation in lieu of participation.

Employees completing training or educational programs within or outside the scope of this policy are not automatically or necessarily subject to any career advancement, salary increase, or promotion at PTC.

Pioneer Tech reserves the right to modify, amend, discontinue, or terminate without prejudice, in whole, or in part, any or all of the provisions of the Educational Assistance Policy at any time without notice.

REFERENCE: Form DM-F1 – Educational Assistance – Tuition Reimbursement Application

STUDENT ATTENDANCE

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
6. Documented participation in up to (5) 4-H activities each school year
7. Documented speech therapy, occupational therapy, or any other service related to the child's Individualized Education Program (IEP)

It is the responsibility of the parent/guardian or adult student to notify the school if a student is to be absent for enumerated items 1-5 in a reasonable amount of time. ~~one of the above reasons. Documentation must be provided before the absence can be excused.~~

Enumerated items 6-7 are statutorily excused absences which will require notification to the school district prior to the absence, and documentation from the 4-H educator or service provider after the absence to identify the absence as excused.

Students will be given the opportunity to make up any schoolwork missed while they are participating in activities or programs sponsored by 4-H. Grades cannot be adversely affected for lack of attendance or participation due to their participation in activities or programs sponsored by 4-H so long as the district was notified prior to the absence and the appropriate documentation was provided by the 4-H educator after the absence which substantiates the student's attendance at the 4-H event or activity.

Students will not be provided an excused 4-H absence if the student has been disciplined or suspended by the school district and a condition of the punishment would preclude the student from participation in any school field trips or extracurricular activities.

The district will not require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any work that has been missed due to any excused absence.

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.

A student will not be considered absent from school if:

1. Online 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; ~~or~~
4. ~~They are required to quarantine/isolate due to COVID-19 and/or care for an immediate family member who is required to quarantine/isolate due to COVID-19.~~

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.

* **REFERENCE: 38 O.S. §37**
70 O.S. § 10-105
70 O.S. § 3-145.8
70 O.S. § 11-101.3

**EMPLOYEE YEARLY CRIMINAL RECORD
QUESTIONNAIRE REQUIREMENT**

Student and staff safety is of paramount concern to the Pioneer Technology Center Board of Education. Employees who have committed criminal offenses could be a threat to the safety of students and staff. The Board of Education commits itself to make the best possible effort to maintain a workplace safe for all students and employees.

On an annual basis, all School District employees who are employed on September 1 of each year are required to truthfully answer the following questions:

HAVE YOU WITHIN THE PAST 365 DAYS	YES	NO
Entered a plea of guilty or nolo contendere to a state (any state) or federal felony charge? (This question includes criminal cases involving a “deferred sentence,” “deferred judgment” and any “expunge of the records.”)	_____	_____
Been convicted of a state (any state) or federal felony offense?	_____	_____
Been charged with a state (any state) or federal felony offense which was reduced to a misdemeanor offense to which you entered a plea of guilty or nolo contendere? (This question includes criminal cases involving a “deferred sentence,” “deferred judgment” and any “expunge of the records.”)	_____	_____
Entered a plea of guilty or nolo contendere to, or been convicted of, a state (any state) or federal misdemeanor charge involving illegal chemical substances or illegal sexual activity? (This question includes criminal cases involving a “deferred sentence,” “deferred judgment” and any “expunge of the records.”)	_____	_____
Entered into a deferred prosecution agreement with a state (any state) or federal prosecutor?	_____	_____

All questionnaire forms must annually be returned to the office of Superintendent of Schools by September 15 of each school year.

Refusal by the employee to sign and return the required form or giving false information or misinformation on the required questionnaire form will constitute insubordination and willful neglect of duty and may be the basis for disciplinary action, including termination of employment.

It is the duty of every School District employee, within ten (10) days of any of the following occurrences, to notify, in writing, the Superintendent of Schools:

**EMPLOYEE YEARLY CRIMINAL RECORD QUESTIONNAIRE REQUIREMENT
(Cont.)**

- a. if the employee enters a plea of guilty or nolo contendere to a state (any state) or federal felony charge? (this includes criminal cases involving a “deferred sentence,” “deferred judgment” and any “expunge of the records.”);
- b. if the employee is convicted of a state (any state) or federal felony offense;
- c. if the employee enters a plea of guilty or nolo contendere to a misdemeanor offense that originally was a state (any state) or federal felony charge (this includes criminal cases involving a “deferred sentence,” “deferred judgment” and any “expunge of the records.”);
- d. if the employee enters a plea of guilty or nolo contendere or has been convicted of, a state (any state) or federal misdemeanor charge involving illegal chemical substances or illegal sexual activity (this includes criminal cases involving a “deferred sentence,” “deferred judgment” and any “expunge of the records.”);
- e. if the employee enters into a deferred prosecution agreement with a state (any state) or federal prosecutor.

Failure to provide the referenced information, in writing, to the superintendent of schools within the ten (10 day period may result in termination for insubordination and willful neglect of duty.

- **See Policy Forms folder for DABC, Employee Yearly Criminal Record Questionnaire**

**RECORDS INVESTIGATION
AUTHORIZATION AND RELEASE**

This authorization and release is executed under penalty of perjury on the ____ day of _____, ____ by _____, employee ("Employee") with the Pioneer Technology Center School District No. 13, Kay County, Oklahoma.

Employee understands that the School Districts' receipt of a clear state or national criminal history record search of his/her name and fingerprints is a condition of employment with the School District. Because employee desires employment with the School District, the employee authorizes the School District to request and obtain the results of an Oklahoma or national criminal history record search of employee's name and fingerprints. Employee hereby releases employee's national criminal history record search results to the School District. Employee also releases the School District of any and all liability relating to its request for, receipt, and use of the search results.

Employee acknowledges that employee has been furnished and understands all of the requirements of the School District's national criminal history record search policy and agrees to be bound by all of its terms and conditions.

Employee also agrees to truthfully answer the following questions:

Have you ever:

- | | Yes | No |
|--|-----|-----|
| 1. Entered a plea of guilty or nolo contendere to a state or federal felony charge? | ___ | ___ |
| 2. Been convicted of a state or federal felony offense? | ___ | ___ |
| 3. Been charged with a state or federal felony offense which was reduced to a misdemeanor offense to which you entered a plea of guilty or nolo contendere? | ___ | ___ |
| 4. Entered a plea of guilty or nolo contendere to, or been convicted of, a state or federal misdemeanor charge involving illegal chemical substances or illegal sexual activity? | ___ | ___ |

Employee understands that if employee is hired by the School District prior to receipt of the results of the national criminal history record search, employee will be classified as a temporary employee until notified otherwise by the School District. Furthermore, employee understands that if the felony record search reveals a prior felony offense conviction or if employee provides a false response to one or more of the above questions, the employee will be denied employment. If employment begins prior to receipt of the search results that reveal a prior felony, then employee is deemed to have resigned employee's temporary employment with the School District, effective upon acceptance by the Superintendent. The Superintendent may accept employee's resignation at any time within 30 days after the date the School District was notified of either the unsatisfactory search results or the false response, whichever is later. Employee waives his/her right to any and all due process procedures to which employee might otherwise be entitled under federal and state law and the School Districts' policies and procedures.

Employee Signature



STUDENT

Handbook

2024-2025



PIONEER TECHNOLOGY CENTER

2024 – 2025 SCHOOL CALENDAR

August 8, 2024	Back to School Event
August 13, 2024	First Day of School
September 2, 2024	Labor Day Holiday (Campus Closed)
September 16, 2024	Professional Day – No Classes
October 8, 2024	Evening Parent/Teacher Conferences
October 10, 2024	Parent/Teacher Conference Day – No Classes
October 11 & 14, 2024, Friday & Monday	Student Fall Break – No Classes
November 25-29, 2024, Monday - Friday	Thanksgiving Holiday (Campus Closed)
December 19, 2024	End Second Grading Period/End First Semester
December 20, 2024 thru Jan. 3, 2025	Winter Break – No Classes
January 6, 2025	First Day Third Grading Period/Second Semester
January 20, 2025	Martin Luther King Jr. Day Holiday (Campus Closed)
February 14, 2025	Parent/Teacher Conference Day – No Classes
February 17, 2025	Presidents' Day Holiday (Campus Closed)
March 14, 2025	End Third Grading Period
March 17 – 21, 2025, Monday - Friday	Spring Break – No Classes
April 18, 2025	Good Friday Holiday (Campus Closed)
May 22, 2025	Last Day of School /End Fourth Grading Period/Second Semester

Inclement weather make-up days: April 18, May 23,27,28,29,30

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

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Ponca City, Oklahoma

JD Soulek
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Nardin, Oklahoma

Gay Norris
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Superintendent/CEO

Molly Kyler
Executive Director, BIS

Kendra Knight
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

Oklahoma Department of Education

National Association for the Education of Young Children

OK Board of Cosmetology & Barbering

National Automotive Technicians Education Foundation

Project Lead the Way

Southern Region Education Board (Technology Centers That Work)

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 Wendy Burg, Wendyb@pioneertech.edu (580) 718-4308 or Kellie Johnson, Kelliej@pioneertech.edu (580) 718-4224, Compliance Officers/Title IX Coordinators, or Lori Evans, CarolL@pioneertech.edu (580) 718-4298, 504/ADA Coordinator.

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PIONEER TECHNOLOGY CENTER BUSINESS & INDUSTRY SERVICES STAFF

Adult Training & Development Coordinator	Markesha Duggan
Adult Training & Development Registrar	Marcie Close
Adult Training & Development Secretary	Dolor Assidio
Adult Training & Development Health Programs Facilitator	Staci DeNoya
Apprenticeship Training Coordinator	Ian Freeman
BIS Administrative Assistant/Registrar	Gail Boswell
BIS Program Developer/Coordinator.....	Heather Smith
Bid Assistance Coordinator	Dawn Brakey
Business Solutions Coordinator.....	Brook Lindsay
BIS Coordinator	Sylvia Urioste
Entrepreneurial Services Coordinator.....	Ben Evans
Industrial Coordinator	Johnny Thornburgh
Innovation and Incubator Manager.....	Janet Schwabe
Leadership Development Coordinator.....	Jenn Miller
Safety Instructor.....	Kyle Batson
Safety Instructor	Braden Fields
Safety Registrar	Shelly Houston
Safety Coordinator/Instructor.....	Carl Storm

FACULTY

Academic Lab Instructor	John Munger
Adult Basic Education Coordinator/Instructor	Jennifer Wehrenberg
Automotive Service Technology Instructor	Brett Haas
Basic Peace Officer Certification Coordinator	Tucker Hodgson
Biomedical Sciences Instructor	Cara Bodick
Construction Technology Instructor	Cody Tabor
Cosmetology Instructor	Kayla Randol
Criminal Justice Instructor	Tom Burg
Culinary Arts Instructor	Brenda Pollak
Firefighter/EMT Instructor	Gary Vap
Health Careers Certification Instructor	Mary Bathurst
Information Technology Instructor	Zac Ladner
Mechatronics Instructor	Chuck Rector
Medical Services Instructor	Rebekah Koch
Practical Nursing Coordinator	Michelle Tripp
Practical Nursing Instructor	Tessa Cramer
Practical Nursing Instructor	Shonda Garrison
Practical Nursing Instructor	Alisa McCleary
Practical Nursing Instructor	Robbin Seymour
Practical Nursing (Select) Instructor	Ashley Eddinger
Precision Machining Instructor	Morgan Lesemann
SHARE Instructor/Coordinator	Karl Lynes
Teacher Preparation Instructor	Vicki Braden
Visual Communications Instructor	Troy Buller
Welding Technology Instructor	TBD

STUDENT SERVICES STAFF

Counselor/Student Services Coordinator	Lori Evans
Career and Guidance Counselor	Jayne Evans
Career Development Facilitator	Cortney Horne
Disability Services Facilitator	Carol Lynes
Administrative Assistant	Karen Ware
Career Center Specialist	TBD
Career Center Specialist	Lacey Smith
Testing Specialist	Laura Fields

PIONEER TECHNOLOGY CENTER STAFF

Assistant Financial Officer/Activity Fund Custodian	Erin Mercer
Assistant Plant/Facilities Manager	Jason Kubik
Bursar/Activity Fund Clerk	Carol Cales
Bus Driver/Custodian	John Maupin
Bus Driver/Custodian	Connie Steele
Bus Driver/Custodian/Fleet Maintenance	Random Massey
Bus Driver/Custodian/Inventory	Debbie Johnstone
Bus Driver/Maintenance	Keith Burge
Bus Driver/Maintenance Technician	Jeff Robbins
Communications & Marketing Coordinator	Terri Busch

Culinary Services Coordinator	Mandy Farmer
Culinary Services Cook.....	Dwayne Bass
Culinary Services Cook.....	Nolan Overman
Custodian (Evening).....	Michael Assidio
Custodian (Evening).....	Jim Kelly
Custodian (Evening).....	Darlene Anderson
Custodian (Evening).....	Lori Copeland
Children’s Lab and Preschool Coordinator	Kylia Carlson
Children’s Lab and Preschool Kitchen Assistant/ Teaching Assistant	Cheyenne Herring
Children’s Lab and Preschool Teacher	Kaitlynn Clark
Children’s Lab and Preschool Teacher	Courtney Getman
Children’s Lab and Preschool Teacher	Jessica LaBlue
Children’s Lab and Preschool Teacher	Lindsey McGee
Financial Aid Officer	Lisa Jackson
Full-Time Programs Registrar	Holly Farmer
Graphic Design/Marketing Specialist.....	Angela Ogden
Grounds/Maintenance (Part-Time)	Dale Evans
Human Resources Manager/Administrative Assistant/Co-Compliance Officer.....	Kellie Johnson
Network Administrator	Kevin Bell
Network Administrator	Scott Overman
New Beginning Training Navigator/Co-Compliance Officer	Wendy Burg
New Beginning Employment Specialist	Katie Holman
Payroll Clerk /Administrative Assistant	Amanda Perez-Vargas
Plant/Facilities Manager.....	Michael Orr
Receptionist.....	Katy Mayer
Teaching Assistant—Health Programs.....	Kindal Eller
Teaching Assistant—Cosmetology.....	Kari Officer
Teaching Assistant—Information Tech/Visual Communications/Teacher Prep	Heather Underwood
Teaching Assistant—Practical Nursing.....	LaRhonda Rudd
Teaching Assistant—SHARE	Celestine Hardiman
Teaching Assistant—Trade & Industry.....	Tyler Evans
Teaching Assistant—Trade & Industry.....	Phylisha Kimbrel
Teaching Assistant—Trade & Industry.....	Melinda Phillips
Work Ready Ponca City Coordinator	Dondi Rowe
Work Ready Ponca City Manager	Cena O’Driscoll
Work Ready Ponca City Employment and Job Specialist.....	Fae Rabb
Work Ready Ponca City Administrative Assistant.....	Hannah Patrick

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 and safety 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 ~~she~~ **the student** 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~~ **may** enroll half-time in a PTC Career Major and the other half day in ~~ABE/HSE~~ **Adult Education Family Literacy (AEFL)**. 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.

(Regardless of the high school attending, resident status is determined by the student’s parent/guardian home address, and/or property ownership within the PTC District boundary.)

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 EDUCATION AND FAMILY LITERACY (AEFL)

Pioneer Technology Center sponsors ~~ABE/HSE~~ **AEFL** classes. Classes are held Monday-Thursday. There is no initial cost for the program and individuals may enroll by contacting the PTC ~~ABE/HSE~~ **AEFL** Coordinator at (580) 718-4264. 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 Testing Specialist at (580) 718-4279.

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 a 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/PRACTICAL NURSING SELECT 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.

Programs with Clinical Rotations (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, **but not limited to**, the health **related** programs (PN, **PN Select**, MS, HCC, **FF/EMT**) ~~and Firefighter/EMT~~ will be released or be unable to complete the program 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/**program** 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 **2024-2025 at \$19,388** (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 (**available on PTC's website**). 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~~ **30.00** (nonrefundable) student activity fee is required of all enrolling students. This activity fee is applied toward student activity costs. ~~Beginning the 2024-2025 school year the fee will increase to \$30.00.~~

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 <https://studentaid.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 the FAFSA application is available possible after October 1st**.

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 technology centers.

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. 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.

<https://oklahoma.gov/careertech/about/foundation/scholarships.html>

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 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. These waivers are available, on a limited basis, to qualified high school graduates within the PTC district.

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. Have a high school diploma, HSE, or home school affidavit;
9. Is not simultaneously enrolled in an elementary or secondary school;
10. Certify, by signing a statement of Educational Purpose, that s/he will use federal student financial aid only to pay for educational costs;
11. 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 ($1050 \times 150\% = 1575$). 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 AEFL and SHARE programs.
 - a. Is classified as an adult or a high school senior.
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.

GRADUATION CEREMONY ATTIRE

Students may wear tribal regalia during graduation ceremonies. Tribal regalia will include traditional garments, jewelry, other adornments such as an eagle feather, an eagle plume, a beaded cap, a stole or similar objects of culture and religious significance worn by members of a federally recognized Indian tribe or the tribe of another country. Tribal regalia does not include any firearm or other weapon. Tribal regalia does not include any object that is otherwise prohibited by federal law, except in compliance with an appropriate federal permit.

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 80% or better in the represented career major;
5. Student must complete the "Certification/Licensing Exam Reimbursement Application" and submit it no later than the last day of attendance or by June 15, whichever comes first.
6. Student must submit the original receipt within 45 calendar days of the application approval date.

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.

eSports

eSports is a growing industry where skilled gamers compete at the highest levels, both in-person and digital. Similar to traditional sports, skilled players join teams, organizations and leagues. All secondary PTC students are offered the opportunity to try-out to become a PTC Manticore.

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.

APPRENTICESHIPS

Qualifying students may be provided with the opportunity to participate in apprenticeships. This opportunity bridges the education-industry gap by enabling students to gain practical work experience. PTC aims to produce a workforce that is both knowledgeable and skilled at applying their knowledge in real-world settings. For more information contact PTC's Apprenticeship Training Coordinator, Ian Freeman, IanF@pioneertech.edu.

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 an automated message. 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

STUDENT ATTENDANCE

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
6. Documented participation in up to (5) 4-H activities each school year

7. Documented speech therapy, occupational therapy, or any other service related to the child's Individualized Education Program (IEP)

It is the responsibility of the parent/guardian or adult student to notify the school if a student is to be absent for enumerated items 1-5 in a reasonable amount of time, one of the above reasons. Documentation must be provided before the absence can be excused.

Enumerated items 6-7 are statutorily excused absences which will require notification to the school district prior to the absence, and documentation from the 4-H educator or service provider after the absence to identify the absence as excused.

Students will be given the opportunity to make up any schoolwork missed while they are participating in activities or programs sponsored by 4-H. Grades cannot be adversely affected for lack of attendance or participation due to their participation in activities or programs sponsored by 4-H so long as the district was notified prior to the absence and the appropriate documentation was provided by the 4-H educator after the absence which substantiates the student's attendance at the 4-H event or activity.

Students will not be provided an excused 4-H absence if the student has been disciplined or suspended by the school district and a condition of the punishment would preclude the student from participation in any school field trips or extracurricular activities.

The district will not require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any work that has been missed due to any excused absence.

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.

A student will not be considered absent from school if:

1. Online 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; ~~or~~
4. ~~They are required to quarantine/isolate due to COVID-19 and/or care for an immediate family member who is required to quarantine/isolate due to COVID-19.~~

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.

* **REFERENCE: 38 O.S. §37**

70 O.S. § 10-105

70 O.S. § 3-145.8

70 O.S. § 11-101.3

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, **extenuating circumstances may be considered by the Instructional Director.** ~~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.

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 **under the age of majority** 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.

STAFF MEMBERS AND ELECTRONIC OR DIGITAL COMMUNICATIONS

The board of education shall designate school-approved electronic or digital communications platforms.

School personnel engaging in electronic or digital communication with an individual high school student shall include the student's parent or guardian in any electronic or digital communication, unless such communication is on a school- approved platform and related to school and academic communications. The only exception to this requirement may be made in case of an emergency, subject to subsequent notification to the parent or guardian. School employees shall make reasonable efforts to use school-approved platforms, systems, or applications that allow automatic inclusion of parents or guardians in communications with students.

School employees reported to have engaged in electronic or digital communications that would violate this policy and state law shall be placed on administrative leave while the school district investigates the incident. If the investigation finds that no misconduct occurred, the school employee shall be reinstated, and the incident noted in the personnel file.

Designated Electronic or Digital Communication's Platforms

- PTC Google Email, PTC Google Classroom, PTC Canvas Learning Management System, PTC Apptegy - Thrillshare Rooms, PTC Social Media Accounts and Messaging (Facebook, Instagram, X - Twitter, Snapchat, TikTok - Through PTC Official Accounts, Remind, Discord Group Chat, Frame.io, Class Dojo, GroupMe, ClassTag, Brightwheel, Band, DaySmart

APPROPRIATE SCHOOL ATTIRE

Appropriate attire (dress) and grooming are based upon business and industry expectations. (Inappropriate attire includes, but is not limited to: mesh tops, 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.*)

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. Wendy Burg, New Beginning Coordinator **Training Navigator** and Kellie Johnson, HR Manager/Administrative Assistant 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 are 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 Wendy Burg, WendyB@pioneertech.edu (580) 718-4308 or Kellie Johnson, Kelliej@pioneertech.edu (580) 718-4224, Compliance Officers/Title IX Coordinators, or [Carol Lynes](mailto:CarolL@pioneertech.edu) CarolL@pioneertech.edu (580) 718-4298, 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

Wendy Burg
2101 N. Ash Street
Ponca City, OK 74601
(580) 718-4308
WendyB@pioneertech.edu

Kellie Johnson
2101 N. Ash Street
Ponca City, OK 74601
(580) 718-4224
Kelliej@pioneertech.edu

504/ADA COORDINATOR

[Carol Lynes](mailto:CarolL@pioneertech.edu), Disability Services Facilitator
2101 N. Ash Street
Ponca City, OK 74601
(580) 718-4298
CarolL@pioneertech.edu

ACCESSIBLE FACILITIES

Pioneer Technology Center is situated on 49 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.

MOMENT OF SILENCE

The Oklahoma Legislature has directed that the board of education of each school district shall ensure that the public schools within the district shall observe approximately one minute of silence each day.

It shall be the policy of Pioneer Technology Center's Board of Education that no sectarian or religious doctrine shall be taught or inculcated into the curriculum or activities of the school. However, those students who wish to do so may participate in voluntary prayer so long as it is during noninstructional time and does not interfere with the rights of other students.

The moment of silence shall be for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices. All instructors shall be made aware that it is the student's decision as to how to utilize the moment of silence, provided that the student's choice does not interfere with, distract, or impede other students in the exercise of their individual choices. Instructors shall neither encourage students to use nor discourage students from using the moment of silence for any particular purpose. All school personnel are to afford these options to all students, who will individually make the selection as to which of these behaviors they will engage in during the moment of silence.

USE OF MULTIPLE OCCUPANCY RESTROOMS

Pursuant to SB615 (2022), each multiple occupancy restroom and changing area located in public schools or CareerTech Center shall be designated as either for the exclusive use of the male sex or for the exclusive use of the female sex. "Sex," for the purposes of this policy is defined as the physical condition of being male or female based on genetics and physiology, as identified on the individual's original birth certificate.

Multiple occupancy restroom or changing area is defined as an area in a school building designed or designated to be used by more than one individual at a time, where individuals may be in various stages of undress in the presence of other individuals. The term may include but is not limited to a school restroom, locker room, changing room, or shower room.

For more information, refer to policy GKF - USE OF MULTIPLE OCCUPANCY RESTROOMS AND CHANGING AREAS in the policy section of this handbook.

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 weight and height if a member of an athletic team;
8. The student's photograph; and
9. 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.

Note: When a student turns 18, all rights granted by FERPA transfer to the student. Parent access will be terminated

at that time. The student may request parent access after this date through the Full-Time Programs office.

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)

NOTIFICATION – PTC POLICY EHBDBA-E

No school district, and no employee of the district or its schools, shall encourage, coerce, or attempt to encourage or coerce a minor child to withhold information from the child's parent(s) or guardian(s).

The School District shall disclose to a student's parent(s) or guardian(s) any information known to the district or its employees regarding material changes reasonably expected to be important to parent(s) regarding their child's health and social or psychological development, including identity information. Such disclosures shall occur within thirty (30) days of learning the information and may include referrals to appropriate counseling services that the parent(s) or guardian(s) may use at their discretion.

"Identity information" means information, including but not limited to,

- (1) Any names or pronouns used by a student at school;

- (2) Any social transition or other transition to a gender that differs from the student’s sex.

LEGAL REFERENCE: Oklahoma Accreditation Standard 210:10-2-3

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
weight loss
weight gain
persistent runny nose

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
irresponsible actions
frequent rule breaking
refusing to communicate

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
confrontations with law enforcement or school authorities

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, Demerol, 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.

- The confidential and anonymous resource for persons seeking treatment for mental and substance use disorders in the United States and its territories. [FindTreatment.gov](https://www.findtreatment.gov)

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

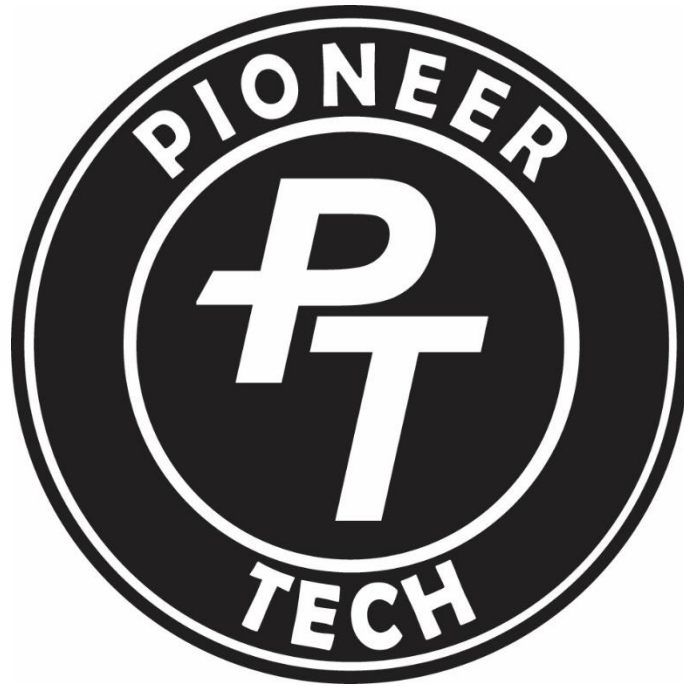
<i>Crimes on Campus</i>	<i>2018</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>	<i>2023</i>
Murder	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Sexual Offenses Forcible and Non-forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Motor Vehicle Theft on Campus	0	0	0	0	0	0
Arrests for Drug Abuse Violations	0	0	0	3	0	0
Liquor Law Violations	-	-	-	3	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 (Violence)	0	0	0	1	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-and-consumer?category=about>. The report is updated annually on October 1.

PIONEER TECHNOLOGY CENTER
2024-2025 STUDENT HANDBOOK

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- CKDA—Smoking and Tobacco Free Campus
- EFBCA—Network Systems & Internet Acceptable Use
- EFBCB—Internet Safety
- EHDBA-Parent-Participation-in-the-School-District**
- FDBA—Tuition Fees
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- FLE—Transfer and Release of Confidential Information
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- FNCC—Hazing
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- GJ-A—Sexual Harassment of Students
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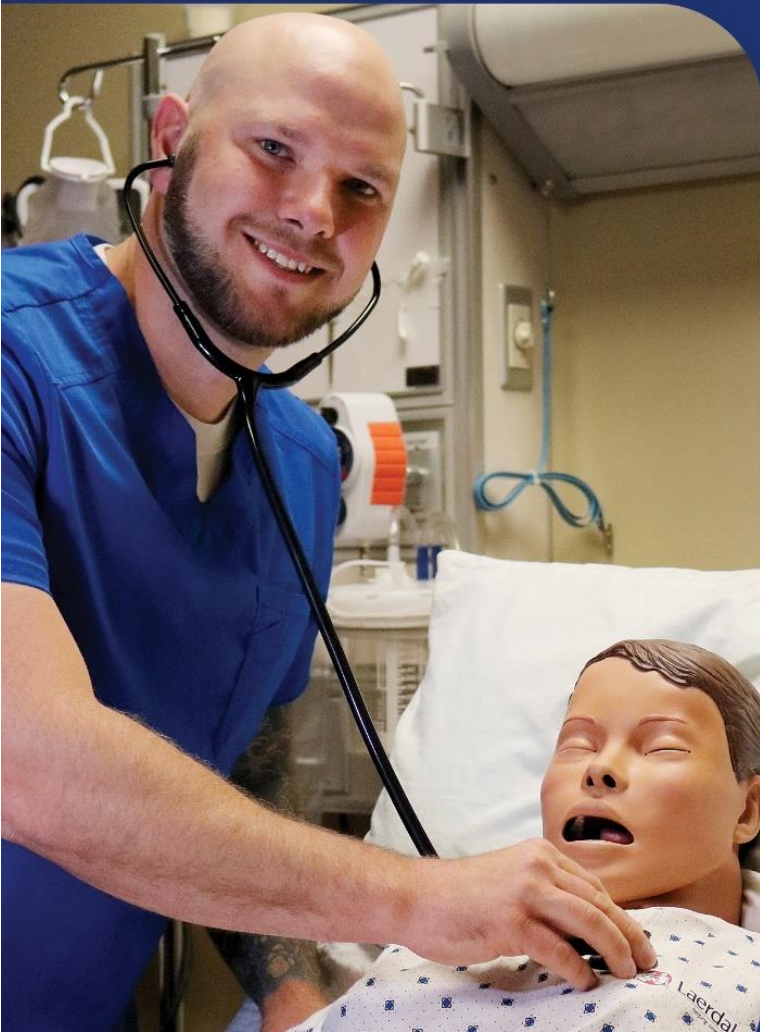
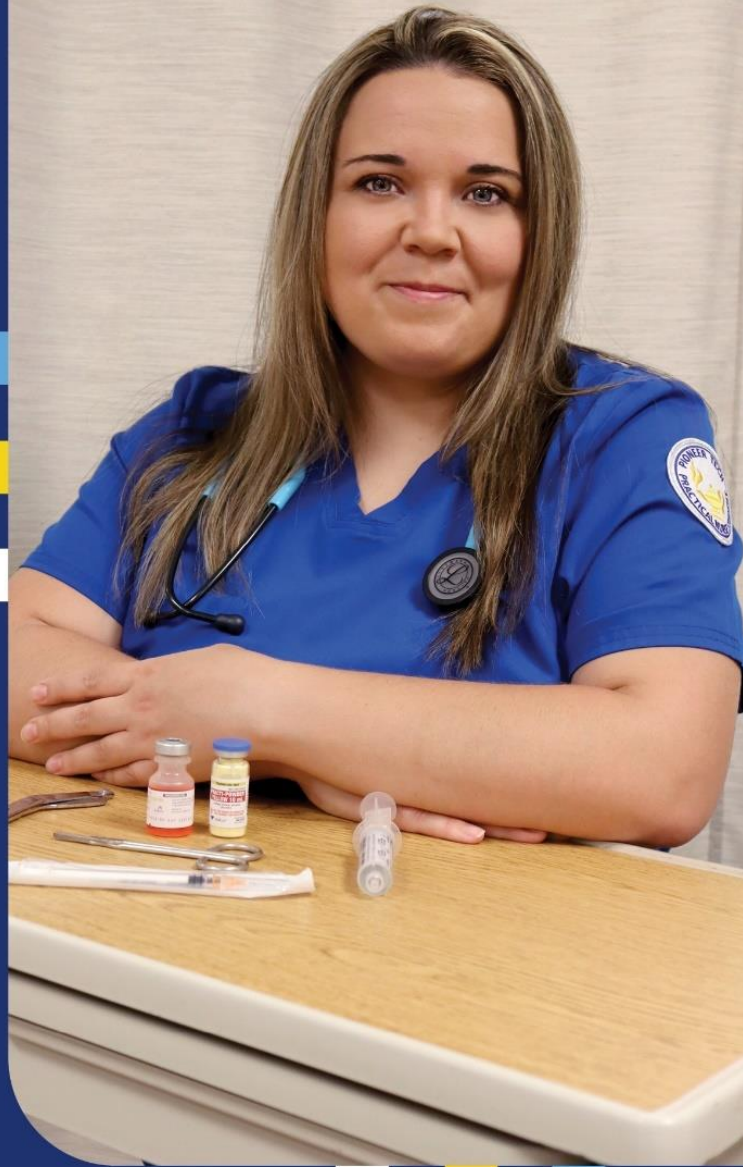
Pioneer Technology Center Campus	580.762.8336
Pioneer Technology Center Toll Free Number.....	1.866.612.4782
Extensions:	
Attendance/Registrar	280
Counselor	313
Financial Aid	228
Pioneer Technology Center Full Time Programs Fax.....	580.762.1175
Pioneer Technology Center Website.....	www.pioneertech.edu
PTC Financial Aid Institution Code	011206



**NURSING
STUDENT**

Handbook

2024-2025



WELCOME

Congratulations from the Coordinator and Faculty of the Pioneer Technology Center Practical Nursing Program! We are excited to begin this educational adventure. We value each student as an individual and look forward to facilitating students' successes in achieving the goal of becoming a Licensed Practical Nurse (LPN).

This handbook has been designed for the Practical Nursing Program to answer many of the questions which will arise during the months ahead. Please keep it as a handy reference. You are responsible for familiarizing yourself with the policies and procedures for the program and the school.

We personally want to extend a warm welcome to each and every student. This program is designed to assist students to be safe, skillful, and responsible practical nurses. Although there may be challenging routes on this journey, we will be with you every step of the way. We wish you great success.

Michelle Tripp, MSN, RN
Coordinator

~~Kathryn Sullins, MS, RN
Instructor~~

Robbin Seymour, BSN, RN
Instructor

Alisa McCleary, BSN, RN
Instructor

Shonda Garrison, RN
Instructor

Tessa Cramer, RN
Instructor

Ashley Eddinger, BSN, RN
PN Select Instructor

LaRhonda Rudd
Teaching Assistant

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PIONEER TECHNOLOGY CENTER INFORMATION

NON-DISCRIMINATION/504/ADA COMPLIANCE NOTICE

Pioneer Technology Center does not discriminate on the basis of race, color, national origin, religion, sex/gender, age, disability, or veteran status. Inquiries concerning application of this policy may be referred to Wendy Burg (580) 718-4308 or Kellie Johnson (580) 718-4224, Co-Compliance Officers or at (866) 612-4782 or at 2101 N. Ash, Ponca City, OK.

This handbook is effective for Practical Nursing Students and PN Select Students beginning August 2023 2024.

Due to the regulatory nature of nursing, these policies are subject to change.

PRACTICAL NURSE'S PLEDGE

Before God and those assembled here, I solemnly pledge:

To adhere to the Code of Ethics of the Nursing Profession.

To cooperate loyally with the other members of the Nursing team and to carry out faithfully and to the best of my ability the instructions of the physician or the nurse who may be assigned to supervise my work.

I will not reveal any confidential information that may come to my knowledge in the course of my work.

And I pledge myself to do all in my power to raise the standards and the prestige of Practical Nursing.

May my life be devoted to service, and to the high ideals of the Nursing Profession.

PRACTICAL NURSING PROGRAM INFORMATION

PRACTICAL NURSING POLICY AND PROCEDURES STATEMENT

All Practical Nursing students are expected to comply with the policies and regulations of Pioneer Technology Center. When the Practical Nursing Student Handbook differs from the school full-time program handbook, the Practical Nursing Student Handbook shall take precedence. Any item not addressed by the Practical Nursing Handbook will be addressed through the PTC Full-Time Programs Student Handbook, which is available online at www.Pioneertech.edu.

PROGRAM ACCREDITATION/APPROVAL

This program is accredited by the Oklahoma State Board of Career and Technology Education (OSBCTE) and approved by the Oklahoma Board of Nursing, (OBN), 2915 Classen, Suite 524, Oklahoma City, OK 73106. The Practical Nursing program is administered by Pioneer Technology Center.

The Pioneer Technology Center (PTC) Practical Nursing program is designed to produce a safe practitioner, one who can become licensed as a practical nurse and who can function in accordance with the *Oklahoma Nurse Practice Act*. Graduates of this program are eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

The Health Occupations Education Division of the State Department of Career and Technology Education serves as an advisory agency.

PHILOSOPHY

The faculty at Pioneer Technology Center believes that nursing as a profession is a vital component of the health care team. It is a goal-directed service, which utilizes the nursing process to deliver care. Nursing care is directed toward assisting the individual, family, and community to promote, maintain, and restore health and, when inevitable, to experience death with dignity.

Education

Education, a lifelong process, includes all those experiences through which a person acquires knowledge and develops skills and values that enable one to have a deeper understanding of life. Through the educational process, the individual is prepared to be a contributing member of society.

Recognizing that the teaching/learning process in the Practical Nursing program is directed toward adults who have completed high school or its equivalent, and in the PN Select program is directed toward qualifying high school seniors or 13th year, the students have the right to an educational climate which will enhance their ability to learn. Students should actively participate in learning and take responsibility for learning by assisting faculty to identify learning needs and by using learned information as a basis for which to expand individual knowledge, skills and educational background.

Problem Solving

A part of the uniqueness of nursing is the inherent ability to listen, plan, decide, and institute necessary actions to promote a healthy outcome and/or allowing the patient to die with dignity. In order to accomplish these abilities, the nurse must know how to apply problem solving techniques. At certain times the practical nurse may apply problem solving techniques independently, but does so under the guidance of the medical physician, a registered nurse or a dentist.

Human Relations

Society consists of a variety of groups such as families and communities. It is recognized that the ethnic, cultural, and racial diversity of each group may vary, but that within all these groups certain relationships

exist among the individuals who comprise that group. Because of these relationships, the health/illness status of an individual will directly or indirectly affect other members of the group. For this reason, these relationships and diversities should be considered in the planning and delivery of health care.

Communication

The faculty strongly believes that communication involves not only verbal but also nonverbal and written interaction. Nurses spend a significant amount of their time communicating with patients, patients' families and friends, other members of the health care team and ancillary personnel. Therefore, nurses have to be strong communicators. Nurses need to know when and how to listen also what to say or not to say, in order to communicate effectively.

Individual

The faculty of PTC's Practical Nursing program believes in the inherent dignity of a person. We view a person as an individual who is holistic and when capable of decision-making should be encouraged to actively participate in the delivery of health care.

Skills

Nursing education at Pioneer Technology Center requires the full and active participation of the student in an organized program of study. This education prepares the graduate to function as a practical nurse by providing theory, skills, science, technical, and clinical experiences. These experiences are being designed to provide nursing education while encouraging self-improvement, development of ethical and professional attitude, and participation in professional/community activities. Nursing faculty shall play the role of facilitator by providing a variety of learning experiences and opportunities, which will enhance personal and professional achievement.

Science

The faculty believes that nursing has two basic components – skills and science. In order to safely care for an individual, the nurse must be able to draw on his/her science background and be able to perform nursing critical thinking utilizing all aspects of his/her nursing education. Science plays an integral part of the educational process.

Ethics/Professionalism

Ethics and professionalism are major concepts in the PN basic nursing education. PTC practical nursing students are introduced to the concepts of ethics and professionalism at the beginning of the program and are expected to conduct themselves according to the Code of Ethics for the LPN. The Code of Ethics for the Licensed Practical Nurse developed by the National Association for Practical Nursing Education and Service is included in this handbook as a guide for ethical behavior.

The faculty believes that professionalism in nursing is not merely taught but is developed from inside the person. During the student's education as a practical nurse, s/he will have opportunities to observe professional and non-professional attitudes. Nursing is a profession. When an individual enters a profession, s/he accepts responsibility for doing the best job possible; others depend on it. A nurse must be a professional committed to caring for others.

Nursing Process

The nursing process consists of four components of care: data collection, planning, implementation, and evaluation. The LPN functions within a directed scope of practice as indicated by the Oklahoma Board of Nursing. The LPN participates in data collection, planning, implementation, and evaluation of the plan of care. Collection of data is sometimes called "focused assessment" and/or "review of body systems."

Practical Nurse/Team Member

The Licensed Practical Nurse (LPN) has an integral role in nursing and on the health care team. The Licensed Practical Nurse functions in this role by providing nursing care under the supervision or direction of the Registered Nurse (RN), licensed physician, or dentist. Duties of the LPN may include providing safe, effective nursing care, delegating tasks in conformity with the Nurse Practice Act, and teaching basic skills acquired through education beyond basic nursing preparation.

CONCEPTUAL FRAMEWORK

The concepts and ideas, which are incorporated in the philosophy of the PTC Practical Nursing program, directly reflect the approach of instruction that we feel will most effectively facilitate the process of learning. This framework of instruction is graphically depicted in the form of a triangle, encompassed by a circle, which represents **EDUCATION** as a lifelong process.

The base of the triangle represents the **INDIVIDUAL**. The focus of the PTC Practical Nursing program is on the student. As we educate the student, our purpose is to focus on the needs of each student as an individual so that s/he is educated to deliver care to patients who reflect compassion as well as wholeness.

The outer layer of the triangle represents the foundation of basic individual skills required for the teaching/learning process. As the PTC Practical Nursing program curriculum proceeds from simple to complex, components of effective **COMMUNICATION, HUMAN RELATIONS,** and basic **PROBLEM SOLVING** is approached. Pieces of these components are maintained throughout the program.

The second layer of the triangle proceeds to basic nursing education. Technical **SKILLS, SCIENCE,** and **ETHICS/PROFESSIONALISM** are the major concepts. In order to provide safe, effective, quality care, the role of the practical nurse requires competency in these areas.

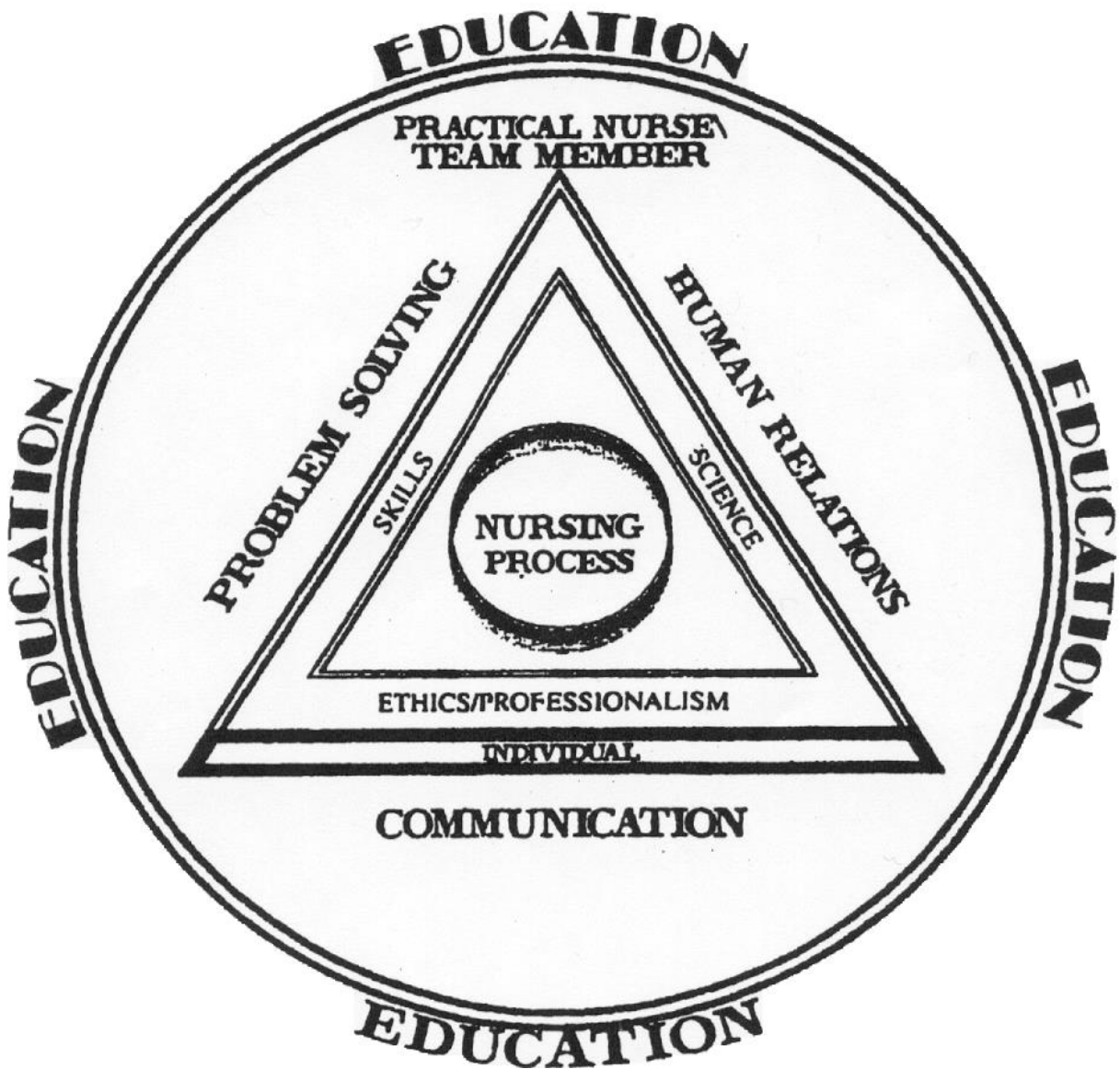
We believe that, along with nursing skills, knowledge is also vital. Theory in anatomy and physiology, nutrition, and growth and development is presented to reinforce holistic care. Ethics and professionalism are integrated throughout the curriculum. As the program continues to proceed to more complex ideas, theory in medical-surgical nursing, pharmacology, maternal-newborn, pediatrics, mental health, and leadership are incorporated. In order to enhance learning and attainment of competencies, classroom, laboratory, and clinical experiences are provided.

The **NURSING PROCESS** is at the center of the triangle, just as it is the center of nursing care of a patient. Used as a problem-solving tool for data collection, planning, implementing, and evaluating care, the nursing process requires the use of all the information and skills that surround it.

The **PRACTICAL NURSE** is at the top of the triangle. With each student, our goal is to produce a practical nurse who is capable of functioning effectively within the scope of practice, including delegation and supervision of appropriate individuals.

Because we feel that the practical nurse plays an essential role on the health care team, we emphasize leadership and the role of **TEAM MEMBER** throughout the program. As a health care team member, the practical nurse will make a positive impact on a diverse society and the relationships which make up that society.

CONCEPTUAL FRAMEWORK



PROGRAM OUTCOMES

NCLEX-PN pass rate will meet or exceed the state and national levels.

70% of the students will complete the program within 28 months.

90% of the graduates will be employed 6 months after graduation or pursuing higher education.

Overall 80% employer satisfaction rate with graduates.

Overall 80% student satisfaction rate with quality of the program.

STUDENT OUTCOMES

Participate in the formulation, modification, and implementation of the plan of care by utilizing the nursing process and problem solving to promote, maintain, and restore health for diverse patients and their families.

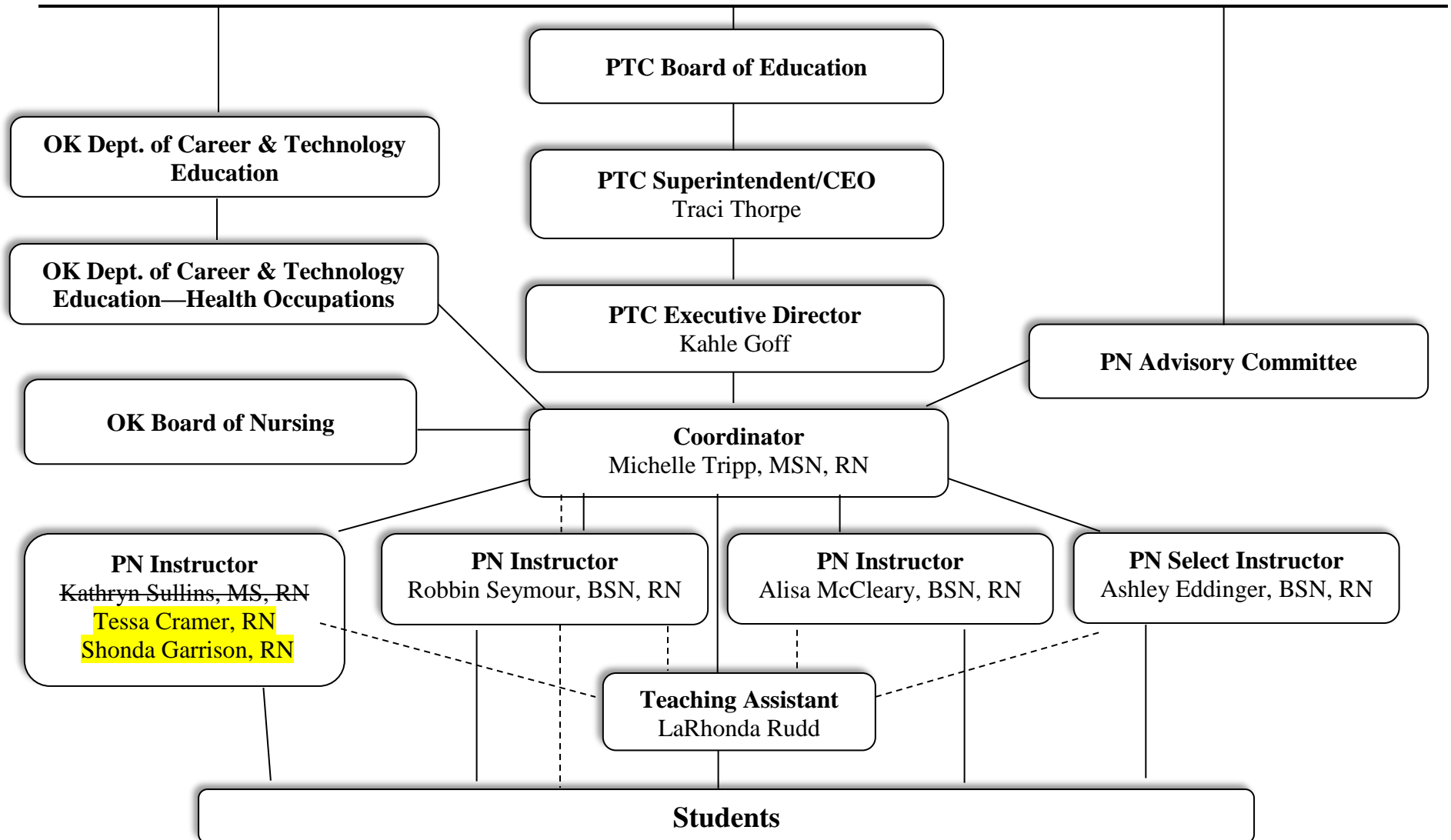
Utilize acquired knowledge, science, skill, and professional ethics to deliver nursing care according to:

- a.) accepted standards of practice;
- b.) scope of practice as defined by the Oklahoma Nurse Practice Act;
- c.) individual and family rights to compassionate, human relational care; and
- d.) safe patient-environment standards.

Communicate effectively, and professionally, both verbally and in documentation with the health care team and patients/families to meet healthcare needs.

Collaborate effectively with other members of the health care team to provide quality holistic care.

Practical Nursing Program Organizational Chart



ACADEMIC INFORMATION

READMISSION POLICY FOR PN STUDENTS

Students may qualify for readmission only one time. A student who withdraws/drops from the Pioneer Technology Center PN program must submit a written request to reenter the program: return requests will be considered by a selected committee and approved by the PN Coordinator. There is no guarantee of readmittance. The student will be notified of the decision.

Student who may qualify for readmission:

- 1) has only one withdrawal/drop;
- 2) requests a review of mitigating circumstances by the PN Coordinator which may allow return in less than 90 days if it is determined that circumstances so warrant;
- 3) will be placed at the top of the list of qualified applicants if s/he leaves in good standing (i.e. making Satisfactory Academic Progress, is financially current, attendance, attitude/behavior, formally withdraws, etc.);
- 4) may receive Advanced Placement in the PN program if s/he is readmitted and returns to the program within one (1) year. (Advanced Placement is not available for students who have been out of the program for more than one (1) year. S/he must repeat the application process and qualify for admission);
- 5) will be charged a \$25.00 enrollment fee upon re-entry;

In addition to the items above, a student who drops/withdraws from the PN program due to failing grades

- 6) must complete academic training as specified by the PN Coordinator.

CLASS HOURS

The majority of the PN program content is available during regularly scheduled class hours. However, clinical practice, workshops, seminars, etc., may occur outside the regularly scheduled class hours. The faculty reserves the right to make adjustments in class hours whenever an opportunity for enhanced learning occurs or a need arises which necessitates adjustments in order for program objectives to be met. During segments of the program, the student may be placed in preceptorship and/or mentoring experiences, which require day, evening, night and/or weekend hours. Our facility will be available for student use Monday through Thursday 8:00 am to 4:00 pm and Friday 8:00 am to 2:00 pm when school is in session. Students must attend class 6 hours per day to meet the minimum of 30 hours required per week. Classroom hours are subject to change. Changes will be posted in the classroom. Lunchtime is usually 11:00 am – 12:00 noon. No faculty will be available during (lunch time). Professional faculty meetings may be required throughout the year. Faculty lunch hour may be extended for these meetings.

Students must attend class as required to meet monthly contract as designated by faculty advisor. Attendance will be arranged according to students' monthly contracts. Failure to meet these terms may affect progression. Failure to maintain Satisfactory Academic Progress (SAP) may also affect **financial aid**. The faculty must approve any special arrangements regarding classroom hours.

PN Select classroom hours follow the PTC school schedule. Class times are from 8:00 a.m. – 10:50 a.m. or 12:45 p.m. – 3:35 p.m.

The Fire/Emergency Sign-In Sheet must be completed at the time of clocking in and clocking out. This document serves as an attendance roster for the day and will be used accordingly in case of an emergency.

STUDENT ORIENTATION

Orientation with the faculty will be scheduled after students have been accepted into the nursing program but before the student begins the first Learning Activity Packet (LAP). The orientation will include the following:

- Faculty/PTC Staff Introductions
- PN Student Handbook/Quiz
- PTC Handbook/Quiz
- Rules and Regulations of PTC Practical Nursing Program

ATTENDANCE POLICY

PN students must be on time for all conferences, appointments, class/learning activities, and/or orientations. If absent from clinical, refer to Clinical Handbook procedures. Failure to do so may result in a warning, documented conference, and/or removal from the program. If unable to report to school, the student **must** notify the faculty or the nursing teaching assistant of planned absences prior to the absence and unplanned absences **before 9 am** or will be considered no call, no show. Students leaving campus for appointments during class time must provide written and signed documentation prior to returning. Attendance and punctuality will be monitored. Any student demonstrating a negative pattern of attendance/punctuality may be counseled and/or dismissed from the program. If the student does not attend class for more than 5 days and has not notified the faculty or nursing office, a letter will be sent recommending **dismissal** from the program.

A computer time-clock is utilized and is located in the practical nursing office for clocking in and out. The student must clock in before starting class to document arrival time. The student must clock out for lunch, or any time the student is out of the classroom and not working on LAPs or skills, and clock back in upon his/her return. If time is not documented on green sheet **and** time clock, hours will **not** be counted and will result in loss of class hours. A time sheet is available for student's personal use for recording their own time. When leaving the health wing, the student is responsible to clock out. Hours of attendance will be calculated at the end of each month. The time sheet may be printed off once a week and placed in the student's file for his/her review. It is the student's responsibility to review his/her computer time sheet to determine accuracy for each week. **Errors must be reported or the hours will be lost.** Students may not clock in or out for other students. Should this occur, students involved in the incident will be counseled and may be dismissed from the program due to unprofessional conduct. When students start clinical rotations, the teaching assistant will clock-in clinical hours after their completion. Clinical hours will be recorded according to the assigned area.

Any adjustment to the time needs to be made as soon as possible using the Time-Adjustment Form. All time adjustment forms must be signed by a faculty member before being given to the nursing Teaching Assistant (TA).

PN SELECT STUDENT ATTENDANCE/BEHAVIOR EXPECTATIONS/ATTENDANCE POLICY

PN Select High School students will follow the PTC attendance policy outlined in the PTC student handbook. **PN Select 13th-year students must attend class 3 hours daily to meet the minimum 15-hour-a-week requirement.**

Student attendance will be monitored throughout the program. If a student falls below 90%, they may not be allowed to enroll in the spring semester or move on to the adult portion of the program. The PN Coordinator may approve or deny student enrollment in the spring semester or adult program if a student falls below attendance expectations.

PN Select students who successfully complete the ~~high school portion~~ of the class requirements will transition to adult full time attendance guidelines on June 1st.

ABSENCES

Absences must be kept to a minimum. Students must maintain a 90% attendance. Absences will be evaluated on a case by case basis by consensus of faculty and the Coordinator. If the absence is not reported, consequences may occur. Students on Pell assistance could owe a repayment of financial aid funds if not maintaining Satisfactory Academic Progress (SAP) .

Theory

The student must notify the PN faculty or teaching assistant of a classroom/theory absence. Clinical progression will be denied if appropriate LAP progress is not maintained.

Clinical

For a clinical absence the student must call the clinical instructor and facility as indicated by the instructor. If absent during the clinical rotation – the make-up week will be rescheduled, the next clinical week if possible. This may result in an increase in theory hours and changes in clinical rotations.

Clinical absences are discouraged. Clinical rotations are divided into several clinical rotation time frames. On the second clinical absence a student must meet with advisor. If there is a third, the student must meet with the coordinator, which may result in dismissal from the program.

Leave of Absence – not available for practical nursing students.

WITHDRAWAL/DROP

In order to withdraw/drop in good standing from PTC and the Practical Nursing program, a withdrawal/drop form should be completed. To obtain official withdrawal clearance, students needing to terminate their programs of training must do the following: 1) Meet with the Practical Nursing Coordinator, concerning withdrawal. 2) Review requirements for readmission if desires to return to the program. 3) The last day of attendance will be considered the withdrawal date. 4) Students must meet with finance to pay any outstanding debt at the time of withdrawal. Students who are dismissed or withdraw from this program for any reason shall not be readmitted into the program unless approved by the Practical Nursing Coordinator. Applicants for readmission shall be considered upon merits of each individual case. A student may only have one withdrawal/drop to be considered for re-entry.

SATISFACTORY ACADEMIC PROGRESS (SAP)

All students at Pioneer Technology Center must be making satisfactory progress toward completion of their identified training goals. Refer to Pioneer Technology Center Student Handbook and/or Financial Aid & Consumer Information Guide.

STUDENT-TEACHER CONFERENCES

A minimum of one student-teacher conference is required monthly. Additional conferences or tutoring sessions are scheduled as needed. In-service days are held on a monthly basis. **PN Select students must attend Contract Day with PN students. If the student is unable to attend Contract Day, the faculty or Practical Nursing teaching assistant must be notified before the meeting time. Additional requirements will be added to contract. Course and clinical grades are reviewed at this time with each student.**

PN Select contracts will be based on theory of 3 hours/day.

CONTRACT BREACHES

Students are allowed three breaches of contract. The student will be dropped on 4th breach. Breaches incurred in the PN Select program will carry over into the adult portion of the program.

DISMISSAL

The Practical Nursing Coordinator may dismiss any student whose health, work, or conduct demonstrates unfitness to continue the program. Dismissal is the removal of a student from the program for reasons including, violation of policies and/or unprofessional conduct or behavior.

APPEAL PROCESS

Adult students do not have due process rights pursuant to PTC policy. (Please refer to policy FO in the PTC Student Handbook).

PN SELECT 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.

GRADING POLICIES AND PROCEDURES -PN Program (includes PN Select)**Evaluation**

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

Grading Scale:

Letter Grade	Percentage	GPA
A – Superior	94-100%	4.0
B – Above Average	87-93%	3.0
C – Average	80-86%	2.0
D/F – Failing	0-79%	.0

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. In the event the student does not obtain an average of 80% in each course or the clinical component, s/he will NOT be admitted into the next course of study. The determination of the student's academic grade is the responsibility of the student's instructor/advisor. If a grade of less than 80% is received, a student may repeat the course. Only

one course may be repeated during the program. If a course is failed during the PN Select program, it will be the ONLY fail allowed during the entire program. Any course being repeated must be completed with new materials.

PROGRAM COMPLETION/NCLEX ELIGIBILITY

The entire Practical Nursing curriculum must be successfully completed with a minimum score of 80% in all courses and each student must meet specified OBN approved requirements in order to graduate. All tuition and fees must be paid in full to Pioneer Technology Center in order for final transcripts to be forwarded to the Oklahoma Board of Nursing. The NCLEX-PN licensing examination cannot be taken until the Oklahoma Board of Nursing receives these transcripts. Any student owing money to PTC will not be eligible for a transcript or certificate of completion. Students may pick up their NCLEX packet upon completion of Trimester III beginning of Leadership.

PINNING CEREMONY

One or two pinning ceremonies are scheduled each year, in the Spring and Fall. Students may be eligible to participate in the pinning ceremony if they are in or have already completed their preceptorship in Trimester III. They should complete the program within 2 months after the graduation ceremony or they may be dropped from the program.

HONORS GRANTED TO PRACTICAL NURSING STUDENTS

PTC's Practical Nursing program wishes to recognize those students and graduates who demonstrate exceptional academic achievement during their enrollment in the program.

National Technical Honor Society (NTHS) and Guaranteed Graduate

Please refer to the Pioneer Technology Center Student Handbook.

Honor Graduate with Distinction

Practical nursing students graduating with an overall average of 94% or greater will be identified as an Honor Graduate with Distinction. Students who have been placed on probation or received other behavioral disciplinary action are not be eligible for this honor.

Honor Graduate

Practical nursing students who graduate with an overall average of 90% will be identified as an Honor Graduate. Students who have been placed on probation or received other disciplinary action are not eligible for this honor.

Pioneer Spirit Award

Students select one of their peers that exemplify the following character traits: professionalism, compassion, integrity and willingness to help fellow students.

Florence Nightingale Award

Faculty select one or two of the graduating students who displays qualities in nursing based on Florence Nightingale's values of "selfless service".

TUITION POLICIES

Please refer to the Pioneer Technology Center Student Handbook for adult PN students. For PN Select students, tuition and book expenses begin upon graduation from high school with the transition to the adult program. Students will be responsible for payment of the remainder of the hours/books needed to complete the PN Career Major.

EXPENSES AND FEES

Please refer to the Estimate of Expense List for students found on the website.

FINANCIAL ASSISTANCE

Please refer to the Pioneer Technology Center Student Handbook and/or Financial Aid Officer.

APPROPRIATE SCHOOL ATTIRE

Please refer to the Pioneer Technology Center Student Handbook.

CHILDREN IN THE CLASSROOM

Due to infection control and safety liability issues, children are not allowed in class, lab, or clinical settings.

SOCIAL MEDIA AND ELECTRONIC DEVICES

Opportunities for students to interact with and receive support from their peers are provided through the use of social media. These social devices can enhance nursing education when used appropriately. The following are guidelines that the nursing program will follow:

Nursing students are preparing to enter the workforce that requires standards of behavior. Thus, patient/family or healthcare facility information of a confidential nature should not be posted on any social networks, online forums, or webpages. Patient confidentiality and HIPAA guidelines **must** be followed at all times. Students must be ethical, respectful, responsible, and accountable.

No personal I-Pads, laptops, or electronic devices are allowed on campus.

Responsible, accountable behaviors and appropriate technology protocol should be followed at all times when using various types of electronic devices such as cell phones, i-pods, mobile devices, laptops, etc, and when posting on social networks. Disciplinary actions will follow, including possible dismissal from the program if the student engages in any of the following behaviors:

- Personal phone conversations or texting while in a patient's room.
- Patient/family photos taken by students in the clinical agency.
- Breach of confidentiality when using any form of social media or electronic device.

CELL PHONES / SMART WATCHES

All cell phones/smart watches and any watch that connects to your phone are to be relinquished into designated receptacle upon clocking in. Failure to do so may result in the student being sent home and a loss of total seat hours for that day. They may be used outside the classrooms in a private area or in the breakroom during designated breaks.

Cell phones/smart watches or any watch that connects to your phone are not allowed to be carried or worn in clinical/classroom/testing/lab area. Use of any such device during a test will result in a zero for grade and possible dismissal.

FIELD TRIPS

Field trips, both in and out of the Pioneer Technology Center district, are an integral part of the learning process in all areas of career and technological education. Such trips must be approved by the Coordinator. Students are required to have necessary forms completed prior to taking out-of-town trips and are required to wear appropriate attire and nametag or the PTC practical nursing uniform with nametag. Field trips are usually considered clinical hours, and students must call if unable to attend. If notification is not received, it is considered a no call-no show incident and a zero recorded. **Transportation for the students will be provided by the school for all field trips.**

SMOKING & BREAKS

Refer to Policy CKDA in the Pioneer Technology Center Student Handbook.

Practical Nursing students are prohibited from exhibiting odor of or using any form of tobacco, tobacco products, e-cigarettes/vapes, etc. when on campus, in uniform and/or on school field trips/functions.

HEALTH

Appropriate physical and emotional health, as required to meet the demands expected of nurses (including that which is required to assure the safety of patients/self/others), must be maintained by the student. The following criteria includes: lift/carry 50-150 lbs, push/pull 150-300 lbs, stand/walk 8-12 hours a day, bend/stoop/kneel, possess fine motor movements for skills, adequate vision/hearing, and ability to feel hot/cold. Medical clearance will be required after some illnesses. All significant changes in a student's health must be promptly reported to faculty. The program Coordinator reserves the right to request reports of medical evaluations of student's health problems. Whenever the student is experiencing health problems and is assigned to clinical practice, the policy of the clinical facility shall prevail. The faculty will, if necessary, send a student home when the health of patient, staff, and/or others are placed at risk. This may result in forced absenteeism. The student must incur the costs of medical appraisals/treatments, etc. A medical release may be required in order for the student to return to the classroom and/or clinical setting.

Contagious and Infectious Diseases

Students having any communicable disease, fever, nausea, diarrhea, vomiting, persistent cough, shortness of breath, or exposure to a communicable disease are not permitted to attend or remain in class or clinicals. Faculty reserves the right to send students home based upon symptoms. A medical release may be required in order for the student to return to the classroom and/or clinical setting. In all cases, school officials are governed by the order of the local health offices or by the State Board of Health. CDC Guidelines will be followed regarding Covid-19.

INCLEMENT WEATHER

Local TV/Radio stations, PTC Social Media and website, and Swift K-12 will broadcast official announcements of school closings. If Pioneer Technology Center is closed due to inclement weather, students will not be expected in class and/or clinical. **Any student not attending a scheduled clinical rotation must notify the clinical site and the instructor. Students are requested to keep tracking information current for school notifications. The Coordinator and/or faculty cannot make the final travel decision for the student.**

RESEARCH

The school reserves the right to test or develop innovative techniques, scheduling, etc., in accordance with the rules and regulations of the OBN. Students will be informed of any research if it is being done during the time in which they are enrolled.

STUDENT COMPLAINTS

Students are encouraged to discuss concerns and complaints with the instructor involved. However, if the student determines that the issues are still unresolved, the student must follow the appropriate channels. The channels are as follows:

- Student
- Course/Clinical Instructor
- Coordinator
- PTC Executive Director
- PTC Superintendent

ETHICS/PROFESSIONALISM

STUDENT CONDUCT POLICY

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. Please refer to the Pioneer Technology Center Student Handbook for policies concerning student conduct.

Practical Nursing Conduct/Professional Behavior

In addition to Pioneer Technology Center regulations governing conduct, practical nursing students must conform to customary standards of conduct, professional behavior, and ethics of nursing in both the Practical Nursing program and those of the clinical facility in which the student is assigned. Violation of any Pioneer Technology Center policy or any of the following Practical Nursing policies may warrant warning, probation, and suspension or dismissal from school in addition to any civil or criminal prosecution. The list includes, but may not be limited to:

1. Failing to comply with policies and procedures of Pioneer Technology Center, the Practical Nursing Program and/or clinical agencies
2. Being insubordinate
3. Violating safety standards
4. Falsifying records
5. Sleeping in class or clinical
6. Lying/falsifying information
7. Failing to immediately report critical classroom incidents involving self, peers or others to faculty
8. Failing to conduct self in a professional manner at all times
9. Failing to inform instructors/TA of absences or tardies
10. Resorting to fraud, misrepresentation, or deceit in taking any examination (i.e. texting, talking, or cheating on a test, will result in a grade of zero and student may be dismissed from the program)
11. Aiding and abetting other students with fraud, misrepresentation or deceit in taking examinations or completing homework assignments

Professional behavior in nursing encompasses the following, but is not limited to:

1. Knowing the scope of practice identified for the Licensed Practical Nurse and the student practical nurse including professional and legal requirements
2. Maintaining confidentiality of information pertaining to patients
3. Conducting self in a non-discriminatory manner
4. Abstaining from endorsing/promoting commercial products
5. Maintaining high standards regarding personal appearance, language, dress and demeanor
6. Knowing and applying ethical principles underlying the profession
7. Remaining informed about current health issues
8. Accepting responsibility for safe nursing
9. Keeping fit mentally, physically and educationally
10. Following policies and procedures of clinical facilities
11. Applying knowledge and skills to clinical practice
12. Cooperating and collaborating with all members of the health care team to meet the needs of patients
13. Demonstrating accountability for own actions
14. Maintaining professional appearance, appropriate for the profession/area of training
15. Anticipating, identifying, reporting and/or meeting patients' needs in an appropriate manner
16. Maintaining confidential information/supporting patients' rights to privacy
17. Refusing gifts, tips or exchanging of property involving patients or clinical facilities

18. Immediately reporting critical clinical incidents involving patients, self, or others to Faculty or supervisor
19. Never leaving a nursing assignment without properly advising appropriate personnel
20. Adhering to the Code of Ethics for Licensed Practical Nurse (see next page)

Foul Language

Foul language is not permissible for a professional and *will not* be tolerated. Student may be removed from the classroom/clinical site and receive a zero for the day. If behavior continues student may be dismissed from program.

CODE OF ETHICS FOR LICENSED PRACTICAL NURSES

The Licensed Practical and Licensed Vocational Nurse shall:

1. Know the scope of maximum utilization of the LP/VN as specified by the Nursing Practice Act and function within this scope.
2. Safeguard the confidential information acquired from any source about the patient.
3. Provide health care to all patients regardless of race, creed, cultural background, disease, or lifestyle.
4. Uphold the highest standards in personal appearance, language, dress and demeanor.
5. Stay informed about issues affecting the practice of nursing and delivery of health care and, where appropriate, participate in government and policy decisions.
6. Accept the responsibility for safe nursing by keeping oneself mentally and physically fit and educationally prepared to practice.
7. Accept the responsibility for membership in NALPN and participate in its efforts to maintain the established standards of nursing practice and employment policies which lead to quality patient care.

Resource: National Association of Licensed Practical Nurses website

STUDENT RESOURCES

COUNSELING AND GUIDANCE

If a student needs to share a problem or situation with someone or needs to seek assistance in any matter, the following procedures are recommended.

1. Do not wait until it is too late to seek assistance; if you see a problem developing, seek assistance immediately.
2. Instructors are available during class hours and may be able to assist with problems. Do not hesitate to share any problem or issue with them.
3. If your instructors are unable to assist you or if it is a problem or issue in which you do not feel comfortable sharing with them, a Pioneer Technology Center Counselor will be available to work with you in trying to find a solution to the situation. The Counselor is available in Student Services from 8:00 a.m. until 4:00 p.m. Monday through Friday by appointment or at other times, if the situation deems it necessary.

CAREER CENTER and ASSESSMENT CENTER

Certain services are available to enhance instruction through the Career Center and Assessment Center.

PRACTICAL NURSING COMPUTER/TESTING ROOM

The Computer Room is equipped with computers, audio-visual equipment, and a library area. Internet access is available for students and personal headphones are encouraged to maximize concentration. Students may use the internet / computers for educational purposes only. Students may obtain prescribed computer software / videos from the video room, computer room proctor, or TA's office. The Computer Room is designated as a quiet area. Students are not allowed to take personal electronic devices, food, or drinks into this area.

LIBRARY / VIDEO FACILITIES

The library / video facility is located in the Computer Room. **BOOKS AND VIDEOS ARE NOT TO BE REMOVED FROM THESE ROOMS.**

EMPLOYMENT

It is suggested that if students must work, they should limit work to 16 hours per week if possible. Work times must be scheduled so the student is rested and alert for the clinical experience. If instructor deems the student unsafe, student may be sent home. A student working in a health care agency must not wear the PTC student uniform or any other student identification. In the workplace setting, practical nursing students may not perform any skills which are within the Practical Nursing program if it does not meet with the policies of the work place/or scope of practice for their job description.

STUDENT PLACEMENT

The student is taught the job application process, resume writing, and job retention skills in the leadership course taken at the end of the Practical Nursing program. Job availabilities are posted in the classroom student information board and PTC website.

STUDENT ORGANIZATIONS

Two official organizations are available for student membership. They are:

OSALPN – NALPN: Oklahoma State Association of Licensed Practical Nurses and National Association of Licensed Practical Nurses

This association is the official membership organization for Licensed Practical and Vocational Nurses. Membership is limited to LPNs and LVNs. The Oklahoma Association of Licensed Practical Nurses (OSLPN) is the state organization. (Optional)

HOSA (FHP): Future Health Professionals (FHP) is the designated CareerTech student organization for the Practical Nursing program of Pioneer Technology Center. Each practical nursing student may become a member of the local HOSA/FHP organization and a member of Oklahoma State HOSA/FHP and National HOSA/FHP. Membership dues are included in PTC activity fee.

These organizations are designed to provide an opportunity for students to learn professional responsibilities. They also help students build leadership skills through planning and executing education, community, and recreational activities.

CLINICAL INFORMATION

CLINICAL ROTATIONS

Clinical rotations are an essential component of the Practical Nursing program. Opportunities for individual clinical rotations are space dependent and curriculum dependent and may not be a viable option during every clinical week. Required curriculum for clinical rotations is listed on the Clinical Unit of Instruction tool.

Students are requested to provide documentation of compliance of the immunization standards upon admission to the Practical Nursing program. Cost incurred for compliance with these standards will be the responsibility of the student and/or sponsoring agency. Immunizations are the responsibility of the student to keep current. Students may not go to the clinical site unless all immunizations are up to date. Flu vaccine, when available, and TB test must be done on an annual basis. CPR card must be kept up to date also in order to practice in the clinical sites. If out of compliance the student will not be allowed to attend any clinical rotation.

Appropriate vaccination/health assessment may be required by the assigned clinical site in order for students to participate.

PN Select students may be assigned to clinical rotations upon completing the required curriculum. The clinical rotation hours will be arranged by the PN Select Instructor and normally start at 0630. Clinical hours may vary depending on clinical site availability. PN Select students are responsible for their own transportation to and from clinical sites.

SAFETY AND HEALTH GUIDELINES

A. PURPOSE

All precautions should be taken by each student to work safely, eliminating all possible hazards (example: always use gloves when exposed to body secretions). The safety of oneself, as well as others, should always be considered. Safety is ample reason for requiring certain dress requirements in various departments or settings.

B. ACCIDENTS AND ERRORS

The following guidelines should be utilized in reporting accidents or errors in the clinical setting:

1. All accidents or errors should be reported immediately to the instructor and/or nurse in charge. This is each student's ethical and legal responsibility.
2. The student is to fill out the proper form according to the clinical facility's policy and the Pioneer Technology Center Incident Form.
3. Accidents involving the student should be reported immediately to the instructor. Instructor will inform the Practical Nursing Coordinator.
4. Complete required forms.

C. HEALTH INFORMATION

The following rules apply to students enrolled in the Practical Nursing Program at Pioneer Technology Center.

1. Students are responsible for satisfactory completion of the school's physical examination form prior to enrolling
2. The school will assume no liability relating to the condition of health resulting from injury during school activities.
3. Should a student become ill or be injured while on clinical duty, the student should report to the instructor as soon as possible.
4. Students are responsible for their own medical expenses, illnesses, or accidents. It is suggested that each student have hospitalization insurance. The school does not have a physician assigned to the care of the students.
5. A student who is chronically or habitually ill will have a re-evaluation requested of their student's health status.
6. Students are not to present themselves to a doctor in the hospital while functioning in a student role concerning medical problems about themselves or their families.
7. The pregnant practical nursing student is encouraged to notify the Practical Nursing Coordinator and faculty of her status as soon as possible. This is a voluntary disclosure. It is advised that a pregnant student who enters the program, or becomes pregnant while in the program, not place herself or the fetus at risk during any activity.

DRUG TESTING

All Pioneer Technology Center Practical Nursing students will be required to undergo drug testing to meet the requirements of our host clinical facilities.

The Practical Nursing program applicant will be asked to read and sign a *Consent for Drug/Alcohol Screen* statement during orientation. Pioneer Technology Center reserves the right to deny a student continuance in the Practical Nursing program if s/he refuses to sign this consent form. Any offer of admission to and/or continued enrollment in the Practical Nursing program will be contingent upon submission to and the subsequent results of the required drug/alcohol screen(s). The presence of chemical substances in a student's body fluids may result in dismissal from the Practical Nursing program. If you have questions regarding this program requisite, please contact the Practical Nursing Coordinator.

DRUG TESTING POLICY

Pursuant to Student Affiliation Agreements, stated requirements will be followed.

The purpose of this policy is to:

- *Inform students that drug testing may be required by some host facilities as a condition of participation in the clinical experience;
- *Establish the procedures applicable to drug testing;
- *Ensure that student understand that testing for drugs is typical of the health care environment;
- *Provide assurance that when a clinical site requires drug testing, all students assigned to the site are subject to the same drug testing requirements.

Clinical sites require drug testing for students and for their employees to:

- *Establish and maintain a safe, healthy working and learning environment for employees, students, patients and visitors;
- *Reduce the incidence of accidental injury to persons or damage to property;
- *Reduce absenteeism, tardiness and/or poor job performance;
- *Serve as a deterrent to the abuse of drugs and alcohol.

Substances Which May be Tested

The substances tested shall be for drugs and alcohol as defined in the Standards for Workplace Drug and Alcohol Testing Act, including controlled substances approved for testing by rule by the State Commissioner of Health.

Alcohol and Drug Use Tests—When Required

Pioneer Technology Center staff will select the professional laboratory/site where the student will undergo the required drug screen. Annual drug screen fees will be included in the cost of the Practical Nursing program. It is the student's responsibility to pay any additional charges beyond the charge of testing, whether a medical review officer (MRO) or other charge connected with a positive test. It is also the student's responsibility to have the results of the drug screen provided to the Pioneer Technology Center Practical Nursing Program Coordinator. A student must have a negative drug screen in order to participate in the clinical experience, where required by the clinical site, and in order to complete the practical nursing program.

In addition to taking a drug test and obtaining a negative drug screen, a student may be required, in accordance with the drug testing requirements of the clinical site, to undergo additional random or reasonable suspicion drug testing. Random testing is testing performed on a random selection basis that results in an equal probability for selection. Reasonable suspicion testing means a suspicion based on specific personal observations concerning the appearance, odor, speech, or behavior of a student and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. A student will also be tested when the clinical site has a reasonable suspicion that the student or other person has sustained an injury on the premises or has caused injury to another or has caused property damage believed to be the result of the student's use of alcohol or drugs.

In any instance in which the clinical site requires the student to undergo reasonable suspicion testing, the clinical site will be responsible for designating the professional laboratory where testing will be conducted and will also assume the financial responsibility for testing.

The clinical nursing instructor can also request immediate drug/alcohol testing if indicated by suspicious behavior, speech, appearance or odor of student. The cost of this test will be incurred by the student. Information provided by a reliable source, if based on personal knowledge, shall also constitute reasonable suspicion.

Procedures for Alcohol or Illegal Chemical Substance Testing

Any 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.

If the initial drug test is positive for the presence of a mind-altering substance or its metabolites, the initial test result will be subject to confirmation by a second and different test of the same sample.

If an initial alcohol 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.

All test results will be confidential and kept in separate files from the student's cumulative record file and the information will only be available to Pioneer Technology Center and the clinical site, as necessary to fulfill clinical experience requirements. The laboratory performing alcohol or drug tests for the program will not report on or disclose any physical or mental condition affecting a student which may be discovered in the examination of a sample other than the presence of alcohol or mind-altering substances or the metabolites thereof.

ADDITIONAL CLINICAL REQUIREMENTS

A background and criminal check, Blood Borne Pathogens training, TB training, HIPAA, MRSA, General Safety, Fire Safety/Fire Evacuation training, CPR for the healthcare provider, and First Aid, as well as other items required by contract with the clinical sites, must be completed before students can start clinicals. The background and criminal check must be current with admission and a PTC questionnaire completed at the end of each trimester. Students who do not pass the criminal background check will be unable to attend clinical, making them unable to complete the nursing program. A PTC orientation for each trimester must be completed. Clinical facility orientations are also required.

LPN LICENSURE

APPLICATION FOR THE LICENSURE EXAMINATION

Upon completion of the Practical Nursing Program, students may be eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). The OBN and NCLEX-PN application instructions for Certification by Examination may be obtained from the faculty/Coordinator. Applications are completed online and required documentation is uploaded onto the portal on the OBN website, nursing.ok.gov. The application fee to Oklahoma Board of Nursing is \$85.00 for Single State Licensure or \$150.00 for Multistate Licensure. The NCLEX-PN examination fee is \$200.00. A National Background and Criminal History Records Search must also be included. The National Criminal History Records Search must be dated within 90 days of the student's graduation date. The National Criminal History Records Search must include a sex offender and violent crime check.

PIONEER TECHNOLOGY CENTER
Part-Time & Temporary Employment Contracts and/or Addenda to Contracts
July 16, 2024 FY 2023/2024

<u>Name</u>	<u>Position/Class Taught</u>	<u>Dates</u>	<u>Contract amount</u>
Kathey Farmer	CNA Skills Check-off	06/24 – 06/28 (4 hrs)	140.00
Diana Foxworthy	Resume Writer	06/11 – 06/14 (up to 7 participants)	525.00
Sheila Foxworthy	Resume Writer	06/11 – 06/14 (up to 7 participants)	525.00
Katheryn Johnson	CSO Skills Check-off	05/15 – 05/21 (3 hrs)	105.00
Aletha Kearney	The Perfect Steak Prep	06/12 (1 hr)	30.00
Aletha Kearney	The Perfect Steak	06/12 (3 hrs)	90.00
Bridget Kreisel	Raising Chickens Prep	06/04 (2 hrs)	50.00
Bridget Kreisel	Raising Chickens	06/04 (3 hrs)	75.00
Bridget Kreisel	Raising Chickens Prep	06/11 (2 hrs)	50.00
Bridget Kreisel	Raising Chickens	06/11 (3 hrs)	75.00
John Munger	School Bus Training Instructor	05/13 – 05/24 (4.75 hrs)	142.50
Angela Neufeld	CSO Skills Check-off	05/13 – 05/20 (2 hrs)	70.00
Angela Neufeld	CNA Skills Check-off	06/24 – 06/28 (5 hrs)	175.00
James Page	School Bus Examiner	06/21 – 06/30 (6.5 hrs)	227.50
Chuck Rector	Resin Art Prep	06/01 – 06/10 (4 hrs/6-9pm)	112.00
Chuck Rector	Resin Art	06/11 – 06/18 (4 hrs/6-9pm)	112.00
Jeremy Sacket	Intro to SEO	06/10 (3 hrs)	90.00
Joby Sadler	Phlebotomy	06/04 – 06/20 (12 hrs)	336.00
Joby Sadler	Phlebotomy	06/21 – 06/30 (12 hrs)	336.00
Kami Threlkeld	The Perfect Steak Asst.	06/12 (4.5 hrs)	67.50
Gary Vap	CPR/First Aid	06/18 – 06/19 (6 hrs/6-9pm)	150.00
Lane Vap	Small Engine Repair	06/04 – 06/20 (12 hrs)	300.00
Lane Vap	Small Engine Repair	06/21 – 06/30 (12 hrs)	300.00
Lora Walton	Child Development Assoc.	06/21 – 06/30 (37.5 hrs)	937.50
Lora Walton	Child Development Assoc.	05/06 – 06/20 (37.5 hrs)	937.50
Taner Williams	School Bus Training Instructor	05/13 – 05/24 (32 hrs)	960.00
Taner Williams	School Bus Training Instructor	06/01 – 06/20 (3.5 hrs)	105.00
Taner Williams	School Bus Training Instructor	06/21 – 06/30 (8 hrs)	240.00

PIONEER TECHNOLOGY CENTER
Part-Time & Temporary Employment Contracts and/or Addenda to Contracts
July 16, 2024 FY 2024/2025

<u>Name</u>	<u>Position/Class Taught</u>	<u>Dates</u>	<u>Contract amount</u>
Mary Bathurst	HCC Curriculum Prep.	07/08 – 07/31 (18 days)	5,400.00
Vicki Braden	Temp – Children’s Lab Coord.	07/03 – 07/08 (3 days)	1,134.00
Troy Buller	Graphic Design Academy	07/15 – 07/18 (32 hrs)	1,220.80
Montana Burgess-Tarr	Children’s Lab Asst.	07/01 – 06/30 (up to 29 hrs/wk)	14.50/hr
Aimee Clark	ABE/HSE Instructor	07/ - 07/31 (45.5 hrs)	1,137.50
Carson Combest	EMT Skills Check-off	07/01 – 07/20 (4 hrs)	100.00
Nick Compala	EMT Skills Check-off	07/01 – 07/20 (4 hrs)	100.00
Tammy Compala	EMT Skills Check-off	07/01 – 07/20 (4 hrs)	100.00
Sarah Dent	Temp – Children’s Lab Asst.	07/01 – 07/31 (up to 29 hrs/wk)	10.00/hr
Priscilla Derrick	Temp – Children’s Lab Asst.	07/01 – 07/31 (up to 29 hrs/wk)	10.00/hr
Pam Dickerson	Temp – Grounds Maint.	07/01 – 09/01 (up to 29 hrs/wk)	15.00/hr
Rylie Evanoff	Temp – Children’s Lab Asst.	07/01 – 07/31 (up to 29 hrs/wk)	10.00/hr
Jayne Evans	TCTW/SREB Conference	07/08 – 07/11 (4 days)	1,259.20
Jayne Evans	Student Services	07/16 – 07/25 (5 days)	1,574.00
Lori Evans	Evening Supervisor	07/ 01 – 07/15 (up to 24 hrs)	648.00
Lori Evans	HiSet, GED Testing & Admin.	07/22 – 07/30 (10 hrs)	300.00
Lane Fisher	Decorative Welding	07/01 – 07/20 (12 hrs)	300.00
Diane Foxworthy	Resume Writer	07/22 – 12/18 (up to 16 students)	2,000.00
Sheila Foxworthy	Resume Writer	07/22 – 12/18 (up to 16 students)	2,000.00
Keeley Gottman	Temp – Children’s Lab Asst.	07/01 – 07/31 (up to 29 hrs/wk)	10.00/hr
Savonah Kimbrel	Culinary Services Floater	07/01 – 12/19 (up to 29 hrs/wk)	13.00/hr
Bryce Klinger	Temp – Computer Tech Helper	07/01 – 08/30 (up to 20 hrs/wk)	10.50/hr
Rebekah Koch	Medical Service Curriculum Prep.	07/08 – 07/31 (18 days)	4,950.00
Zac Ladner	Esports Academy	07/08 – 07/11 (16 hrs)	686.88
Julie Lawrence	ABE/Corrections Instructor	07/01 – 07/31 (8.5 hrs)	212.50
Allyson Leonard	ABE/HSE Instructor	07/01 – 07/31 (105 hrs)	2,625.00
Jeff Lockett	Ag. Bus. & Financial Consultant	07/01 – 07/15 (up to 46 hrs)	1,200.00
Steven Long	Paramedic Skills	07/01 – 07/15 (up to 40 hrs)	1,000.00
Steven Long	EMT Basic Instructor	07/01 – 07/15 (up to 40 hrs)	1,000.00
Mason McCleary	Temp – Grounds Maint.	07/01 – 08/03 (up to 29 hrs/wk)	12.00/hr
Brenda Pollak	Evening Supervisor	07/01 – 07/15 (up to 20 hrs)	500.00
Pam Powers	ABE/HSE Instructor	07/01 – 07/31 (7 hrs)	175.00
Kristi Reed	CNA Instructor	07/01 – 07/20 (up to 78 hrs)	1,806.00
Kristi Reed	CNA Instructor	07/21 – 07/31 (up to 16 hrs)	390.50
Bobbi Jo Steier	PN Adjunct Instructor	07/01 – 06/30 (up to 800 hrs)	24,000.00
Rebecca Stephens	ABE/HSE Instructor	07/01 – 07/31 (70 hrs)	1,750.00
Mary Ann Sudbury	ABE/Correction Instructor	07/01 – 07/31 (5.5 hrs)	137.50
Colton Tripp	Temp – Computer Tech Helper	07/01 – 08/30 (up to 20 hrs/wk)	12.00
Anthony Valentin	Beginning Welding Instructor	07/01 – 07/20 (18 hrs)	450.00
Anthony Valentin	Beginning Welding Instructor	07/21 – 07/31 (18 hrs)	450.00
Lora Walton	Child Development Assoc.	07/01 – 07/20 (37.5 hrs)	937.50
Lora Walton	Child Development Assoc.	07/21 – 08/20 (37.5 hrs)	937.50