

Pioneer Technology Center Board of Education  
Regular Meeting  
Tuesday, July 8, 2025, 6:00 PM  
Seminar Center West  
2101 N. Ash St.  
Ponca City, Oklahoma 74601

The Board will meet for a snack supper in Seminar Center West 5:30 p.m. No school board action will be discussed or taken; therefore, no agenda items are listed in connection with this period prior to convening of the board of education meeting.

1. Call meeting to order
2. Roll call and establish a quorum
3. Flag salute and moment of silence
4. Reports and Presentations  
Presentation of the 2025-2026 Marketing Plan - Terri Busch, Communications & Marketing Coordinator
5. Discussion and vote to approve or not approve the Minutes of the June 10, 2025, 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 (FY25: General Fund #51927-51940 in the amount of \$23,643.22; Building Fund #50089-50089 in the amount of \$31,629.00; Payroll-none) (FY26: General Fund #60001-60251 in the amount of \$2,121,978.18; Building Fund #60001-60005 in the amount of \$1,291,400.00; Payroll #70001-70148 in the amount of \$8,890,908.20)
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. Molly Kyler, Executive Director, Business & Industry Services
8. Discussion and vote to approve or not approve the 2025-2026 Marketing Plan
9. Discussion and vote to approve or not approve FY26 contract with Burnett Security & Investigation to provided daily deposit services.
10. Discussion and vote to approve or not approve an employee benefit package with AirMedCare Network at an annual rate of \$75 per employee (total package \$8,100 annually).
11. Discussion and vote to approve or not approve Purchases over \$10,000 as listed on Appendix A.

12. 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 and updates to policy DHA- Fund Raising Activities, Students
13. Discussion, review and vote to approve or not approve policy FDC- Student Attendance
14. Discussion and vote to approve or not approve the 2025-2026 Full-Time Programs Handbook
15. Discussion and vote to approve or not approve the 2025-2026 Practical Nursing Handbook
16. 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 & C.
17. New Business
18. Board Comment
19. 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

# MARKETING PLAN



PIONEER TECHNOLOGY CENTER 2025-26

# Pioneer Technology Center Communications & Marketing Plan

2025 - 2026

**MISSION:** "Enhancing Lives Securing Futures"

**VISION:** To be the preferred and most trusted resource for workforce and business development.

**VALUES:** People Innovation Character Learning Economic Development

## MARKETING OBJECTIVES 2025 - 2026:

It is typical that each year PTC's communications and marketing department publishes an annual marketing plan. In addition to that plan, the department has established the following annual objectives:

- **INCREASE** engagement with audiences through Social Media platforms, Email Blast list, and News Media.
- **ELEVATE** and create branded promotional pieces to the public each year, and promote through Email Blasts, Social Media and Newsprint.
- **IMPROVE** share meaningful, engaging stories and videos that create a strong relationship with our target audiences.

### Weekly Tactics

1. Weekly Marketing Meet-Ups to review goals, accomplish the to-do list (Any.do) and adjust the Marketing Plan as needed.
2. Maintain a consistent BRAND throughout all graphics and communications.
3. Promote PTC using social media and other outlets daily, targeting services, BIS classes & programs in need of enrollment and promotion.

## AUDIENCES AND STRATEGIES

- 1) Internal
  - a) PTC employees and board members
  - b) Current students (adult and secondary) and clients
- 2) External
  - a) Potential students & parents
  - b) Business and Industry
  - c) Potential adult students
  - d) Community at large/stakeholders

- ❖ **Boomers** (Ages 58 – 76) – 72% use Facebook and 68% use YouTube regularly. This generation increasingly uses smartphones and tablets to stay in touch with family and access news. They've embraced tech like video calls, voice assistants, and health-tracking apps. Prioritize clear, helpful content on Facebook and YouTube, and maintain email marketing to strengthen connections.
- ❖ **Gen X** (Ages 42 – 57) – About 77% are active on Facebook, and they consume 7+ hours of digital content per day across devices. They still engage with traditional media like newspapers, radio, and television, but also stream video content and use email daily. A hybrid strategy of digital (especially Facebook) and traditional platforms is most effective. Personalization and nostalgia marketing perform especially well.
- ❖ **Millennials/Gen Y** (Ages 26 – 41) – Still watching TV (mostly via streaming), 99% own smartphones, and nearly 90% use social media daily. They are very active on Instagram, Facebook, and LinkedIn. While most shop on mobile, 38% still use a desktop or laptop for more secure purchases. Prioritize mobile-optimized content, influencer marketing, and peer reviews. Value authenticity and convenience.
- ❖ **Gen Z** (Ages 11 – 25) – On average, Gen Z spends over 4 hours per day on mobile devices. Snapchat, TikTok, and Instagram dominate their attention. They value video-first, short-form, and authentic content, especially if it's entertaining or socially conscious. They're quick to engage but also quick to ignore anything overly promotional.
- ❖ **Gen Alpha** (Ages 0 – 10) – Growing up with smart tech as the norm, they often use tablets and voice assistants even in preschool years. While not the decision-makers, 73% of parents report their child's preferences influence buying decisions. Use bright visuals, interactivity, and kid-friendly educational content—while focusing marketing toward the parents through trusted digital channels.

**INTERNAL MARKET STRATEGIES:**

**PTC EMPLOYEES and BOARD MEMBERS**

**Messages:**

YOU'RE ONLY STEPS FROM YOUR GOAL  
INSPIRING LEADERS AT EVERY STAGE OF LIFE  
DO WHAT DRIVES YOU

TACTICS	EST. COST & SUPPLIES	PLAYERS	TIMELINE/EVAL.
Always have 5-10 Employees as Brand Ambassadors	\$0	C&M Dept	TIME: On-Going
New Employee On-Boarding	In-house printing	Terri	TIME: On-Going EVAL: C&M Service Survey
In-Service Marketing Update	\$0	C&M Team.	Time: August EVAL: PTC Staff
PTC Employee FB Group Page	In-house	C&M Team & PTC Staff	TIME: On-Going EVAL: C&M Service Survey
Full-Time Programs/BIS Monthly Meetings/Student Services	\$0	C&M Team & PTC Staff	TIME: August 2025 – July 2026 EVAL: C&M Survey
Work to fulfill all requests given to marketing throughout the year.	Budget	C&M Team	TIME: August 2025 – July 2026 EVAL: C&M Survey

**CURRENT STUDENTS & CLIENTS**

**Messages:**

REAL WORK, REAL REWARD  
EARN YOUR FUTURE  
YOU'RE ONLY STEPS FROM YOUR GOAL  
INSPIRING LEADERS AT EVERY STAGE OF LIFE  
DO WHAT DRIVES YOU  
OKLAHOMA'S WORKFORCE LEADER

TACTICS	EST. COST & SUPPLIES	PLAYERS	TIMELINE/EVAL.
Survey Enrolling Students	CrowdSignal Survey Site \$200	C&M Team SS Team/Director Team	TIME: First & Second Semester EVAL: Compare results to prior surveys
Creative Graphic Printed Pieces	\$39,000	C&M Team	TIME: On-Going EVAL: Student/customer comments
Utilize lobby displays, LED sign, website, Facebook, Instagram, X, & TikTok to promote all PTC activities.	Activity lists from all PTC departments, news media, photos, etc.	C&M Team	TIME: Daily (screens) Regularly (web) EVAL: Student/Stakeholder comments, web clicks
Eblast	\$300	C&M Team	TIME: August 2025 – July 2026 EVAL: C&M Survey

**ADVISORY MEMBERS & EDUCATORS**

**Messages:**

NOTHING TEACHES LIKE EXPERIENCE  
SUCCESS TAKES PRACTICE  
THE HEARTBEAT OF OKLAHOMA'S WORKFORCE

TACTICS	EST. COST & SUPPLIES	PLAYERS	TIMELINE/EVAL.
Advisory Night/Luncheons	Promo Items \$1500 Print Support Email Blast	C&M Team Exec Director FTP	TIME: Nov & Throughout the year EVAL: Compare results to prior surveys
Superintendent/Principals Meetings	Promo Items \$250 Print Support	Student Services/C&M/Director Team	TIME: On-Going EVAL: Survey at the end
Counselor's Retreat	Promo Items \$100 Print Support	Student Services & C&M	TIME: 1 time per semester Regularly (web) EVAL: Survey at the end
Teaching Canva Class	\$0	Terri Busch	TIME: Biannually EVAL: BIS Survey

**EXTERNAL MARKETING STRATEGIES:**

**POTENTIAL STUDENTS & PARENTS**

**Messages:**

REAL WORK, REAL REWARD  
 HANDS ON, GET HIRED  
 YOU'RE ONLY STEPS FROM YOUR GOAL  
 INSPIRING LEADERS AT EVERY STAGE OF LIFE  
 DO WHAT DRIVES YOU  
 GET SKILLED, GET PAID

TACTICS	EST. COST & SUPPLIES	PLAYERS	TIMELINE/EVAL.
Produce print advertising in all schools when it is needed.	\$750	Angie	TIME: Through-out the year
Support Student Services and Career Development Facilitator in recruitment activities with promo items & design recruitment materials. Support Apprenticeship Training Coordinator and Work Ready Ponca City.	3 <sup>rd</sup> grade promo items: \$1,500 (+\$50 for booths) 8 <sup>th</sup> grade promo items: \$1,800 Mid-school items: \$1,000 Sophomore promo items: \$1,000 (+\$200 for booths) Career Fairs	C&M Team	TIME: As Scheduled by recruitment team EVAL: Student Feedback; Target Market Research
Continue sending and placing information on the website geared towards adult students and parents.	Web/App/Thrillshare \$6,000 for web changes	C&M Team; supported by staff for content and web solution company	TIME: Through-Out the Year
Enhance brand and "messages" with social media X, Facebook, Instagram, Youtube & TikTok	\$0	C&M Team will act as clearing house but be supported with information for content.	TIME: Weekly/Daily if needed EVAL: Engagement Stats
Support Student/Parent Back to School Event	\$250 for signs, advertising, & materials. SignUpGenius	C&M Team help with supplies, survey students/parents	TIME: AUGUST EVAL: Number of student's pre-enrolled stay enrolled.
Work with Recruitment/Retention Team and supply T-shirts for enrolling High School Students	\$4,800	R/R Team & C&M	TIME: June/July EVAL: Survey
Support Career Fairs: Work Ready Ponca City Blackwell Industrial Authority PO HI Health	\$5000 Promo Items	C&M Team & PTC Staff	TIME: August 2025 – July 2026 EVAL: C&M Survey

## BUSINESS & INDUSTRY

### Messages:

LAUNCH YOUR BUSINESS FROM SQUARE ONE  
 MAKING CHALLENGES EASIER  
 EXPERTS, SAVING TIME AND MONEY  
 OUR EXPERTISE IS YOUR REWARD

TRAIN YOUR WAY  
 START YOUR SUCCESS STORY  
 OKLAHOMA'S WORKFORCE LEADER

TACTICS	EST. COST & SUPPLIES	PLAYERS	TIMELINE/EVAL.
Have daily information posted for BIS Opportunities on social media. Promote BIS events.	\$0	C&M Team	TIME: Weekly EVAL: Engagement Stats
Produce flyers, brochures, stories, ads and videos to promote BIS specific efforts.	<i>Ads Included in advertising budget under "Community at Large" section</i>	C&M Team BIS Staff	TIME: As needed/requested EVAL: BIS event evaluations and follow-up
Email Blast BIS/WRO/AT&D	\$300	C&M Team BIS Staff	TIME: Monthly EVAL: Analytics of Clicks
Provide promo items for potential clients and business gatekeepers. (This will help them meet their goal of increasing market reach.)	\$5,000	C&M Team BIS Staff	TIME: August and on-going
Small Business Week assist in hospitality event to promote BIS Incubator & Coordinators.	\$750	BIS Staff	TIME: May
BBQ w/BIS event support.	\$900	C&M Team BIS Staff	TIME: May
1Million Cups on YouTube each month. Run Livestream/Vis. Com	\$0	C&M Team	TIME: On-Going
Support All BIS activities; B&I Breakfast, Advisory Group, Lunch/Learns & more.	\$500 Flyers/Online Content	C&M Team	TIME: On-Going
Okie Safety Conference	\$800	C&M Team & PTC Staff	October 2026

## POTENTIAL ADULT STUDENTS

### Messages:

EARN YOUR FUTURE  
 PASSION GOES PRO  
 CHANGE UP YOUR CLASSROOM  
 GET SKILLED, GET PAID

TACTICS	SUPPLIES & EST. COST	PLAYERS	TIMELINE/EVAL.
Design, print and mail AT&D Schedule 2 times per year, plus Summer Postcard (coordinate newspaper ads with schedule)	\$29,000	C&M Team AT&D Staff	TIME: Design in July, November, March. EVAL: AT&D Staff, customer feedback; # of calls when launched
Support all areas in maintaining a customer friendly atmosphere	PTC pens for customers (\$300-\$500), marketing materials	C&M Team	TIME: As requested EVAL: Informal observations and feedback
Eblast per month to promote AT&D classes/WRO/BIS	\$300	C&M Team	Email Marketing
Work with Recruitment/Retention team and supply T-shirts and promo items for incoming adult students	\$1500	R/R Team & C&M Team	Time: April/May
Social Media Events, boost to fill classes.	\$1500	C&M Team	Time: On-Going
Potential Evening Welding Full-Time Program Launch	\$500	C&M Team/AT&D Team/Directors	Time: Per Traci
Promotion of Evening Certifications	\$250	C&M Team/AT&D Team	Time: On-Going
Promotion of Apprenticeships	\$0 Print, Social and more	C&M Team/Ian Freeman	Time: On-Going

## COMMUNITY-AT-LARGE & STAKEHOLDERS

**Messages:**

REAL WORK, REAL REWARD  
 THE REAL WORK, RIGHT NOW  
 PRACTICE PAYS OFF  
 CHANGE UP YOUR CLASSROOM  
 THE HEARTBEAT OF OKLAHOMA'S WORKFORCE

TACTICS	EST. COST & SUPPLIES	PLAYERS	TIMELINE/EVAL.
Participate in Chamber Business Resource Directories	~\$1500 PC \$500 Blackwell	Angie	TIME: PC – Annually EVAL: Informal feedback, # of inquiries from ad in resource guide
Produce and schedule ads for full-time programs, BIS, AT&D <ul style="list-style-type: none"> <li>• Newspaper</li> <li>• Radio</li> <li>• School publications</li> </ul> (Ads include display ads, classifieds/position announcements, public and legal notices, and news briefs)	\$5,000 +	Terri Angie	TIME: On-going EVAL: Informal staff/customer feedback. "How did you hear about us?" survey
Produce catalog that highlights all of PTC's programs and services.	\$3,500	C&M Team	TIME: Print March EVAL: Informal feedback
Email Marketing Blast for BIS/AT&D/WRO	\$300	Angie	TIME: Weekly EVAL: Analytics
Coordinate marketing efforts with regional and statewide initiatives	\$13,750 Statewide Mktg Cooperative	C&M Team	TIME: On-going EVAL: State Surveys
Coordinate marketing efforts for CareerTech month	Printing, Giveaways, Videos	C&M Team	TIME: February
Host a booth at the Kay County Free Fair	Promo Items: \$1,500	PTC Staff	TIME: September EVAL: Feedback of visitors at booth
Assist in technology telling stories on Web/Lobby Display, News Media	\$500	Academic Center, C&M Team, HR, Placement Facilitator	TIME: As occur
Utilize LED sign for announcements & Marketing Opportunities	\$0	C&M Team	TIME: All Year
Promote Summer Camp/buy T-shirts for staff for recruitment.	\$600	C&M Team, Student Services	TIME: May
Annual Parade Support	\$1,500	C&M Team/Parade Committee	TIME: Oct/Nov/Dec
Promote Work Ready Ponca City on all Marketing Platforms	\$0	C&M Team	TIME: All Year
Update the Crisis Communication's Plan	\$0	C&M Team	TIME: All Year
Ice on the Plaza	\$500	C&M Team	Time: Winter

## SOCIAL MEDIA MARKETING PLAN

**Goals:**

1. **INCREASE** Social Media Engagement, Email List, and Enrollment
2. **ELEVATE** Brand Awareness and Partnership with WRO
3. **IMPROVE** Online Brand and Reputation Internally and Externally

Goal 1 Tactics	Goal 2 Tactics	Goal 3 Tactics
<ol style="list-style-type: none"> <li>1. Each year create list of “Brand Ambassadors,” to share content.</li> <li>2. Create at least 5 new marketing pieces and 1 video each week using Canva to promote across social media networks.</li> <li>3. Add email addresses from surveys on a weekly basis.</li> </ol>	<ol style="list-style-type: none"> <li>1. Post an estimated 3 times daily about FTP, AT&amp;D &amp; BIS</li> <li>2. Set aside time each day to respond to comments and interactions.</li> <li>3. Have designated monthly posts for AEFL, WRO, Testing Center, and other services.</li> <li>4. Celebrate PTC Successes on a weekly basis</li> </ol>	<ol style="list-style-type: none"> <li>1. Consistently do tactics from Goals 2 &amp; 3</li> <li>2. Use Canva to create consistent look and use AI for content.</li> <li>3. Update social media planner with holidays and specific social media engagement days as well as National Days. Make a folder for holiday closure banners and greetings.</li> <li>4. Make every effort to fulfill promo item requests from employees &amp; community.</li> </ol>

**MARKETING TIMELINE:**

**2025**

**AUGUST:**

- Update “Branding” Info. & New Employee On-Boarding - *Terri*
- Promote ABE/GED enrollment period - *Terri*
- Print & distribute AT&D fall schedule - *All*
- Promote Back to School night with media– *Terri*
- Prepare Survey for campus visitors during Back to School Event - *Terri*
- Get Daytime/Full-time Catalog in house and on website – *Angie*
- Promote Student Ambassador application -- *All*
- Promote Guaranteed Graduate Initiative with directors to new students – *C&M Team & Directors*
- Check Rack Card Supplies for Programs/Order New Business Cards/Stationary if needed – *Angie*
- Run/edit video for recruitment using past Student Ambassadors – *Terri*
- Promote Manufacturing Day on Social Media – *C&M Team*
- Find 3<sup>rd</sup> party enrollment for Summer Camp/Academies– *C&M Team/Finance*

**SEPTEMBER:**

- Start Planning for Holiday Market in November – *C&M*
- Design chamber directory ads. Use new messages. - *Angie*
- Host a booth at the Kay County Free Fair – *PTC Staff*
- Make Ads for the Ponca City & Blackwell Newspaper to Promote Fair – *Angie*
- Use iPads for surveys at the Fair/Giveaways for each night – *Terri*
- Order promo items for parades – *Angie*
- Assist with CTSO Kick-Off Party – *C&M*
- Manufacturing Day Promotion – *C&M*
- Make plans for Construction month (October) – *C&M*
- Promote recruitment – *Terri*

- Get items for POHI Career Fair (250) – C&M
- Find 3<sup>rd</sup> party enrollment for Summer Camp/Academies– C&M Team/Finance

#### OCTOBER:

- Construction Month – C&M
- Assist/Support for the Po-Hi Career Fair – *Student Services*
- Assist with Sophomore Visits - *Staff*
- Promote AEFL enrollment period – *Terri*
- Promote Fall Fest and Activities – *Terri*
- Holiday Market Planning – C&M
- Take Program photos – C&M
- Work with Foundation about Giving Tuesday – *Angie*
- Prepare to run ads as Testimonials in area Newspapers – C&M/BIS
- Update target audience graphics for web/Gold Star School – *Angie*
- Assist Work Ready Ponca City with Worklahoma - C&M
- Promote and work with activities for Manufacturing Day – C&M Team
- Continue to find 3<sup>rd</sup> party enrollment for Summer Camp/Academies– C&M Team/Finance

#### NOVEMBER:

- Design AT&D Winter/Spring & get Cover Options to AT&D- *Angie*
- Send Board Election Legal Notices to appropriate newspaper - *Angie*
- Advisory Night Set-Up and Communication - C&M
- Run Ads as Testimonials in area Newspapers – C&M/BIS
- Send AT&D schedule to printer - *Angie*
- Veterans Activities Military – *Angie*
- Set-Up and have Holiday Market – C&M/Holiday Market Volunteers
- Giving Tuesday Eblast/Brochure – *Angie*
- Help with Frontier Career Fair 200 items – C&M Team

#### DECEMBER:

- Prepare for Board Recognition Month/Social Media/Newspaper/Lobby/Sign – C&M
- Create videos with class photos – *Terri*
- Create video for holiday greeting on Social Media – *Terri*
- Update and view marketing survey and make changes as needed – *Terri*
- Update all surveys, BIS, AT&D and Student – *Terri*
- Constant Contact Christmas Card – *Angie*
- Print Christmas Cards for Traci – *Angie*
- Start Wall of Fame Project – *Angie*
- Take Program Photos – C&M

### **2026**

#### JANUARY:

- Start Catalog Design - *Angie*
- Send Board Appreciation Ads to Newspapers – *Angie*
- Communicate Employee Satisfaction Results (if appropriate year) – *Terri*
- Schedule CareerTech Month Activities – C&M
- Mid-Year Review of C&M Goals – C&M
- Preview Night postcards for Student Services - *Angie*

#### FEBRUARY:

- Promote CareerTech Month (Radio, table displays, Supt. Corner, mid-week) – *CM Staff*
- Add daily photos to all social media to promote CareerTech Month – *Terri*
- Promote Preview Night – *Terri*
- Start working on Summer Camp/Summer Academies – C&M Team
- Get new t-shirt theme for new enrolling students for April – July – SS/C&M Team
- CareerTech Month Dress-Up– C&M Team
- Get Wall of Fame Students on Social Media– C&M Team

- Wall of Fame students on Sign & Rise Vision – Angie

#### MARCH:

- Promote AEFL enrollment period if needed – C&M
- Put Up Wall of Fame Posters - *Angie*
- Design AT&D summer postcard/schedule – *Angie*
- Schedule Spring Break Social Media – *Terri*
- Rotate board seats on website and other media – *Angie*
- Get 500 items for Blackwell Career/Internship Fair (Include AT&D Health) – C&M

#### APRIL:

- Talk with BIS about plans for Small Business Week – *C&M Team*
- Send AT&D summer schedule to printer and put on website – *Angie*
- Design and print Senior Post Cards for Student Services - *Angie*
- Promote BBQ with BIS – C&M
- Start on Gold Star Award Application - *Terri*
- Continue Promotion for Summer Camp/Summer Academies – *Terri*
- Design t-shirts for new enrolling students – *Angie*
- Adjust Board Seats on the website - *Angie*
- Purchase Promote Items for Safety at Okie Contractor Fair (promo items) – *Angie*
- Promo items for Blackwell Career Fair – C&M
- Work Ready Assistance with Worklahoma – C&M
- Start Planning Foundation Dinner with Lori – C&M

#### MAY:

- Update survey for new students when they enroll – *Terri/Lori*
- Small Business Week, promote on web & social media with BIS Staff - *Terri*
- Help promote summer camps/academies on web & social media – C&M
- Promote Graduations with video, news releases and picture opps – C&M
- Facebook Live all graduations and events – *Terri*
- Graduation picture with Celeste at reception for Catalog – C&M
- Work on Full-Time Program Catalog/Upload to Website– C&M
- Update website with new information from Catalog – *Angie*
- Update By the Numbers Flyer/Powerpoint/Web – *Angie*
- Support Safety at Okie Contractor Fair (promo items) – *Angie*
- Work Ready Oklahoma Assistance– *Terri*
- Stage Career Signing Day photo/SHARE – C&M
- Stage photo for Ambassadors for Catalog

#### JUNE:

- Capture Summer Camp/Academy moments and group photos run in all media– C&M
- Revise marketing plan – C&M (*talk with Exec Team*)
- Assist in FTP/Nursing/BPOC Handbook Cover & place on website – C&M
- Meet with staff to update website – C&M
- Review Crisis Management Plan – *Terri*
- Update school calendar & Main PTC Calendar on website - C&M
- Order t-shirts for New enrolling students - *Angie*

#### JULY:

- Capture Summer Academy moments and group photos run in all media– C&M
- Submit new marketing plan – *Terri*
- Design AT&D fall schedule – *Angie*
- Add Catalog graphics to website – C&M
- Prepare for In-Service Marketing Update – *Terri*
- Start planning videos with Speak Now
- Move photos to drive and thumb drive (after Academies are complete) – *Angie*

**ON-GOING/AS NEEDED ACTIVITIES:**

- Facebook/X/Instagram Daily Updates
- Live Facebook videos for special events
- Press Releases for PTC activities to papers, web media & website
- Staff surveys - *C&M*
- “Cross-promote” PTC options (AT&D, BIS, Full-Time, WRO etc.)
- Website updates - *C&M*
- Student surveys - *C&M*
- Lobby Display & Outside Sign updates (weekly)
- Positive media coverage for ALL of PTC (ads, press releases, website, etc.)
- Ads in HS yearbooks and activity programs
- Special and new AT&D course promotion and boost classes on Facebook.
- Assist any program & Superintendent/CEO with PTC presentations to community
- Involvement in local and state CTE as well as OKSPRA
- Monthly assist BIS/AT&D/WRO with Email Blast promotion
- Monthly filming of 1Million Cups and place on YouTube
- Make flyers for all programs/services and hang them up when needed
- Regularly tour hallways for sign/flyer cleanup
- Consistent Brand across all campus and media
- Work Ready Oklahoma Marketing Initiative when grant is approved
- Promote Flex Lab to BIS clients and the community
- Take photos regularly for all events to post.
- Promote Cafeteria menu weekly
- Be a positive group always promoting PTC to employees and the community.
- Help the Apprenticeship Training Coordinator with events and promo items.

Pioneer Technology Center Board of Education Regular Meeting  
Tuesday, June 10, 2025 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 Knight, Kahle Goff, Molly Kyler, Mike Orr, Terri Busch, Aimee Snyder and Kellie Johnson, Todd Mason, Audra Mason and Hannah Day.

3. Flag salute and moment of silence

4. Reports and Presentations- None

5. Oath of Office for Incumbent Board Member Gay Norris, Zone 3 of the Board of Education

6. Discussion and vote to approve or not approve the Minutes of the May 13, 2025, regular Board of Education meeting

Motion to approve the Minutes of the May 13, 2025, regular Board of Education meeting passed with a motion by Ms. Rachel Shuey and a second by Mrs Gay Norris.

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea

Mrs Gay Norris: Yea

Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

7. Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrances & Change Order Lists (General Fund #51783-51926 in the amount of \$96,686.48; Building Fund #50082-50088 in the amount of \$43,376.45; Payroll #70193-70194 in the amount of \$12,381.25)

Motion to approve the Financial Reports, Activity Fund Report, and Encumbrances & Change Order Lists as presented passed with a motion by Mr. J.D. Soulek and a second by Ms. Debbie Leaming.

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea

Mrs Gay Norris: Yea

Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Yea  
Yea: 4, Nay: 0, Absent: 1

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

PTC's summer activities for younger students have started. Summer Camp for incoming 6-7th graders is being held June 3, 4 and 5. We had just over 100 participants. Summer Academies, for students entering 8- 10th grades, will be held in June and July (see schedule below in the Upcoming Events). So far, we have 72 registered with Culinary and AM Salon, both full, Pre-nursing with only 2 openings, and the rest still have spots available. Summer tasks to prepare for the upcoming school year are underway, with handbook and policy reviews, summer maintenance and technology requests, and curriculum updates sprinkled in between our camps, academies and other on campus events. • The Accreditation Team is working to get the application and associated appendices ready for submission in July and are close to having things finalized and ready to go. The site visit will be at the end of October. Business and Industry Services • The NCOCWE and other community stakeholders will be meeting on June 18th to discuss regional business and industry needs and brainstorm about future program ideas and opportunities that we may want to further explore. We feel that this will be beneficial information to consider as we are discussing the re-purposing of the ADPC property. • AT&D summer classes kicked off this week and will run throughout the summer and until mid-August. There are over 30 courses available, with 10 new course offerings. Capital Planning • For the welding remodel, the Donaldson Torit ventilation system and ductwork has been installed, and the snorkels for the individual booths are in place. The outside Bottle Storage area is nearing completion with the gates remaining to be installed. Concrete floor polishing is scheduled to start mid-month and is scheduled for 15 days. • The north parking lot asphalt has been removed, and dirt work preparation has been impacted by the recent rains. The project is scheduled to be completed at the beginning of August. Retirements/Resignations/Staff Changes • Jim Kelly will retire at the end of June. Interviewing has been completed for the open staff positions.

Traci Thorpe, Superintendent/CEO

Kahle Goff- Executive Director Full-Time Programs

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 Mr. J.D. Soulek and a second by Ms. Rachel Shuey.

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

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

Yea: 4, Nay: 0, Absent: 1

11. Discussion and vote to approve or not approve revisions to the 2025-2026(FY26) Pioneer Technology Center school calendar

Motion to approve revisions to the 2025-2026(FY26) Pioneer Technology Center school calendar passed with a motion by Mrs Gay Norris and a second by Ms. Rachel Shuey.

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

Yea: 4, Nay: 0, Absent: 1

12. Discussion and vote to approve or not approve the 2025-26 Basic Peace Officer Certification handbook.

Motion to approve the 2025-26 Basic Peace Officer Certification handbook. passed with a motion by Ms. Rachel Shuey and a second by Mr. J.D. Soulek.

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

Yea: 4, Nay: 0, Absent: 1

13. 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 FY26.

Motion to 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 FY26. passed with a motion by Mrs Gay Norris and a second by Ms. Debbie Leaming.

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

Yea: 4, Nay: 0, Absent: 1

14. Discussion and vote to approve or not approve a Resolution requesting FY26 Temporary Appropriations for General Fund and Building Fund: and a Resolution authorizing the school treasurer/deputy treasurer to invest excess funds during FY26.

Motion to approve a Resolution requesting FY26 Temporary Appropriations for General Fund and Building Fund: and a Resolution authorizing the school treasurer/deputy treasurer to invest excess funds during FY26. passed with a motion by Mrs Gay Norris and a second by Ms. Rachel Shuey.

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

Yea: 4, Nay: 0, Absent: 1

15. 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, 2025. (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, 2025. (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 Mrs Gay Norris and a second by Mr. J.D. Soulek.

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

Yea: 4, Nay: 0, Absent: 1

16. Discussion and vote to approve and not approve the Activity Fund Subaccounts for FY26 as listed on Appendix C.

Motion to approve the Activity Fund Subaccounts for FY26 as listed on Appendix C. passed with a motion by Mr. J.D. Soulek and a second by Ms. Rachel Shuey.

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea

Mrs Gay Norris: Yea

Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

17. Discussion and vote to approve or not approve the adoption of the annual insurance resolution and proposed insurance policies renewal, for FY26, as listed on Appendix D.

Motion to approve the adoption of the annual insurance resolution and proposed insurance policies renewal, for FY26, as listed on Appendix D. passed with a motion by Mr. J.D. Soulek and a second by Ms. Rachel Shuey.

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea

Mrs Gay Norris: Yea

Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

18. Discussion and vote to approve or not approve designating Traci Thorpe, Superintendent/CEO, as the qualified individual responsible for overseeing PTC's Information Security Program and providing an annual report to the board

Motion to approve designating Traci Thorpe, Superintendent/CEO, as the qualified individual responsible for overseeing PTC's Information Security Program and providing an annual report to the board passed with a motion by Mr. J.D. Soulek and a second by Ms. Debbie Leaming.

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea

Mrs Gay Norris: Yea

Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

19. Discussion and vote to approve or not approve the appointment of Stacey Rush as School Treasurer and Purchasing Agent; Erin Mercer as Deputy Treasurer; Katy Mayer as Encumbrance Clerk and Activity Fund Custodian and Carol Cales as Activity Fund Clerk for FY26.

Motion to approve the appointment of Stacey Rush as School Treasurer and Purchasing Agent; Erin Mercer as Deputy Treasurer; Katy Mayer as Encumbrance Clerk and Activity Fund Custodian and Carol Cales as Activity Fund Clerk for FY26. passed with a motion by Mrs Gay Norris and a second by Ms. Rachel Shuey.

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea

Mrs Gay Norris: Yea

Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

20. Discussion and vote to approve or not approve Kellie Johnson as Board minutes clerk and Aimee Snyder as Deputy Board minutes clerk for FY26.

Motion to approve Kellie Johnson as Board minutes clerk and Aimee Snyder as Deputy Board minutes clerk for FY26. passed with a motion by Mr. J.D. Soulek and a second by Mrs Gay Norris.

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea

Mrs Gay Norris: Yea

Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

21. Proposed Executive Session to discuss the FY26 salary schedules and staffing plan per Okla. Stat. Title 25, 307(B)(1).

22. Vote to convene in Executive Session

Motion to convene into executive session at 6:44 pm passed with a motion by Mr. J.D. Soulek and a second by Ms. Rachel Shuey.

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea

Mrs Gay Norris: Yea

Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

23. Acknowledge return of the Board to Open Session

The Board of Education returned to open meeting at 7:31 pm

24. Board President statement of Executive Session minutes

The board entered into executive session at 6:44 p.m. to discuss salary schedules and the Staffing Plan for FY26 per Okla. Stat. Title 25, 307(B)(1).

Those present in the executive session were Gay Norris, Board Member, Debbie Leaming, Board Member, Rachel Shuey, Board Member, JD Soulek, Board Member and

Traci Thorpe, Superintendent. No action was taken by the board of education.  
The board returned to open session at 7:31 p.m.

25. Motion and vote to approve FY26 salary schedules and staffing plan.

Motion to approve FY26 salary schedules and staffing plan. passed with a motion by Mr. J.D. Soulek and a second by Ms. Debbie Leaming.

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea

Mrs Gay Norris: Yea

Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Yea

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. Rachel Shuey and a second by Mr. J.D. Soulek.

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea

Mrs Gay Norris: Yea

Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

27. Discussion and vote to approve or not approve the hiring of the Work Ready Ponca City (WRO) Administrative & Program Support

Motion to approve hiring Rebeca Hodgson as the Work Ready Ponca City (WRO) Administrative & Program Support passed with a motion by Mrs Gay Norris and a second by Mr. J.D. Soulek.

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea

Mrs Gay Norris: Yea

Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

28. Discussion and vote to approve or not approve the hiring of the Student Services Coordinator

Motion to approve the hiring of Audra Mason as the Student Services Coordinator passed with a motion by Mrs Gay Norris and a second by Mr. J.D. Soulek.

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea

Mrs Gay Norris: Yea

Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

### 29. Discussion and vote to approve or not approve the hiring of a Teacher Prep Instructor

Motion to approve the hiring of Hannah Day as the Teacher Prep Instructor passed with a motion by Ms. Rachel Shuey and a second by Mr. J.D. Soulek.

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea

Mrs Gay Norris: Yea

Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

### 30. New Business

Mike Orr, Plant/Facilities Manager, presented bids for the lights for the North Parking lot construction. He stated that they were going to be ready for the lights and we needed to approve a bid to keep that project moving forward.

He presented two bids to the Board of Education as follows:

Stolhand Wells Group \$16,043

Fleharty Construction \$30,200

Motion to approve the bid for Stolhand Wells Group in the amount of \$16,043 for North Parking lot lights passed with a motion by Mrs Gay Norris and a second by Mr. J.D. Soulek.

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea

Mrs Gay Norris: Yea

Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

### 31. Board Comment- None

32. President Leaming adjourned the meeting at 7:36 pm

Respectfully submitted,

*Kellie Johnson*

Kellie Johnson  
Board Minutes Clerk

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President, Board of Education

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Clerk, Board of Education

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Date of Approval

Motion:

Second:

Vote:

# Superintendent Report – July 2025

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## Meetings and Activities

- **June 2** – Admin Team meeting
- 3 – ODCTE Accreditation Team meeting
- 4 – CTE Legislative Committee Review meeting; 2<sup>nd</sup> Interview Teacher Prep position
- 5 – UC Board/Foundation Board Annual Planning Meeting
- 10 – ODCTE Accreditation Team meeting; PTC Board meeting
- 11 – Director Retreat; PCDA Site Consultant Tour of PTC; After Board Meeting Report to PTC Staff; Getner Drummond Reception
- 12 – 2025 ODCTE Accreditation Visit Zoom meeting; PTC Welding Remodel Meeting with Architect and CM; Ponca City Chamber Elected Officials Picnic
- 13 – Leadership Ponca City Alumni – Beyond the Badge Session
- 16 – Admin Team meeting; Accreditation Application Review
- 17 – ODCTE Accreditation Team meeting
- 18 – Congressman Lucas Roundtable; NCOCWE Quarterly meeting; PC Chamber Ribbon Cutting
- 19 – PTC Foundation Fundraiser meeting
- 20 – RCB Bank Community Advisory meeting
- 23-25 – Graduation practice; CTE Superintendent Cosmetology Board Veto meeting; PTC Graduation
- 26 – PTC Welding Remodel meeting with Architect and CM
- 30 – Jim Kelly retirement celebration
- **July 1** – Admin Team meeting; ODCTE Accreditation Team meeting
- 2 - Salary adjustment card delivery to staff
- 3 – Accreditation Application/Exhibit 6 Review
- 4 – Independence Day Holiday
- 7 – Accreditation Application/Exhibit 6 Review
- 8– ODCTE Accreditation Team meeting; PTC Board Meeting

## Full-Time Programs

- PTC's summer activities for younger students has started. Summer Academies, for students entering 8-10<sup>th</sup> grades have begun in progress with the Metal Works, Youth Firefighting and Salon Academies in June. Youth Police and STEM BioTech Academies kicked off in July, and AC/DC and Horsepower Academies will wrap up the remaining events this month. To this point, we have had 83 register for these events.
- Summer tasks for the upcoming school year are steadily nearing completion. Enrollment is still open for adult students for the coming school year. Annual reviews and updates to the student handbooks and policies, as well as, completing summer maintenance requests, equipment and technology deployment, and curriculum updates create a busy schedule as we prepare for the students' return in August.
- The Accreditation Team is in the process of finalizing the 2025 ODCTE Accreditation application and associated appendices for submission by July 15.

## Business and Industry Services

- Traci and Molly met with PCDA and some site consultants from Georgia to tour Pioneer Tech and share the programs, services and resources we can provide for business, industry and workforce development. They were a great group to tour with and will be able to share with prospective companies who may be interested in relocating to our region about Oklahoma, CareerTech and Ponca City.

- PTC will be the host site for an event with Oklahoma Small Business Development Center (OKSBDC) on the 29-30<sup>th</sup> of July. This is the organization that we partner with to support a portion of Ben Evans' position as Entrepreneurial Services Coordinator. OKSBDC and individuals from their partner locations across the state will be here for their annual meeting, and we are excited to have them here in Ponca for their summer conference.

## Capital Planning

- The outside Bottle Storage area is complete with the gates installed. Work is being done to finish the Tool Room, and concrete floor polishing is underway. The classroom portion is complete, but the shop floor is still in progress. Once the floor polishing is complete, the booths can be installed. We're looking at that starting in the next couple of weeks. The anticipated completion time for the project is still prior to school starting.
- The north parking lot project is also in progress. Rain has impacted their progress a bit, but they are close to ready to start pouring portions and will do those in a few stages. Curbing will begin on Monday, and a long section from east to west will start on the 11<sup>th</sup>. The second pour will begin on the 16<sup>th</sup>, a final pour will be scheduled after that.

## Retirements/Resignations/Staff Changes

- Jim Kelly's retirement celebration was held on the 30<sup>th</sup>. Carl Storm resigned his Safety Coordinator position, and the coordinator job was opened internally for qualified candidates.

## Upcoming Events

- July 7-10 – Stem Biotech and Youth Police Academies
- July 14-17 – Construction, Esports and Live Streaming Academies
- July 21-24 – AC/DC and Horsepower Academies
- August 1 – PTC Staff Welcome Back Inservice
- August 3 – OkACTE Awards Ceremony
- August 4-5 – OkACTE Summit
- August 6-14 – Inservice Activities
- August 7 - Back to School Night
- August 15 – First Day of School

**Directors’ Report to the PTC Board of Education – July 2025  
(Alphabetic by Area)**

**Business & Industry Services & Safety**

**FISCAL YEAR 2025 BIS STATS**

- 681 Classes (Customized, AT&D, Safety, etc.)
- 9,423 Attendees
- 44,083 Contact Hours
- 1,565 Consults
- \$24,800 in client assistance/savings in Small Business and Entrepreneurial Services
- \$9,687 in client grant awards from Small Business and Innovation Services
- \$2,404,331 in client savings from Ag Business assistance
- 38 Jobs Created
- 52 Jobs Retained
- \$444,485 Revenue Generated
- 41% Market Reach
- The team has worked with 311 In-District Businesses and 56 Out-of-District.
- 50 new AT&D classes were offered this year. 29 made.

**Incubator:**

The incubator currently houses Sunny Creek Trading Post. 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). They have a retail location at City Central

We held an Incubator Graduation lunch for Triune Industries (BUNKR Trailers fab shop) on March 14. They operated in the incubator for close to 3 ½ years and were housed in the suites D119 and D120.

Our newest incubator tenant is Vena Nova LLC. They were approved by the incubator board on June 25<sup>th</sup>. Vena Nova is a new company manufacturing a product for the medical industry. The patented invention, EZVein, is an inflation cuff intended to aid nurses, EMTs and physicians in the insertion of an IV. Robert Jordan Perry, M.D. is Chief Executive Officer of EZVein LLC. He has a long-standing reputation for inventing medically related products. Vena Nova will be housed in suite D114.

The incubator has vacancies in D118, D121 (CDL Class A), D122 (Ag Bus & ODCTE), D123 (CDL Class B) These rooms are large and small office/“clean” spaces. There is also a vacancy in the industrial space of D115, D119, D120.

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

<b>FY24 PTAC Assistance:</b> Gov’t Contracting & Plan Room ( <i>Located in Suite D124</i> )	Hours	Awards	Dollar Amount of Awards
	347	461	79,989,658

### **On the horizon for AT&D...**

- July 1-24 CNA-Long Term Care Nurse Aide
- July 1-17 The Fundamentals of Home Brewing **NEW!**
- July 8-10 Lazy Susan **NEW!**
- July 7-18 School Bus Training
- July 9-17 Excel Level 2
- July 15-17 D&D Dungeon Fantasy Map and Dice Design **NEW!**
- July 15 Taco Tuesdays
- July 17 Summer Baking
- July 24 Pastries
- July 31 Summer Side Dishes
- August 1 CMA Continuing Education
- August 7 EMT Starts
- August 18-29 CMA-Certified Medication Aide
- Industrial Technology Career Training - Call for Details
- SAT/ACT Prep Course - Part 1 & 2 Offered Monthly Online

#### **Online:**

- AMSA Food Safety and Science Certification
- AMSA Meat Evaluation Certification
- AMSA Culinary Meat Selection and Cookery Certification

### **On the horizon for BIS...**

- Kaufmann FastTrack! (Business Start-up)
- CDL Class A and Class B Summer Courses
- July 08: Developing Your First Cost & Pricing Proposal
- July 10 Tool Sets for Contract Opportunities
- July 15 Is a GSA Schedule Right for You?
- July 17: Understanding/Addressing Federal Contract Terminations
- July 22 Navigating Navy Procurement...
- July 29 The Berry Amendment, Buy America Act...

### **Communications & Marketing**

- We have 82 students enrolled total for Summer Academies, more are enrolling everyday.
- Terri Busch attended the OKSPRA Officers Retreat in Broken Bow.
- Angie Ogden worked on numerous flyers for campus events and updated several charts and other items for the website and Full-Time programs.
- The C&M Team put together the Marketing presentation and made adjustments to the Marketing Plan for the Board Report.
- The C&M Team met with changes to the orientation packet, Angie Ogden is making changes and sent the document to the printer.
- Terri Busch completed New Employee On-Boarding for Becca Hodgson, Chelsea Todd, Audra Mason and Hannah Day.
- Eblasts were sent for AT&D, BIS and WRO by Angie Ogden.
- 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, group photos have been sent to area newspapers and featured on social media by Terri Busch.
- Angie Ogden created invite for Jim Kelly's retirement and the C&M Team helped with photos at the event.
- The C&M Team are working on the Training Modules for our yearly training.
- Terri Busch assisted Professionals Today with the Cherokee Strip Website.
- Angie Ogden is working with AT&D on the new Fall Schedule.
- Terri Busch attended the Director Retreat in Tonkawa.
- New Surveys have been created for BIS, Safety, and AT&D. Info from last year is being submitted to our yearly report by the C&M Team.
- Terri Busch has been helping the Accreditation team with design, graphics, and charts for the application which is due this month.

### **Instructional Directors / Full Time Programs**

#### **Instructional Directors**

- Kahle Goff, Kendra Knight, and Dr. Ryan Burkett worked with staff for the annual Director's Retreat
- Kahle Goff and Dr. Ryan Burkett attended Welding remodel meetings
- Kahle Goff, Kendra Knight, and Dr. Ryan Burkett worked with the accreditation team to prepare for the upcoming visit, and attended the Accreditation Q&A Zoom meeting from ODCTE
- Kahle Goff and Dr. Ryan Burkett attended B&I Breakfast for Nonprofits
- Dr. Ryan Burkett attended Jim Kelly's retirement celebration
- Kahle Goff attended the North Central Oklahoma Center of Workforce Excellence meeting and shared PTC enrollment updates.

#### **Practical Nursing**

- Michelle and the faculty attended the AACNE educator conference in Indianapolis the first week of June.
- Express Wellness Urgent Care presented to the students during the June contract day.
- The March 24 cohort is finishing up preceptorship, and two students passed the NCLEX on their first attempt!
- The August PN Select class is adjusting to full-time hours and full-time clinicals!
- The March 25 cohort is busy in Fundamentals of Nursing and completing all of their skills. They started Basic 8 clinical rotations in June.
- The faculty and Michelle reviewed the PN handbook and updated it with changes to present to the PTC board for review and approval.
- The faculty is planning a curriculum retreat at the end of July.

#### **Health, BITE and Special Programs**

##### **Work Ready Ponca City (WRO)**

- June workshop had our best participation yet, having 18 people complete class and a large majority of them attending 1-3 days of the optional 2<sup>nd</sup> week of training. They had great attendance with almost no need for makeup sessions.

- Community engagements included a workforce development meeting in Pawhuska at which I was invited to be their program presenter in August. Our info session was done in office as usual and did the same presentation at NERA with good attendance at both. Reusable shopping bags have been delivered to 6 food pantry or WIC locations across our region with Newkirk still on the to-visit list.
- We had our first DHS site visit to review service numbers and success stories. The meeting was good, showing that our rate of increasing numbers is promising for the upcoming fiscal year, we are 6 participants short of our 150 expectation. While promoting short term certification for our target audience is encouraged, also utilizing the basic needs support (not to exceed \$750 per target participant) is encouraged to be considered more often.
- Becca Hodgson is fitting in well with our Work Ready team. She is eager to stay busy and is bringing new energy and desire to do extra community involvement as appropriate for getting Work Ready out in the public. We are looking ahead to Starlight Market and joining PTC at the Kay Co. Fair.

#### Children's Lab and Preschool

- Kaitlynn Clark, Laynee Johnston, and Kylia Carlson attended a focus portfolio training session at City Central on Saturday, May 17th.
- We had our first full STAR review with the Quality Coach and passed with flying colors. They were very impressed with our facility.
- Kylia Carlson was accepted into OSU to begin her Bachelor's program!
- Laynee Johnston is getting enrolled with NOC to begin working on her associate's degree.

#### ABE/HSE

- 3 new students enrolled in the AEFL and TANF programs
- 104 students currently enrolled
- Total enrollment: 226 students
- 12,193.50 total attendance hours for all students
- 15 high school equivalency tests passed this month
- 24 students have graduated and earned their high school equivalency diploma
- 35 students have made an EFL gain (Educational Functioning Level)
- AEFL Staff attended virtual and face-to-face training:
  - Lessons in Language: Helping Adult Students to Pass GED and HiSET
  - Mind Matters: Mental Health in the Adult Ed. Classroom
  - AI-Literacy: Preparing Students for Success in a Digital Age
  - Engaging Students Using Questioning Strategies
  - Tips for Working Remotely
  - Empowering Students with Problem Solving Skills
  - Why Online Learning? How Hybrid and Distance Education Improves Progress
  - Timely Test Prep: Helping Adult Learners Pass their HSE Exam
  - Active Adult Ed: How Essential Education Meets the Unique Needs of Adult Learners
    - Fill the Gaps: Equipping Adult Students with Foundational Skills to Build Confidence and Make Gains
    - Essential Education Inservice Training
    - Burlington English Inservice Training

- Beyond Trauma: Emotional Awareness and Informed Instruction for Adult Educators

#### SHARE

- One student in summer school and he has finished.
- 7 new students commit to coming to SHARE next year.

#### New Beginning

- At the present time there are 18 full time students
- 2 student completed Phlebotomy and will take their test soon.
- 2 students have been excepted into LPN
- 3 students enrolled in RMA
- 2 students taking work keys test so they can enroll
- 2 students will start Long Term Nurse Aide on 07/01/2025
- Several students are Job searching at this time.
- 

#### T&I and Service Programs

##### Automotive

- Organizing shop area
- Trying out a new ASE study aid
- Preparing new curriculum for upcoming school year

##### Cosmetology

- Antonia Lopez, Carlee Mayfield, and I attended the SkillsUSA Student Leadership Institute in Tonkawa, June 9-1
- Cosmo has remained open in June to allow students to either complete hours, makeup hours, and for the adult students to continue the program
- Kari & I are working to update the curriculum for the 25-26 school year

##### Construction Trades

- Taking Amatrol classes for HVAC trainer
- Preparing CNC for training and learning software
- Working on curriculum

##### Criminal Justice

- Criminal Justice students and I assisted with the PTC Summer camps.
- We demonstrated and let the campers participate in Fingerprinting, Crime Scene Investigation, Defensive Tactics and Building Searches.
- Cleaning the shop and working on new curriculum for the upcoming school year
- Preparing for Youth Police Academy beginning July 7th

##### Culinary Arts

- Held the Culinary Academy and it went well
- Cleaning up kitchen/classroom
- Updating curriculum to coincide with changes made to my career majors
- Preparing to take adult student to Nationals

##### Firefighter/EMT

- Hosted a successful Youth Firefighter Academy
- Cleaning shop area
- Working on curriculum updates

##### Mechatronics

- Attended HOSA in Nashville as a chaperone
- Will attend UR Cobot training in 2 weeks in Enid
- Working in shop and classroom to prepare for next year

Precision Machining

- Hosted Metalworks Summer Academy
- Zoom Training for UR Cobot, in-person training this month in Enid
- Visited K&C Manufacturing

Welding

- Finishing fabricating mounts for new welding machines
- Started hanging wall control in new tool room
- Preparing to start moving equipment out of TomCo and back to the school

**Student Services**

Student Services

- Assist with collecting data for the Accreditation process.

Move files, supplies, etc. and set up new office furniture

Continue updating and sorting student files.

Assisting in contacting students/parents for 25/26 enrollment.

Organize and set up new files and binders.

Assist with Summer Camp activities.

Enrollment Report:

Program	Instructor	Number of Students	AM	PM	Total Slots Filled	Notes
AST	Haas	40	20	20	40	Wait List
BIOMED	Bodick	21	11	10	21	
CA	Pollak	24	10	15	25	
CJ	Burg	33	19	13	32	AM wait list
COS	Randol	51	26	28	54	Wait List
CT	Tabor	40	20	18	38	AM wait list
FF/EMT	Vap	10	9	3	12	
PN Select	Eddinger	9	6	3	9	
Health Careers	Bathurst	34	18	16	34	
Medical Serv	Koch	13	10	3	13	
IT	Ladner	20	9	11	20	
Mech	Rector	17	9	8	17	
Prec Mach	Lesemann	26	15	13	28	
PN	Tripp	38	38		38	

SHARE	Lynes				0	
TP	Day	26	12	14	26	
VC	Buller	22	13	9	22	
WT	Foster	41	20	21	41	Wait List
Totals					470	
Enrollment Update: June 24, 2025						

- Testing Center- we proctored 147 exams, bringing our Fiscal Year 2024–2025 total to **2,847 exams**. For comparison, we administered 1,537 exams in FY21–22. I also completed certification input to CTIMS for all full-time program students.
- With only 11 testing stations, we continue to support full-time programs, AT&D, and ABE students while also serving the public across a wide range of industries.

### Current Partnering Agencies

**ASE** – Automotive program

**CTTC Competency Exams** – Full-time programs and AT&D

### CTTC Health & Professional Certifications

*(Public and AT&D short-term programs)*

- CLEET Exams
- Oklahoma Board of Behavioral Health Licensing
- Oklahoma Department of Labor
- Oklahoma Department of Mental Health and Substance Abuse Services
- Oklahoma Department of Transportation / Service Oklahoma – *Written exams only*
- Oklahoma State Department of Health

**HiSET** – ABE and public

**MMPI** – Required for BPOC applicants

**NCCT** – Medical certifications

**Pearson VUE** – NREMT, GED, Real Estate, Certification Exams for Oklahoma Educators

**PROV** – Oklahoma and Kansas Boards of Cosmetology

**Proctoring Services** – Local colleges and AT&D (Kiamichi) paramedics

**PSI** – Oklahoma Construction Industries Board (CIB), Oklahoma Department of Agriculture, Oklahoma Insurance Department, & Kansas licensing agencies

**WorkKeys** – Career Center students, paraprofessionals, and entrance assessment testing

### **Plant/Facilities/Maintenance**

- North Parking Lot Project 2025 update – All electrical wiring to parking lot lights installed. Pouring north curbing and gutter on 7/7<sup>th</sup>. One of three sections scheduled for 11<sup>th</sup>, second section 16<sup>th</sup>. The last section is TBD on scheduling.
- Restroom remodel update- B-hallway men’s restroom tile work completed, the B-carpet hallway women’s restroom tile work started and scheduled to be completed the end of next week. Partitions, fixtures, and counter tops to follow.
- 2025 vehicle #9 in body shop for approximately 1 month for front end damage from hitting a deer.
- Newly purchased 2025 Ford Explorer scheduled to be delivered in July 2025.
- Subscription to the new SDS Manager online system started and being implemented campus wide.

# **Paperclips**

## **June 2025**

# Saturday

June 28, 2025

Vol. 132 - No. 191  
poncacitynews.com

## Business & Industry Breakfast highlights non-profit organization struggles

By CALLEY LAMAR  
calley@poncacitynews.com

The Pioneer Technology Center (PTC) Business & Industry Breakfast was held in the morning on Friday, June 27 at 7:30 am to focus on non-profit organizations.

Several non-profit organizations were represented at the breakfast including Veterans Landing, Civil Air Patrol, Community Health Foundation, Work Ready Oklahoma, Ambucs, VFW Post 1201, Family Resource Center, Avenue of Hope, the Ponca City Veterans Day Parade, Hospice of North Central Oklahoma, Veterans Services, Dearing House, NERA, the Poncan Theatre, Coryell Cupboard, Habitat for Humanity,

This assemblage makes up a fraction of the non-profits that exist in Ponca City and Kay County, but all share some of the same struggles.

Major struggles for non-profit organizations has been finding younger volunteers and board members for the

various organizations.

This obstacle comes from a combination of a lack of awareness of what is available or young people having time constraints between work and families.

Discussion were held during the event on possibly having job fair style events to allow non-profits to promote themselves, or businesses considering having volunteer incentive programs during work days.

PTC is host to several lunch and learn events focused on non-profits, with a "Board Member Boot Camp" planned for Friday, Sept. 12 with Amanda Doran of Hospice of North Central Oklahoma as speaker. The lunch and learn is for experienced board members or those at that haven't yet found a non-profit board to serve on. This will be the third of their non-profit focused lunch and learns this year that aims at focusing on non-profits, and follows one concerning succession planning.

# PTC customizes student training

Pioneer Technology Center (PTC) classes for the 2025 - 2026 school year will be beginning soon. Since its founding in 1973, Pioneer Tech has offered full-time or short-term education and training to meet the needs of both high school and adult students.

In the full-time career training areas, Pioneer Tech customizes each student's training based on his or her career goals, by offering multiple career majors. According to Traci Thorpe, Superintendent/CEO, "Our career majors give each student lots of options. They have more courses to choose from and can design their training for a specific career."

Pioneer Tech has 17 career programs. They are Automotive Service Technology, Information Technology, Basic Peace Officer Certification, Biomedical Sciences Academy, Construction Technology, Cosmetology, Criminal Justice, Culinary Arts, Teacher Preparation, Firefighter/EMT, Health Careers, Industrial Technology, Mechatronics, Medical Services, Practical Nursing, Welding Technology, Visual Communications. Some of these career training



programs have options for students to qualify for college credit. These partner institutions include Northern Oklahoma College, Cowley College, Oklahoma Wesleyan University, and Oklahoma State University's Institute of Technology.

Each year nearly 500 high school students and adults enroll in PTC's full-time career training curriculum where they gain knowledge and skills

that are needed for success in life and at work.

Adult students have the option of attending on either a part-time or full-time basis. Tuition for adults varies depending on which area they enroll in. Financial aid and scholarships are available to eligible applicants.

Along with quality career-specific

(See PIONEER TECH, Page 13)

## Pioneer Tech... continued from Page 7

training, Pioneer Tech also offers experiences that allow students to find success in core academic subjects as well. Providing free tuition to all high school and home school students within the district, PTC partners with Blackwell, Newkirk, Ponca City, Tonkawa, and Woodland high schools. The tech center also has high school students attending from Frontier, Medford, and Shidler this year. All students attend on a part-time basis dependent upon class schedules from their home high school.

Through the Adult Education and Family Literacy program adult students without a high school diploma can gain the knowledge they need to earn their GED or high school equivalency. For high school-age students who may be at risk of not earning their high school diplomas, PTC works with partner schools to provide academic enhancement and credit recovery opportunities assist-

ing students in meeting graduation requirements.

PTC also offers academic math classes in College Algebra, Math of Finance, Algebra II, Math Analysis, and Geometry. These courses are taught by a certified math teacher at the PTC campus.

Pioneer Technology Center also uses the WorkKeys assessment system and a career curriculum to enhance student and client training. The on-line-system is a tool to measure basic skill requirements for employment, assess skills relative to a particular career, and for improvement to basic workplace skills. This system assists students in successfully qualifying and retaining a high-skilled, high-wage career.

In addition to providing programs for the emergent workforce, Pioneer Tech also provides an array of services for existing companies, start-up businesses, and industries re-locating into the service area as well as

adults who simply want to update or enhance existing job skills.

Pioneer Tech's Business and Industry Services (BIS) division offers client-based and training programs that include small business management, agra business management, bid assistance, leadership development, safety training, industry training, marketing solutions, truck driver training, and the business incubator program. The Emergency Services Training Center completed in August of 2019 benefits not only the full-time career programs but also PTC's safety education for the industry. The tower stands 44 feet high with 18,425 square feet of usable training space, including burn rooms, movable partitions, rappelling capabilities, and much more.

Each year, over 9,000 individuals take advantage of the BIS offerings which, in turn, enhances the business climate, and economy of Kay County; thus, providing an increased number of jobs and salaries within the district.

Through the Adult Training and Development (AT&D) program, more than 500 on-site and on-line courses are available ranging from a few hours to complete ca-

reer training offerings. Other courses available through the AT&D department include emergency medical technician, welding, certified nurse aide, culinary courses, and many more. Fall, spring, and summer class schedules are also available at the PTC campus or on the website at [www.pioneertech.edu](http://www.pioneertech.edu).

For more information on PTC's Full-Time programs, Business and Industry Services programs, and Adult Training and Development classes, please call 580-762-8336 or visit [pioneertech.edu](http://pioneertech.edu).

## PTC culinary academy inspires students

### Press Release

Pioneer Technology Center recently offered a unique and engaging opportunity for 8th, 9th, and 10th grade students to explore the exciting world of culinary arts. Under the instruction of Brenda Pollak, students participated in the Culinary Academy, a hands-on experience designed to ignite a passion for cooking and teach essential kitchen skills. Throughout the academy, students not only learned the fundamentals

of food preparation but also gained valuable lessons in teamwork, creativity, and kitchen safety.

The Culinary Academy created a supportive and inspiring environment for rising stars in the kitchen, helping them gain confidence as they prepared a variety of delicious treats. Brenda Pollak, a skilled instructor, guided each student through the culinary process, ensuring an educational and enjoyable experience.



Morning class participants front row, from left: Anna Pruet (Ponca City), Grace Holman (Ponca City), Gia Dickinson (Ponca City), Ava Dickinson (Ponca City), and Norah Singleton (Ponca City). Back row: Jackson Ware (Ponca City), Carlos Sanchez (Ponca City), Crux Swift (Ponca City), John Brien (Ponca City), Justin Brien (Ponca City). Not pictured: Jaden Bloomer (Ponca City). (Courtesy photo)



Afternoon class participants front row, from left: Lily Murphy (Blackwell), Alexandria Walters (Ponca City), Krystel Keith (Ponca City), Ella Wyckoff (Red Rock). Back row: Landon Smith (Ponca City), Kamden Sparks (Ponca City), Layton Henderson (Ponca City), Kiptyn Coffman (Newkirk), and Olivia Iverson (Ponca City). (Courtesy photo)

**y Serving Blackwell & Kay County Since**

**Wednesday, June 18, 2025**



Photo Submitted

## **PTC hosts Summer Camp**

Pioneer Technology Center's (PTC) Summer Camp program for future 6th and 7th graders was a great success last week! Over 100 enthusiastic campers participated in a variety of engaging programs, including Teacher Preparation, Culinary Arts, Criminal Justice, E-Sports, Visual Communications, Automotive Technology, Biomedical Sciences, Cosmetology, Construction, Firefighter/EMT, Precision Machining, 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, STEM Biotech, Youth Police Academy, Construction, Esports Live Streaming, Youth Firefighter, and Horsepower Academy. For more information, visit [pioneertech.edu/events](http://pioneertech.edu/events) or call 580-762-8336.

# PTC Summer Camp



More than 100 enthusiastic campers attended Pioneer Technology Center's Summer Camp program for future 6th and 7th graders. They participated in a variety of engaging programs, including teacher preparation, culinary arts, criminal justice, E-sports, visual communications, automotive technology, biomedical sciences, cosmetology, construction, firefighter/EMT, precision machining 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, STEM biotech, youth police academy, construction, E-sports live streaming, youth firefighter and horsepower academy. (Courtesy photo)



**PIONEER TECHNOLOGY CENTERS (PTC) Summer Camp program for future 6th and 7th graders was a great success last week! Over 100 enthusiastic campers participated in a variety of engaging programs, including Teacher Preparation, Culinary Arts, Criminal Justice, E-Sports, Visual Communications, Automotive Technology, Biomedical Sciences, Cosmetology, Construction, Firefighter/EMT, Precision Machining, 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, STEM Biotech, Youth Police Academy, Construction, Esports Live Streaming, Youth Firefighter, and Horsepower Academy. For more information, visit [pioneer.tech.edu/events](http://pioneer.tech.edu/events) or call 580-762-8336.**

## Gene Haas Foundation awards \$18,000 to Pioneer Tech Precision Machining Program

*Editor's Note: In the Thursday, June 5 edition, this photo and headline were incorrectly published with another article and caption.*

**Ponca City, OK** ----- The Gene Haas Foundation has awarded an \$18,000 grant to Pioneer Technology Center's (PTC) Precision Machining program. This generous contribution will support student scholarships, industry competitions, and the continued development of workforce skills in CNC machining.

The Gene Haas Foundation is dedicated to promoting education in manufacturing technologies, specifically Computer Numerical Control (CNC) machining. The organization also supports local efforts that improve quality of life within communities.



**PICTURED LEFT to right** Kahle Goff (Executive Director of Full-Time Programs); Traci Thorpe, (Superintendent/CEO); Michael Duggan (Gene Haas Foundation), Morgan Lesemann (Instructor); and Ryan Burkett (Instructional Director).

Pioneer Tech continues to prepare students for high-demand careers in manufac-

turing through programs like Precision Machining, equipping them with skills that lead directly to employment and advancement. For more information about P

# Thursday

June 5, 2025

Vol. 132 - No. 174

[poncitynews.com](http://poncitynews.com)

## Gene Haas Foundation Awards \$18,000 to Pioneer Tech Precision Machining Program

Ponca City, OK — The Pioneer Technology Center (PTC) Foundation recently received a generous donation from Phillips 66's Ponca City Refinery, continuing a strong community partnership dedicated to supporting education and workforce development in the region. The donation was presented during a check ceremony held last week at Pioneer Tech.

Established in 1997, the Pioneer Tech Foundation exists to remove financial barriers for students by providing scholarships and support for career training and educational opportunities. With help from caring individuals, families, and corporate donors like Phillips 66, the Foundation supports tuition assistance, student organization activities, and instructor development.

"The generous donation from Phillips 66 helps us continue our mission of changing lives through education," said Traci Thorpe, Superintendent/CEO of Pioneer Tech. "We are grateful



PICTURED (BACK Row): Spike Henderson, Mary Austin, Carrie Grace, Brad Purdy, and Lori Evans (PTC). Front Row: Traci Thorpe (PTC), Jaylene Soulek, Chelsi Hendrickson (Phillips 66), Carl Perkins, General Manager (Phillips 66), Zack Montague, Maintenance Manager (Phillips 66), Brandon Howie, Optimization Manager (Phillips 66), Erin Liberton, Public Affairs & Communications Sr. Advisor (Phillips 66), and Tom Riley.

for their ongoing support and commitment to our students' futures."

Phillips 66's Ponca City Refinery plays a vital role in the Midcontinent region, producing high-quality transportation fuels and other refined

products. Their partnership with Pioneer Tech reflects a shared dedication to investing in the future workforce and ensuring access to quality technical education.

The Foundation's goal is to create long-term impact by

offering financial support to deserving students for generations to come.

For more information about donating to the Pioneer Tech Foundation or available scholarships, visit [www.pioneertech.edu](http://www.pioneertech.edu).

# Tuesday

## June 3, 2025

Vol. 132 - No. 172  
poncacitynews.com

### PTC to host lunch and learn on non-profit succession planning

By CALLEY LAMAR  
calley@poncacitynews.com  
Pioneer Technology Center

(PTC) is gearing up for a lunch and learn focused on succession planning for smooth leadership transitions on Thursday, June 12 from 11:30 am to 1 pm.

This lunch and learn, titled "Staying Afloat When the Captain Steps Down" will feature speaker Maggi Hutchason of Dearing House Child Advocacy Center. Hutchason has over 25 years of child advocacy experience, and served as the Executive Director of Dearing House from 2003 to 2024, while remaining involved with the staff and mission of the

organization. Hutchason will share her experience and insights for succession planning with guidance from a national accreditation agency to lay the foundation for long-term sustainability when a change in executive leadership or key staff occurs.



**THIS QR code can be scanned to register for the lunch and learn. Registration must be made by June 6, the cost is \$15 and includes lunch.**

This lunch and learn came about following conversations with non-profit organizations at a Business and Industry Breakfast meeting focused specifically on non-profit organizations.

Those wishing to participate in this lunch and learn are advised to register by Friday, June 6. The cost is \$15 and includes lunch.

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Business & Industry Services**



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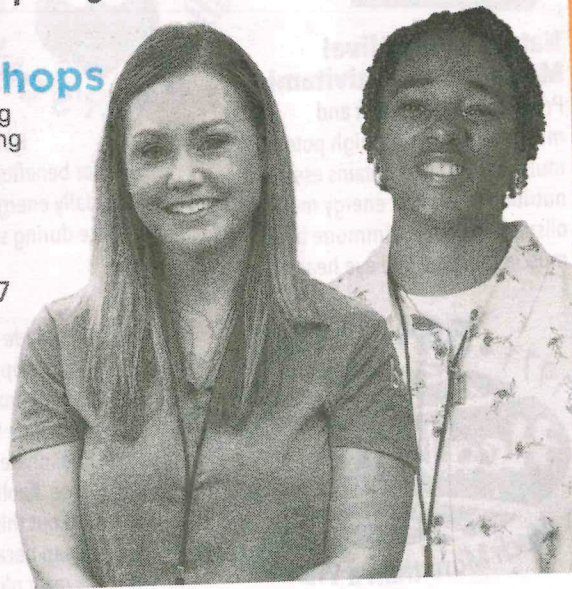
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L to R: Katie Holman, Employment Job Coach; Fae Rabb, Employment Job Coach; Cena O'Driscoll, Program Manager; and Dondi Rowe, Program Director.

## Work Ready Ponca City Removing Roadblocks to Employment

Story by **Chelsea McConnell** | Staff Writer

Work Ready Ponca City, a division of Work Ready Oklahoma, is a free career readiness program. In Ponca City, Work Ready is facilitated through Pioneer Technology as their host agency. There are currently 22 Work Ready sites across the state. The program began in 2017, with Ponca City's location opening in 2024. Work Ready Director Dondi Rowe is a wealth of knowledge about the good she and her staff are doing in our community.

Work Ready is geared toward helping individuals 18 and older who are looking for work and ready to invest in themselves. The Work Ready curriculum has been broken down into a free, week-long workshop to teach participants a variety of soft skills. The help Work Ready offers could be for the student who is looking for first-time employment, the stay-at-home parent looking to get back into the workforce or the employee who's been somewhere for a long time and is looking to make a career change but doesn't know where to start. If participants need or want further help after the initial workshop, the staff is prepared to continue working with them. Curriculum is available for a second week-long workshop to help further skills and offer more individual attention. Week two is a bonus week that builds on week one skills for those who really want to take themselves to the next level.

Rowe says in broad terms, they can help anyone who is in between jobs. They want to help participants find jobs with sustainable wages, which is defined as "\$15 an hour or more with a pathway to benefits." However, Work Ready is not a job placement agency. The classes they offer teach their participants the skills needed to place themselves in the right job. Based on what they learn about each participant during the workshop, they will give them leads that match their desires. About the workshops she adds, "We're just happy that someone's here to invest in themselves. We're kind of like personal development for the job seeker." They are here to help remove roadblocks to employment for those they serve.

Work Ready workshops are held once a month. They are Monday through Friday from 9:00 a.m.-3:30 p.m. each day. No participant is turned away. If someone has an appointment that can't be missed, Rowe and her staff are willing to work around that to keep the participant caught up on content. If potential participants are worried about transportation to class, the Work Ready staff can help with those roadblocks as well.

The staff at Work Ready would really like to see anyone looking for a job commit to their weeklong workshop. Week one of the program is all about teaching participants soft skills. Job Coaches can help participants create resumes that stand out in 2025. They will coach participants in interview skills that lead to job offers.

Participants will do exercises to help them learn what their superpowers are and teach them how to talk about said skills with confidence during job interviews. Work Ready staff knows that finding a job can be intimidating for any number of reasons and they are here to help.

Work Ready hosts two job fairs each year, one in the spring and one in the fall. The spring Worklahoma Job Fair was held on Tuesday, May 6, from 10 a.m.-2 p.m. at Pioneer Technology Center. This event was an opportunity for workshop participants to meet North Central Oklahoma's top employers and apply for jobs. Work Ready planned to have over 30 employers and vendors at their spring event. Door prizes were be given away as well.

The Work Ready program is funded through TANF, Temporary Assistance for Needy Families, which is a federally funded block grant. Their funding allows them to offer extra assistance to



individuals with children under the age of 17. This can include basic issues that have become roadblocks to employment like job supplies or uniforms. It can also extend to short-term certification trainings in areas like welding, nursing and commercial driving. They are able

to partner with Pioneer Technology Center and other educational institutions to make these trainings an option.

Work Ready can also prepare participants who want to work remotely. They partner with businesses across the state that utilize a remote workforce. They have a solid list of reliable remote work employees who

provide good pay with a pathway to benefits. The remote positions they recommend are all full-time. If a participant gets a remote job but doesn't have sufficient office space in their home, they can office out of Ponca City's Work Ready location for up to 90 days for free.

Rowe and the group at Work Ready Ponca City are passionate about helping individuals invest

in themselves so they can get the job of their dreams and live the life they want. Job Coach and Class Facilitator, Fae Rabb makes everyone feel comfortable and keeps classes fun and entertaining. Rowe says Administrative Assistant Hannah Patrick is the queen of resumes and can polish any resume up in no time at all. Job Coach, Katie Holman is great at helping people make employment connections and has years of experience in public service. Rowe and Manager, Cena O'Driscoll work behind the scenes to make sure the whole program runs smoothly.

If someone you know is in between jobs or struggling to find work, encourage them to visit the Work Ready office. Staff there are ready to welcome and help those who are ready to help themselves. Rowe shares that 88% of people who participate in their class find better employment within 90 days of completing the class. That's 90 days away from a better life.

For more information, call the staff at Work Ready Ponca City today at (580) 718-4237 or visit them in Suite 307 of City Central, located at 400 E. Central Avenue in downtown Ponca City. You can find them online at [workreadyoklahoma.com](http://workreadyoklahoma.com) or through social media as Work Ready, Ponca City. **PCM**

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# MARKETING PLAN



PIONEER TECHNOLOGY CENTER 2025-26

# Pioneer Technology Center Communications & Marketing Plan

2025 - 2026

**MISSION:** "Enhancing Lives Securing Futures"

**VISION:** To be the preferred and most trusted resource for workforce and business development.

**VALUES:** People Innovation Character Learning Economic Development

## MARKETING OBJECTIVES 2025 - 2026:

It is typical that each year PTC's communications and marketing department publishes an annual marketing plan. In addition to that plan, the department has established the following annual objectives:

- **INCREASE** engagement with audiences through Social Media platforms, Email Blast list, and News Media.
- **ELEVATE** and create branded promotional pieces to the public each year, and promote through Email Blasts, Social Media and Newsprint.
- **IMPROVE** share meaningful, engaging stories and videos that create a strong relationship with our target audiences.

### Weekly Tactics

1. Weekly Marketing Meet-Ups to review goals, accomplish the to-do list (Any.do) and adjust the Marketing Plan as needed.
2. Maintain a consistent BRAND throughout all graphics and communications.
3. Promote PTC using social media and other outlets daily, targeting services, BIS classes & programs in need of enrollment and promotion.

## AUDIENCES AND STRATEGIES

- 1) Internal
  - a) PTC employees and board members
  - b) Current students (adult and secondary) and clients
- 2) External
  - a) Potential students & parents
  - b) Business and Industry
  - c) Potential adult students
  - d) Community at large/stakeholders

- ❖ **Boomers** (Ages 58 – 76) – 72% use Facebook and 68% use YouTube regularly. This generation increasingly uses smartphones and tablets to stay in touch with family and access news. They've embraced tech like video calls, voice assistants, and health-tracking apps. Prioritize clear, helpful content on Facebook and YouTube, and maintain email marketing to strengthen connections.
- ❖ **Gen X** (Ages 42 – 57) – About 77% are active on Facebook, and they consume 7+ hours of digital content per day across devices. They still engage with traditional media like newspapers, radio, and television, but also stream video content and use email daily. A hybrid strategy of digital (especially Facebook) and traditional platforms is most effective. Personalization and nostalgia marketing perform especially well.
- ❖ **Millennials/Gen Y** (Ages 26 – 41) – Still watching TV (mostly via streaming), 99% own smartphones, and nearly 90% use social media daily. They are very active on Instagram, Facebook, and LinkedIn. While most shop on mobile, 38% still use a desktop or laptop for more secure purchases. Prioritize mobile-optimized content, influencer marketing, and peer reviews. Value authenticity and convenience.
- ❖ **Gen Z** (Ages 11 – 25) – On average, Gen Z spends over 4 hours per day on mobile devices. Snapchat, TikTok, and Instagram dominate their attention. They value video-first, short-form, and authentic content, especially if it's entertaining or socially conscious. They're quick to engage but also quick to ignore anything overly promotional.
- ❖ **Gen Alpha** (Ages 0 – 10) – Growing up with smart tech as the norm, they often use tablets and voice assistants even in preschool years. While not the decision-makers, 73% of parents report their child's preferences influence buying decisions. Use bright visuals, interactivity, and kid-friendly educational content—while focusing marketing toward the parents through trusted digital channels.

**INTERNAL MARKET STRATEGIES:**

**PTC EMPLOYEES and BOARD MEMBERS**

**Messages:**

YOU'RE ONLY STEPS FROM YOUR GOAL  
INSPIRING LEADERS AT EVERY STAGE OF LIFE  
DO WHAT DRIVES YOU

TACTICS	EST. COST & SUPPLIES	PLAYERS	TIMELINE/EVAL.
Always have 5-10 Employees as Brand Ambassadors	\$0	C&M Dept	TIME: On-Going
New Employee On-Boarding	In-house printing	Terri	TIME: On-Going EVAL: C&M Service Survey
In-Service Marketing Update	\$0	C&M Team.	Time: August EVAL: PTC Staff
PTC Employee FB Group Page	In-house	C&M Team & PTC Staff	TIME: On-Going EVAL: C&M Service Survey
Full-Time Programs/BIS Monthly Meetings/Student Services	\$0	C&M Team & PTC Staff	TIME: August 2025 – July 2026 EVAL: C&M Survey
Work to fulfill all requests given to marketing throughout the year.	Budget	C&M Team	TIME: August 2025 – July 2026 EVAL: C&M Survey

**CURRENT STUDENTS & CLIENTS**

**Messages:**

REAL WORK, REAL REWARD  
EARN YOUR FUTURE  
YOU'RE ONLY STEPS FROM YOUR GOAL  
INSPIRING LEADERS AT EVERY STAGE OF LIFE  
DO WHAT DRIVES YOU  
OKLAHOMA'S WORKFORCE LEADER

TACTICS	EST. COST & SUPPLIES	PLAYERS	TIMELINE/EVAL.
Survey Enrolling Students	CrowdSignal Survey Site \$200	C&M Team SS Team/Director Team	TIME: First & Second Semester EVAL: Compare results to prior surveys
Creative Graphic Printed Pieces	\$39,000	C&M Team	TIME: On-Going EVAL: Student/customer comments
Utilize lobby displays, LED sign, website, Facebook, Instagram, X, & TikTok to promote all PTC activities.	Activity lists from all PTC departments, news media, photos, etc.	C&M Team	TIME: Daily (screens) Regularly (web) EVAL: Student/Stakeholder comments, web clicks
Eblast	\$300	C&M Team	TIME: August 2025 – July 2026 EVAL: C&M Survey

**ADVISORY MEMBERS & EDUCATORS**

**Messages:**

NOTHING TEACHES LIKE EXPERIENCE  
SUCCESS TAKES PRACTICE  
THE HEARTBEAT OF OKLAHOMA'S WORKFORCE

TACTICS	EST. COST & SUPPLIES	PLAYERS	TIMELINE/EVAL.
Advisory Night/Luncheons	Promo Items \$1500 Print Support Email Blast	C&M Team Exec Director FTP	TIME: Nov & Throughout the year EVAL: Compare results to prior surveys
Superintendent/Principals Meetings	Promo Items \$250 Print Support	Student Services/C&M/Director Team	TIME: On-Going EVAL: Survey at the end
Counselor's Retreat	Promo Items \$100 Print Support	Student Services & C&M	TIME: 1 time per semester Regularly (web) EVAL: Survey at the end
Teaching Canva Class	\$0	Terri Busch	TIME: Biannually EVAL: BIS Survey

**EXTERNAL MARKETING STRATEGIES:**

**POTENTIAL STUDENTS & PARENTS**

**Messages:**

REAL WORK, REAL REWARD  
 HANDS ON, GET HIRED  
 YOU'RE ONLY STEPS FROM YOUR GOAL  
 INSPIRING LEADERS AT EVERY STAGE OF LIFE  
 DO WHAT DRIVES YOU  
 GET SKILLED, GET PAID

TACTICS	EST. COST & SUPPLIES	PLAYERS	TIMELINE/EVAL.
Produce print advertising in all schools when it is needed.	\$750	Angie	TIME: Through-out the year
Support Student Services and Career Development Facilitator in recruitment activities with promo items & design recruitment materials. Support Apprenticeship Training Coordinator and Work Ready Ponca City.	3 <sup>rd</sup> grade promo items: \$1,500 (+\$50 for booths) 8 <sup>th</sup> grade promo items: \$1,800 Mid-school items: \$1,000 Sophomore promo items: \$1,000 (+\$200 for booths) Career Fairs	C&M Team	TIME: As Scheduled by recruitment team EVAL: Student Feedback; Target Market Research
Continue sending and placing information on the website geared towards adult students and parents.	Web/App/Thrillshare \$6,000 for web changes	C&M Team; supported by staff for content and web solution company	TIME: Through-Out the Year
Enhance brand and "messages" with social media X, Facebook, Instagram, Youtube & TikTok	\$0	C&M Team will act as clearing house but be supported with information for content.	TIME: Weekly/Daily if needed EVAL: Engagement Stats
Support Student/Parent Back to School Event	\$250 for signs, advertising, & materials. SignUpGenius	C&M Team help with supplies, survey students/parents	TIME: AUGUST EVAL: Number of student's pre-enrolled stay enrolled.
Work with Recruitment/Retention Team and supply T-shirts for enrolling High School Students	\$4,800	R/R Team & C&M	TIME: June/July EVAL: Survey
Support Career Fairs: Work Ready Ponca City Blackwell Industrial Authority PO HI Health	\$5000 Promo Items	C&M Team & PTC Staff	TIME: August 2025 – July 2026 EVAL: C&M Survey

## BUSINESS & INDUSTRY

**Messages:**

LAUNCH YOUR BUSINESS FROM SQUARE ONE  
 MAKING CHALLENGES EASIER  
 EXPERTS, SAVING TIME AND MONEY  
 OUR EXPERTISE IS YOUR REWARD

TRAIN YOUR WAY  
 START YOUR SUCCESS STORY  
 OKLAHOMA'S WORKFORCE LEADER

TACTICS	EST. COST & SUPPLIES	PLAYERS	TIMELINE/EVAL.
Have daily information posted for BIS Opportunities on social media. Promote BIS events.	\$0	C&M Team	TIME: Weekly EVAL: Engagement Stats
Produce flyers, brochures, stories, ads and videos to promote BIS specific efforts.	<i>Ads Included in advertising budget under "Community at Large" section</i>	C&M Team BIS Staff	TIME: As needed/requested EVAL: BIS event evaluations and follow-up
Email Blast BIS/WRO/AT&D	\$300	C&M Team BIS Staff	TIME: Monthly EVAL: Analytics of Clicks
Provide promo items for potential clients and business gatekeepers. (This will help them meet their goal of increasing market reach.)	\$5,000	C&M Team BIS Staff	TIME: August and on-going
Small Business Week assist in hospitality event to promote BIS Incubator & Coordinators.	\$750	BIS Staff	TIME: May
BBQ w/BIS event support.	\$900	C&M Team BIS Staff	TIME: May
1Million Cups on YouTube each month. Run Livestream/Vis. Com	\$0	C&M Team	TIME: On-Going
Support All BIS activities; B&I Breakfast, Advisory Group, Lunch/Learns & more.	\$500 Flyers/Online Content	C&M Team	TIME: On-Going
Okie Safety Conference	\$800	C&M Team & PTC Staff	October 2026

## POTENTIAL ADULT STUDENTS

**Messages:**

EARN YOUR FUTURE  
 PASSION GOES PRO  
 CHANGE UP YOUR CLASSROOM  
 GET SKILLED, GET PAID

TACTICS	SUPPLIES & EST. COST	PLAYERS	TIMELINE/EVAL.
Design, print and mail AT&D Schedule 2 times per year, plus Summer Postcard (coordinate newspaper ads with schedule)	\$29,000	C&M Team AT&D Staff	TIME: Design in July, November, March. EVAL: AT&D Staff, customer feedback; # of calls when launched
Support all areas in maintaining a customer friendly atmosphere	PTC pens for customers (\$300-\$500), marketing materials	C&M Team	TIME: As requested EVAL: Informal observations and feedback
Eblast per month to promote AT&D classes/WRO/BIS	\$300	C&M Team	Email Marketing
Work with Recruitment/Retention team and supply T-shirts and promo items for incoming adult students	\$1500	R/R Team & C&M Team	Time: April/May
Social Media Events, boost to fill classes.	\$1500	C&M Team	Time: On-Going
Potential Evening Welding Full-Time Program Launch	\$500	C&M Team/AT&D Team/Directors	Time: Per Traci
Promotion of Evening Certifications	\$250	C&M Team/AT&D Team	Time: On-Going
Promotion of Apprenticeships	\$0 Print, Social and more	C&M Team/Ian Freeman	Time: On-Going

## COMMUNITY-AT-LARGE & STAKEHOLDERS

**Messages:**

REAL WORK, REAL REWARD  
 THE REAL WORK, RIGHT NOW  
 PRACTICE PAYS OFF  
 CHANGE UP YOUR CLASSROOM  
 THE HEARTBEAT OF OKLAHOMA'S WORKFORCE

TACTICS	EST. COST & SUPPLIES	PLAYERS	TIMELINE/EVAL.
Participate in Chamber Business Resource Directories	~\$1500 PC \$500 Blackwell	Angie	TIME: PC – Annually EVAL: Informal feedback, # of inquiries from ad in resource guide
Produce and schedule ads for full-time programs, BIS, AT&D <ul style="list-style-type: none"> <li>• Newspaper</li> <li>• Radio</li> <li>• School publications</li> </ul> (Ads include display ads, classifieds/position announcements, public and legal notices, and news briefs)	\$5,000 +	Terri Angie	TIME: On-going EVAL: Informal staff/customer feedback. "How did you hear about us?" survey
Produce catalog that highlights all of PTC's programs and services.	\$3,500	C&M Team	TIME: Print March EVAL: Informal feedback
Email Marketing Blast for BIS/AT&D/WRO	\$300	Angie	TIME: Weekly EVAL: Analytics
Coordinate marketing efforts with regional and statewide initiatives	\$13,750 Statewide Mktg Cooperative	C&M Team	TIME: On-going EVAL: State Surveys
Coordinate marketing efforts for CareerTech month	Printing, Giveaways, Videos	C&M Team	TIME: February
Host a booth at the Kay County Free Fair	Promo Items: \$1,500	PTC Staff	TIME: September EVAL: Feedback of visitors at booth
Assist in technology telling stories on Web/Lobby Display, News Media	\$500	Academic Center, C&M Team, HR, Placement Facilitator	TIME: As occur
Utilize LED sign for announcements & Marketing Opportunities	\$0	C&M Team	TIME: All Year
Promote Summer Camp/buy T-shirts for staff for recruitment.	\$600	C&M Team, Student Services	TIME: May
Annual Parade Support	\$1,500	C&M Team/Parade Committee	TIME: Oct/Nov/Dec
Promote Work Ready Ponca City on all Marketing Platforms	\$0	C&M Team	TIME: All Year
Update the Crisis Communication's Plan	\$0	C&M Team	TIME: All Year
Ice on the Plaza	\$500	C&M Team	Time: Winter

## SOCIAL MEDIA MARKETING PLAN

### Goals:

1. **INCREASE** Social Media Engagement, Email List, and Enrollment
2. **ELEVATE** Brand Awareness and Partnership with WRO
3. **IMPROVE** Online Brand and Reputation Internally and Externally

Goal 1 Tactics	Goal 2 Tactics	Goal 3 Tactics
<ol style="list-style-type: none"> <li>1. Each year create list of “Brand Ambassadors,” to share content.</li> <li>2. Create at least 5 new marketing pieces and 1 video each week using Canva to promote across social media networks.</li> <li>3. Add email addresses from surveys on a weekly basis.</li> </ol>	<ol style="list-style-type: none"> <li>1. Post an estimated 3 times daily about FTP, AT&amp;D &amp; BIS</li> <li>2. Set aside time each day to respond to comments and interactions.</li> <li>3. Have designated monthly posts for AEFL, WRO, Testing Center, and other services.</li> <li>4. Celebrate PTC Successes on a weekly basis</li> </ol>	<ol style="list-style-type: none"> <li>1. Consistently do tactics from Goals 2 &amp; 3</li> <li>2. Use Canva to create consistent look and use AI for content.</li> <li>3. Update social media planner with holidays and specific social media engagement days as well as National Days. Make a folder for holiday closure banners and greetings.</li> <li>4. Make every effort to fulfill promo item requests from employees &amp; community.</li> </ol>

### MARKETING TIMELINE:

#### 2025

#### AUGUST:

- Update “Branding” Info. & New Employee On-Boarding - *Terri*
- Promote ABE/GED enrollment period - *Terri*
- Print & distribute AT&D fall schedule - *All*
- Promote Back to School night with media– *Terri*
- Prepare Survey for campus visitors during Back to School Event - *Terri*
- Get Daytime/Full-time Catalog in house and on website – *Angie*
- Promote Student Ambassador application -- *All*
- Promote Guaranteed Graduate Initiative with directors to new students – *C&M Team & Directors*
- Check Rack Card Supplies for Programs/Order New Business Cards/Stationary if needed – *Angie*
- Run/edit video for recruitment using past Student Ambassadors – *Terri*
- Promote Manufacturing Day on Social Media – *C&M Team*
- Find 3<sup>rd</sup> party enrollment for Summer Camp/Academies– *C&M Team/Finance*

#### SEPTEMBER:

- Start Planning for Holiday Market in November – *C&M*
- Design chamber directory ads. Use new messages. - *Angie*
- Host a booth at the Kay County Free Fair – *PTC Staff*
- Make Ads for the Ponca City & Blackwell Newspaper to Promote Fair – *Angie*
- Use iPads for surveys at the Fair/Giveaways for each night – *Terri*
- Order promo items for parades – *Angie*
- Assist with CTSO Kick-Off Party – *C&M*
- Manufacturing Day Promotion – *C&M*
- Make plans for Construction month (October) – *C&M*
- Promote recruitment – *Terri*

- Get items for POHI Career Fair (250) – C&M
- Find 3<sup>rd</sup> party enrollment for Summer Camp/Academies– C&M Team/Finance

#### OCTOBER:

- Construction Month – C&M
- Assist/Support for the Po-Hi Career Fair – *Student Services*
- Assist with Sophomore Visits - *Staff*
- Promote AEFL enrollment period – *Terri*
- Promote Fall Fest and Activities – *Terri*
- Holiday Market Planning – C&M
- Take Program photos – C&M
- Work with Foundation about Giving Tuesday – *Angie*
- Prepare to run ads as Testimonials in area Newspapers – C&M/BIS
- Update target audience graphics for web/Gold Star School – *Angie*
- Assist Work Ready Ponca City with Worklahoma - C&M
- Promote and work with activities for Manufacturing Day – C&M Team
- Continue to find 3<sup>rd</sup> party enrollment for Summer Camp/Academies– C&M Team/Finance

#### NOVEMBER:

- Design AT&D Winter/Spring & get Cover Options to AT&D- *Angie*
- Send Board Election Legal Notices to appropriate newspaper - *Angie*
- Advisory Night Set-Up and Communication - C&M
- Run Ads as Testimonials in area Newspapers – C&M/BIS
- Send AT&D schedule to printer - *Angie*
- Veterans Activities Military – *Angie*
- Set-Up and have Holiday Market – C&M/Holiday Market Volunteers
- Giving Tuesday Eblast/Brochure – *Angie*
- Help with Frontier Career Fair 200 items – C&M Team

#### DECEMBER:

- Prepare for Board Recognition Month/Social Media/Newspaper/Lobby/Sign – C&M
- Create videos with class photos – *Terri*
- Create video for holiday greeting on Social Media – *Terri*
- Update and view marketing survey and make changes as needed – *Terri*
- Update all surveys, BIS, AT&D and Student – *Terri*
- Constant Contact Christmas Card – *Angie*
- Print Christmas Cards for Traci – *Angie*
- Start Wall of Fame Project – *Angie*
- Take Program Photos – C&M

### **2026**

#### JANUARY:

- Start Catalog Design - *Angie*
- Send Board Appreciation Ads to Newspapers – *Angie*
- Communicate Employee Satisfaction Results (if appropriate year) – *Terri*
- Schedule CareerTech Month Activities – C&M
- Mid-Year Review of C&M Goals – C&M
- Preview Night postcards for Student Services - *Angie*

#### FEBRUARY:

- Promote CareerTech Month (Radio, table displays, Supt. Corner, mid-week) – *CM Staff*
- Add daily photos to all social media to promote CareerTech Month – *Terri*
- Promote Preview Night – *Terri*
- Start working on Summer Camp/Summer Academies – C&M Team
- Get new t-shirt theme for new enrolling students for April – July – SS/C&M Team
- CareerTech Month Dress-Up– C&M Team
- Get Wall of Fame Students on Social Media– C&M Team

- Wall of Fame students on Sign & Rise Vision – Angie

#### MARCH:

- Promote AEFL enrollment period if needed – C&M
- Put Up Wall of Fame Posters - *Angie*
- Design AT&D summer postcard/schedule – *Angie*
- Schedule Spring Break Social Media – *Terri*
- Rotate board seats on website and other media – *Angie*
- Get 500 items for Blackwell Career/Internship Fair (Include AT&D Health) – C&M

#### APRIL:

- Talk with BIS about plans for Small Business Week – *C&M Team*
- Send AT&D summer schedule to printer and put on website – *Angie*
- Design and print Senior Post Cards for Student Services - *Angie*
- Promote BBQ with BIS – C&M
- Start on Gold Star Award Application - *Terri*
- Continue Promotion for Summer Camp/Summer Academies – *Terri*
- Design t-shirts for new enrolling students – *Angie*
- Adjust Board Seats on the website - *Angie*
- Purchase Promote Items for Safety at Okie Contractor Fair (promo items) – *Angie*
- Promo items for Blackwell Career Fair – C&M
- Work Ready Assistance with Worklahoma – C&M
- Start Planning Foundation Dinner with Lori – C&M

#### MAY:

- Update survey for new students when they enroll – *Terri/Lori*
- Small Business Week, promote on web & social media with BIS Staff - *Terri*
- Help promote summer camps/academies on web & social media – C&M
- Promote Graduations with video, news releases and picture opps – C&M
- Facebook Live all graduations and events – *Terri*
- Graduation picture with Celeste at reception for Catalog – C&M
- Work on Full-Time Program Catalog/Upload to Website– C&M
- Update website with new information from Catalog – *Angie*
- Update By the Numbers Flyer/Powerpoint/Web – *Angie*
- Support Safety at Okie Contractor Fair (promo items) – *Angie*
- Work Ready Oklahoma Assistance– *Terri*
- Stage Career Signing Day photo/SHARE – C&M
- Stage photo for Ambassadors for Catalog

#### JUNE:

- Capture Summer Camp/Academy moments and group photos run in all media– C&M
- Revise marketing plan – C&M (*talk with Exec Team*)
- Assist in FTP/Nursing/BPOC Handbook Cover & place on website – C&M
- Meet with staff to update website – C&M
- Review Crisis Management Plan – *Terri*
- Update school calendar & Main PTC Calendar on website - C&M
- Order t-shirts for New enrolling students - *Angie*

#### JULY:

- Capture Summer Academy moments and group photos run in all media– C&M
- Submit new marketing plan – *Terri*
- Design AT&D fall schedule – *Angie*
- Add Catalog graphics to website – C&M
- Prepare for In-Service Marketing Update – *Terri*
- Start planning videos with Speak Now
- Move photos to drive and thumb drive (after Academies are complete) – *Angie*

**ON-GOING/AS NEEDED ACTIVITIES:**

- Facebook/X/Instagram Daily Updates
- Live Facebook videos for special events
- Press Releases for PTC activities to papers, web media & website
- Staff surveys - *C&M*
- “Cross-promote” PTC options (AT&D, BIS, Full-Time, WRO etc.)
- Website updates - *C&M*
- Student surveys - *C&M*
- Lobby Display & Outside Sign updates (weekly)
- Positive media coverage for ALL of PTC (ads, press releases, website, etc.)
- Ads in HS yearbooks and activity programs
- Special and new AT&D course promotion and boost classes on Facebook.
- Assist any program & Superintendent/CEO with PTC presentations to community
- Involvement in local and state CTE as well as OKSPRA
- Monthly assist BIS/AT&D/WRO with Email Blast promotion
- Monthly filming of 1Million Cups and place on YouTube
- Make flyers for all programs/services and hang them up when needed
- Regularly tour hallways for sign/flyer cleanup
- Consistent Brand across all campus and media
- Work Ready Oklahoma Marketing Initiative when grant is approved
- Promote Flex Lab to BIS clients and the community
- Take photos regularly for all events to post.
- Promote Cafeteria menu weekly
- Be a positive group always promoting PTC to employees and the community.
- Help the Apprenticeship Training Coordinator with events and promo items.

**BURNETT SECURITY & INVESTIGATION - INC.**

580-765-3553

**CONTRACT 2025**

This is a contract between Burnett Security & Investigation and Pioneer Technology Center, Ponca City, OK. July 9, 2025 thru June 30, 2026

Burnett Security & Investigation agrees to furnish the following described services to Pioneer Technology Center, Ponca City, OK. . Either party has the right to cancel the contract with a 30 day written notice.

Burnett Security & Investigation will furnish:

**Deposit service**

Pickup would be between 11am and 3:30pm each day. The deposit would need to be ready when we arrive.

1. Burnett Security & Investigation would provide Pioneer Technology Center with a uniformed CLEET certified, security guard. To make daily (Monday thru Friday) deposit pickups from Pioneer Technology Center, Ponca City and delivered to Bank of your choice in Ponca City, OK. BSI would not pickup on days that Pioneer Technology Center Ponca City offices or the banks are closed. **Deposit bags must be locked or sealed to be picked up.**
2. Burnett Security & Investigation will provide workers compensation insurance for their employees.
3. Burnett Security & Investigation will provide general liability insurance in the amount of \$2,000,000.00.
4. A supervisor to be on call 24 hours per day.
5. All guards would be licensed by the State of Oklahoma and required to take CLEET certification training.
6. Burnett Security & Investigation agrees to abide by all requirements not listed above that are listed in the bid sheet.
7. Anytime the price of fuel is at or above \$3.75 there will be a 10% fuel surcharge added for that month.
8. **Additional day transfers \$15.00 ea.** Burnett Security will be very flexible in scheduling other transfers if needed.

Cost of the above service would be \$20.00 per day.

Date 6-12-25

Date \_\_\_\_\_

  
\_\_\_\_\_  
Jerry Burnett  
Burnett Security & Investigation - Inc.

\_\_\_\_\_  
Pioneer Technology Center

# PROTECT YOUR FAMILY AND YOUR FINANCES



## BUSINESS PLAN OPTIONS

Running a business is a challenge today, and hiring and keeping good employees is only a part of it. We know that employers are balancing budgets and employee benefits, and we want to help. AirMedCare Network partners with select businesses to offer their employees financial peace of mind as a thank-you for all their hard work and support of the business.

### ABOUT AIRMEDCARE NETWORK

In a medical emergency every second counts, especially when transporting patients who are far away from appropriate medical treatment. No one knows that better than AirMedCare Network (AMCN).

AMCN providers respond to scene calls and provide hospital-to-hospital transports—carrying seriously ill or injured patients to the nearest appropriate medical facility.

AirMedCare Network is America's largest air ambulance membership network. AMCN provides coverage across 320 locations in 38 states with over 3 million network members.

Expenses for emergency air medical transport can put stress on your finances. With an AMCN membership, you will have no out-of-pocket expenses only if flown by any AMCN provider. Membership fees cover not just yourself, but anyone who resides within the household.

Flexible solutions will fit your specific need and create a valuable benefit for your teams.

- With an **Employer Paid-Group Full Plan**, you can purchase the membership for your employees at a discounted rate. As your gift to them, this allows your employee to recover from a life or limb threatening emergency without the financial worry of the cost of their flight when flown by one of our providers.
- With an **Employer Paid Census Plan**, you maintain ownership of the membership benefit. You can control cost, and you'll cut down on the paperwork required to get your employees covered—saving you precious time!
- We are also proud to offer a payroll deduction option for your employees. At no additional cost to you, you can offer financial peace of mind to your employees allowing them to recover from life or limb threatening emergencies when they are flown by one of our providers. Each employee will be able to make the decision about adding this to their benefits package. Many of our customers love the option to be able to spread the cost of a longer-term membership over multiple pay periods. As the employer, you can control how many pay periods you deduct it from their payroll, and you can take up to 3 consecutive months to pay us!

Contact your local Membership Sales Manager for questions or to enroll:

Jennifer Mullen | 918.285.6247 | [jennifer.mullen@gmr.net](mailto:jennifer.mullen@gmr.net) | [amcnrep.com/jennifer-mullen](http://amcnrep.com/jennifer-mullen) | Track Code: 15321

### AMCN MEMBERSHIP PRICING

BUSINESS RATES BY GROUP SIZE

3-149	\$75/household
150-499	\$70/household
500-999	\$65/household
1000-4999	\$60/household
5000-9999	\$55/household
10000+	\$50/household
Standard (non-business related)	\$99/household

Minimum 3 participants. Terms & conditions apply. Multi-year memberships not available in AK & CA. 10-year membership not available in IN.

Dispatch decisions are made by emergency medical personnel; membership does not guarantee transport by an AMCN provider.





## PROTECT YOUR FAMILY AND YOUR FINANCES

In a medical emergency every second counts, especially when transporting patients who are far away from adequate medical treatment. AirMedCare Network (AMCN) providers respond to scene calls and provide hospital-to-hospital transports—carrying seriously ill or injured patients to the nearest appropriate medical facility.

AirMedCare Network is America's largest air medical membership network, providing financial protection for emergency air medical transport. Even with medical insurance, air medical transport can result in significant out-of-pocket expenses, however, membership ensures no out-of-pocket expenses for medically necessary flights only if flown by an AMCN provider. Membership starts at just \$99 per year, with Senior and multi-year discounts available, and automatically enrolls you in all provider programs, giving you coverage in over 320 locations across 38 states.

### MEMBERSHIP BENEFITS AT-A-GLANCE

#### NO OUT-OF-POCKET COSTS:

Members have no out-of-pocket costs only if flown by an AirMedCare Network provider

#### HOUSEHOLD COVERAGE:

Membership covers not just yourself, but anyone who resides within your home

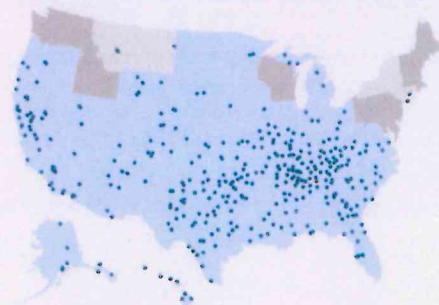
#### TELADOC ACCESS:

AMCN members enjoy access to Teladoc physicians at a discounted rate of \$3 per month plus co-pay

#### COAST TO COAST PROTECTION:

Membership is valid in all service areas so you are covered at home and while traveling

### AMERICA'S LARGEST AIR MEDICAL MEMBERSHIP NETWORK



**320+**  
LOCATIONS

**38**  
STATES

Membership terms and conditions apply. Dispatch decisions are made by emergency personnel, membership does not guarantee transport by an AMCN provider. Locations and coverage shown on this map are approximate and may be updated at any time.

### JOINING IS EASY!

Contact your local Membership Sales Manager for questions or to enroll:

Jennifer Mullen | 918.285.6247 | [jennifer.mullen@gmr.net](mailto:jennifer.mullen@gmr.net)  
[amcnrep.com/jennifer-mullen](http://amcnrep.com/jennifer-mullen) | Track Code: 15321



**PIONEER TECHNOLOGY CENTER**  
**PURCHASES OVER \$10,000**  
**Equipment/Furniture/Remodel or Repairs/Technology**  
**July 8, 2025**

<u>Program/Area</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Bldg Maint / Safety			
Technology & Subscription Serv	Centegix	Safety Platform Subscription 2 sites	\$16,000.00
		Wireless Backup Data	\$ 400.00
		Gateway Cabling & Installation	\$ 4,000.00
		Core Asset Identification	\$ 2,000.00
		Implementation	\$ 4,000.00
		Onsite Training	\$ 3,000.00
		Safety Blueprint Remote Installation	\$ 0.00
		Safety Blueprint Remote Training	\$ 0.00
		Safety Platform Installation	\$10,000.00
		Shipping & Handling	<u>\$ 800.00</u>
		Total	\$40,200.00

*Other quotes:*  
*Sole Source Vendor*

Building Maint			
Major Repair/Remodel	Ford AV	Conf Center Audio/Visual/Control System	\$161,390.00
		Year 2 & 3 Extended Warranty	<u>\$ 8,236.00</u>
		Total	\$169,626.00

*State Contract Pricing #ITSW1021*

*Other quotes:*  
*Cory's Spaces \$279,467.25*

**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  
Live Work – CTSO Donation  
Trade Shows  
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
- Food
- Meal reimbursement for events with an overnight stay
- 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**

## **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. Documented Personal or family illnesses
2. Documented 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.

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 **medical**, 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.~~

~~e. 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.~~

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**

## FULL-TIME PROGRAMS



# STUDENT HANDBOOK

PIONEER TECHNOLOGY CENTER 2025-26



# PIONEER TECHNOLOGY CENTER

## 2025 – 2026 SCHOOL CALENDAR

August 7, 2025	Back to School Event
August 15, 2025	First Day of School
September 1, 2025	Labor Day Holiday (Campus Closed)
September 15, 2025	Professional Day – No Classes
October 14, 2025	Evening Parent/Teacher Conferences
October 16, 2025	Parent/Teacher Conference Day – No Classes
October 17 & 20, 2025, Friday & Monday	Student Fall Break – No Classes
November 24-28, 2025, Monday - Friday	Thanksgiving Holiday (Campus Closed)
December 19, 2025	End Second Grading Period/End First Semester
December 22, 2025 thru Jan. 5, 2026	Winter Break – No Classes
January 6, 2026	First Day Third Grading Period/Second Semester
January 19, 2026	Martin Luther King Jr. Day Holiday (Campus Closed)
February 13, 2026	Parent/Teacher Conference Day – No Classes
February 16, 2026	Presidents' Day Holiday (Campus Closed)
March 16 – 20, 2026, Monday - Friday	Spring Break – No Classes
April 3, 2026	Good Friday Holiday (Campus Closed)
May 18, 2026	Last Day of School /End Fourth Grading
May 25, 2026	Memorial Day Holiday (Campus Closed)

**Inclement weather make-up days:** April 3, May 19, 20, 21, 22, 26, 27, 28, 29

### SCHOOL SCHEDULE

Scheduled class times are from 7:57 a.m. to 11:05 a.m. and/or 12:30 p.m. to 3:38 p.m.

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

**Note:** PTC reserves the right to add additional days/hours to the Firefighter/EMT calendar based on student completion status.

### 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

**Laurence Beliel**  
Member  
Ponca City, Oklahoma

**JD Soulek**  
Vice President  
Nardin, Oklahoma

**Gay Norris**  
Clerk  
Ponca City, Oklahoma

**Debbie Leaming**  
President  
Newkirk, Oklahoma

**Dr. Rachel Shuey-Bunney**  
Deputy Clerk  
Tonkawa, Oklahoma

## ADMINISTRATIVE STAFF

**Traci Thorpe**  
Superintendent/CEO

**Molly Kyler**  
Executive Director, BIS

**Kahle Goff**  
Executive Director, FTP

**Stacey Rush**  
Chief Financial Officer

**Aimee Snyder**  
Deputy Chief Financial Officer

**Kendra Knight**  
Instructional Director

**Dr. Ryan Burkett**  
Instructional Director

## MISSION STATEMENT

### Enhancing Lives/Securing Futures

## ACCREDITING AGENCIES

Oklahoma State Board of Career & Technology Education

United States Department of Education

National Association for the Education of Young Children

National Automotive Technicians Education Foundation

Southern Region Education Board (Technology Centers That Work)

Council on Law Enforcement Education and Training

Oklahoma Department of Education

OK Board of Cosmetology & Barbering

Project Lead the Way

Oklahoma Dept. of Human Services

Oklahoma State Department of Health

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 Requests:** Please email [info@pioneertech.edu](mailto: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](mailto:Wendyb@pioneertech.edu) (580) 718-4308 or Kellie Johnson, [Kelliej@pioneertech.edu](mailto:Kelliej@pioneertech.edu) (580) 718-4224, Compliance Officers/Title IX Coordinators, or Carol Lynes, [Caroll@pioneertech.edu](mailto:Caroll@pioneertech.edu) (580) 718-4298, 504/ADA Coordinator or email [Compliance@pioneertech.edu](mailto:Compliance@pioneertech.edu).

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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.....	<b>TBD</b>

## 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 (Select) Instructor .....	Ashley Eddinger
Precision Machining Instructor .....	Morgan Lesemann
SHARE Instructor/Coordinator .....	Karl Lynes
Teacher Preparation Instructor .....	Hannah Day
Visual Communications Instructor .....	Troy Buller
Welding Technology Instructor .....	Tyler Foster

## STUDENT SERVICES STAFF

Counselor/Student Services Coordinator.....	Lori Evans
Counselor/Student Services Coordinator.....	Audra Mason
Career and Guidance Counselor .....	Jayme Evans
Career Development Facilitator .....	Cortney Horne
Disability Services Facilitator .....	Carol Lynes
Administrative Assistant.....	Karen Ware
Career Center Specialist .....	Pam Keeler
Career Center Specialist.....	Lacey Smith
Testing Specialist .....	Laura Fields

## PIONEER TECHNOLOGY CENTER STAFF

Assistant Financial Officer/Activity Fund Custodian .....	Erin Mercer
Assistant Financial Officer/Activity Fund Custodian .....	Katy Mayer
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).....	Jon Young
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 .....	Tianna Tattershall
Children’s Lab and Preschool Teacher .....	Heather Golay
Children’s Lab and Preschool Teacher .....	Layne Johnson
Financial Aid Officer .....	Lisa Jackson
Full-Time Programs Registrar .....	Holly Farmer
Full Time Programs/AEFL Administrative Assistant .....	Brisa Linnabur
Graphic Design/Marketing Specialist.....	Angela Ogden
Grounds/Maintenance .....	Clay Massey
Human Resources Manager/Administrative Assistant/Co-Compliance Officer.....	Kellie Johnson
Network Administrator .....	Kevin Bell
Network Administrator .....	Scott Overman
New Beginning Empower Training Navigator/Co-Compliance Officer .....	Wendy Burg
Payroll Clerk /Administrative Assistant .....	Amanda Perez-Vargas
Plant/Facilities Manager.....	Michael Orr
Receptionist.....	Chelsea Todd
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 Employment and Job Specialist.....	Katie Holman
Work Ready Ponca City Administrative Assistant.....	Becca Hodgson

### 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 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. In case of questionable high school completion documentation, Counselors in Student Services will verify completion with the following steps: 1. Direct contact to school or agency to obtain accreditation status. 2. Ask prospective student to provide additional contact information if needed for the school/agency awarding the transcript or diploma. 3. Have prospective student sign for a records request to be provided directly to school by mail, fax or email secure link. 4. If not able to verify, recommend adult basic education with possible need to complete the HiSet or GED exam.

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 may enroll half-time in a PTC Career Major and the other half day in 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 AEFL classes. Classes are held Monday-Thursday. There is no initial cost for the program and individuals may enroll by contacting the PTC 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 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) will be released or 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/FEEES/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 **2025-2026 at \$25,023** (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>	<u>Nonresident</u>	<u>Out-of-State</u>
(in PTC District)	(out of PTC District; in Oklahoma)	(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

**Cost of Attendance:** Each career program offering Cost of Attendance sheets may be found on PTC's website under Adult, Career Programs page: <https://www.pioneertech.edu/page/career-programs-adult>

### 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 <https://www.pioneertech.edu/page/financial-aid>. 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 \$30.00 (nonrefundable) student activity fee is required of all enrolling students. This activity fee is applied toward student activity costs.

### **FINANCIAL AID/ASSISTANCE**

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

### **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://www.pioneertech.edu/page/financial-aid>, 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.

### **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.

**13<sup>th</sup> Year Tuition Scholarship** – 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 13<sup>th</sup> Year Tuition **Scholarship**. These **scholarships** are available, on a limited basis, to qualified high school graduates within the PTC district.

**First Time Student Tuition Scholarship** – 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 **scholarships** are available, on a limited basis, to qualified high school graduates within the PTC district.

**Service Member Tuition Scholarship** – Pioneer Technology Center (PTC) is dedicated to supporting those who have served our country. To honor their commitment and help secure their futures, the PTC Board of Education offers a Service Member Tuition Scholarship. This scholarship covers tuition for one of PTC's Full-Time Program offerings. This scholarship is designed to serve current, past, and retired service members who reside within PTC’s district who have served or are serving active duty in the U.S. Military and/or received honorable discharge. This scholarship is non-transferrable to dependents or family members. Applicants must meet the following criteria to be eligible: Currently reside within PTC’s district, provide DD214 or Certificate of Eligibility, and accepted into an on-campus program at PTC. The scholarship may be applied to one Full-Time Program Offering at PTC. Students must maintain a "C" average and comply with PTC's attendance policy in order to retain scholarship.

**Children of MIA or POW Tuition Waiver** – Oklahoma §72-302 Tuition-free career and technology education - Exception. Any Oklahoma veteran, or the child of any Oklahoma veteran who is missing in action or a prisoner of war, shall be entitled to attend any state-supported technology center school in the State of Oklahoma operating under the State Board of Career and Technology Education without the payment of tuition.

### **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, **High School Equivalency** (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 x 150% =1575). If at any point the student is not progressing at the 150% pace his/her financial aid will be terminated. Should there be extenuating circumstances that prevent the student from achieving this requirement the student can file an appeal (with documentation) requesting additional time.

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

## **OPPORTUNITIES/PROGRAMS/SERVICES**

### **NATIONAL TECHNICAL HONOR SOCIETY**

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

#### *Criteria for Membership*

#### **PIONEER TECHNOLOGY CENTER**

#### **National Technical Honor Society**

##### **I. Secondary Students**

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

##### **II. Adult Students**

1. An "A" student enrolled in a career major of at least 600 hours
2. Three unexcused absences or fewer (three tardies/early outs will count as one absence)

3. Instructor recommendation based on:  
*attitude / leadership / citizenship / behavior / professionalism / ability to work well with others*
4. Minimum of Silver WorkKeys level
5. PTC administrator, counselor or program coordinator recommendation

### **III. Practical Nursing Students**

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

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

### **SUPERINTENDENT’S & DIRECTOR’S HONOR ROLLS**

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

### **PROGRAM COMPLETER/GRADUATE**

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

The student must have:

1. Been enrolled in a program/career major with a minimum of 300 hours, including 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 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](mailto: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. **The PTC Conference Center is a designated 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. Documented Personal or family illnesses
2. Documented 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.

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 ~~medical~~, 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~~

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.

**Note:** Practical Nursing (PN) Select students should familiarize themselves with PN attendance guidelines in the PN 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.

### **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 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](http://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](mailto:WendyB@pioneertech.edu) (580) 718-4308 or Kellie Johnson, [Kelliej@pioneertech.edu](mailto:Kelliej@pioneertech.edu) (580) 718-4224, Compliance Officers/Title IX Coordinators, or Carol Lynes [CaroLL@pioneertech.edu](mailto:CaroLL@pioneertech.edu) (580) 718-4298, 504/ADA Coordinator, or email [compliance@pioneertech.edu](mailto:compliance@pioneertech.edu). PTC Compliance Officers/Title IX Coordinators and 504/ADA Coordinator's mailing address is 2101 N. Ash, Ponca City, OK, 74601.

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](mailto:WendyB@pioneertech.edu)

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

### **504/ADA COORDINATOR**

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

### **ACCESSIBLE FACILITIES**

Pioneer Technology Center is situated on **32 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.

### **Prohibition of Race and Sex Discrimination in Curriculum and Complaint Process**

According to House Bill 1775, neither the district, any employee, nor an independent contractor of the district shall teach or include in a course for students or employees the following discriminatory principles:

1. One race or sex is inherently superior to another race or sex,
2. An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
3. An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
4. Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
5. An individual's moral character is necessarily determined by his or her race or sex,
6. An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
7. Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
8. Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

Any individual may file a complaint alleging that a violation has occurred of enumerated items 1-8 above. In order for a complaint to be accepted for investigation, it must:

- Be submitted in writing, signed and dated by the complainant, including complaints submitted through electronic mail that include electronic signatures;
- Identify the dates the alleged discriminatory act occurred;
- Explain the alleged violation and/or discriminatory conduct and how enumerated items 1-8 above have been violated;
- Include relevant information that would enable a public school to investigate the alleged violation; and
- Identify witnesses the school may interview. The school will not dismiss a complaint for failure to identify witnesses.

Pioneer Technology Center designates PTC Compliance Officer(s) as the employees responsible for receiving complaints. The district will ensure that the employee is unbiased and free of any conflicts of interest. Complaints may be provided via telephone at 580-762-8336 or 1-866-612-4782 and via email to [Info@pioneertech.edu](mailto:Info@pioneertech.edu). This contact information shall also be accessible on the school district's website. See policy – EGG, Prohibition of Race and Sex Discrimination in Curriculum and Complaint Process

### **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 student's class designation (i.e., first grade, tenth grade, etc.);
3. The student's extracurricular participation;
4. The student's achievement awards or honors;
5. The student's weight and height if a member of an athletic team;

6. The student's photograph; and
7. 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](http://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.ok.gov/ords/svorp/sors/r/sors/disclaimer>

Computer resources and assistance are available through an Instructional Director.

### CAMPUS CRIME STATISTICS

<b>Crimes on Campus</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
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	3	0	0	2
Liquor Law Violations	-	-	3	0	0	0

Arrests for Weapons Possessions	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Domestic Assault (Violence)	0	0	1	0	0	0
Dating Violence	0	0	0	0	0	0

NOTE: The complete Campus Security Report is posted to the Pioneer Technology Center website <https://www.pioneertech.edu/page/legal-and-consumer> The report is updated annually on October 1.

### **MISREPRESENTATION**

Pioneer Technology Center prohibits employees from making false and erroneous statements to students, prospective students, and any member of the public, accrediting agencies, or the Department. The U.S. Department of Education takes misrepresentation seriously and if a school engages in any type of misrepresentation regarding its programs, charges, or employability, it may revoke Pioneer Technology Center's participation agreement, impose limitations, deny participation, or initiate a proceeding against the institution.

#### **OIG Contact Information**

Regional Office Telephone: Dallas, TX (214)-661-9530  
Office of Inspector General:  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-1510

#### **OIG Referrals**

[34 CFR 668.16 \(g\)](#)  
IRS Publication 17

**PIONEER TECHNOLOGY CENTER  
2025-2026 STUDENT HANDBOOK  
APPENDIX A—School Board Policies**

**CKDA—Smoking and Tobacco Free Campus**

**EFBCA—Network Systems & Internet Acceptable Use**

**EFBCB—Internet Safety**

**EGG - Prohibition of Race and Sex Discrimination in Curriculum and Complaint Process**

**EHDBA-Parent-Participation-in-the-School-District (Bill of Rights)**

**FDBA—Tuition Fees**

**FFAB—Immunizations, Students**

**FFACA—Medication, Administering to Students**

**FFFF-R1—School Bus Program (Regulations)**

**FL – Student Records**

**FLE—Transfer and Release of Confidential Information**

**FNAA – Freedom of Expression**

**FNCA-R—Student Conduct, Dress Code**

**FNCC—Hazing**

**FNCD-P—Bullying (Investigation Procedures)**

**FNCD-R—Prohibiting Harassment, Intimidation and Bullying (Regulation)**

**FNCF—Drug-Free Schools**

**FNCGA—Weapons-Free Schools**

**FNG – Electronic Communication Devices**

**FO—Student Conduct, Behavior and Discipline**

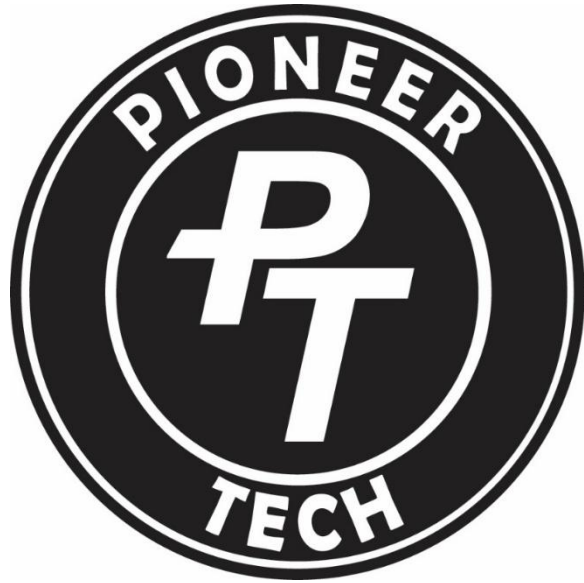
**FO-R4—Student Discipline**

**FNCE-R - Dangerous Weapons, Non-Intoxicating Beverages, Etc. (Regulation)**

**GJ-A—Sexual Harassment of Students**

**GJ-P—Grievance Procedure for Filing, Processing and Resolving  
Discrimination Complaints**

**GKF – Use of Multiple Occupancy restrooms and Changing Areas**



**SMOKING AND TOBACCO FREE CAMPUS**

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

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

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

**NETWORK SYSTEMS & INTERNET ACCEPTABLE USE**

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

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

- B. Internet Access – Terms and Conditions

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

**NETWORK SYSTEMS & INTERNET ACCEPTABLE USE (Cont.)**

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

*Adoption Date: 8/14/2001*

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

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**NETWORK SYSTEMS & INTERNET ACCEPTABLE USE (Cont.)**

- (a) Obscene to minors, meaning (i) material which, taken as a whole, lacks serious literacy, artistic, political or scientific value for minors and, (ii) when an average person applying contemporary community standards, would find that the written material, taken as a whole, appeals to an obsessive interest in sex by minors.
  - (b) Libelous, meaning a false and unprivileged statement about a specific individual, which tends to harm the individual's reputation.
  - (c) Vulgar, lewd or indecent, meaning material which, taken as a whole, an average person would deem improper for access by or distribution to minors because of sexual connotations or profane language.
  - (d) Display or promotion of unlawful products or services, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors.
  - (e) Group defamation or hate literature, meaning material which disparages a group or a member of a group on the basis of race, religious affiliation, ethnic or national origin, gender identity or preference, or handicapped condition or advocates illegal conduct or violence or discrimination toward any particular group of people. This includes racial and religious epithets, "slurs", insults and abuse.
  - (f) Disruptive to school operations, meaning material which, on the basis of past experience or based upon specific instances of actual or threatened disruptions relating to the information or material in questions, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.
3. **Employee Access.** In order for any employee of the Technology Center to gain access to the Technology Center system, the employee must sign the Employee Internet Access Agreement.
4. **Application and Enforceability.** The terms and conditions set forth in this policy shall be deemed to be incorporated in their entirety in the Internet Access Agreement executed by each system user. **BY EXECUTING THE INTERNET ACCESS AGREEMENT, THE SYSTEM USER AGREES TO ABIDE BY THE TERMS AND CONDITIONS CONTAINED IN THIS ACCEPTABLE USE POLICY. THE SYSTEM USER ACKNOWLEDGES THAT ANY VIOLATION OF THIS ACCEPTABLE USE POLICY MAY RESULT IN ACCESS PRIVILEGES BEING REVOKED, DISCIPLINARY ACTION BEING TAKEN, INCLUDING, AS TO STUDENTS, DISCIPLINARY ACTION UNDER THE TECHNOLOGY CENTER'S STUDENT DISCIPLINE POLICY AND, AS TO EMPLOYEES, ANY SUCH DISCIPLINE AS MAY BE ALLOWED BY LAW, INCLUDING TERMINATION OF EMPLOYMENT.**

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

***STUDENT SECTION:***

Student Name \_\_\_\_\_ Grade \_\_\_\_\_  
(Last) (First) (Middle)

School \_\_\_\_\_

Home Address \_\_\_\_\_ Home Phone No. \_\_\_\_\_

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

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

***SPONSORING PARENT OR GUARDIAN SECTION (Required):***

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

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Home Address \_\_\_\_\_ Home Phone No. \_\_\_\_\_

*Student Access Agreement must be renewed each academic year.*

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

Employee Name \_\_\_\_\_ Position \_\_\_\_\_  
(Last) (First) (Middle)

School or Site \_\_\_\_\_

Home Address \_\_\_\_\_ Home Phone No. \_\_\_\_\_

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

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

**INTERNET SAFETY**

**Introduction**

It is the policy of Pioneer Technology Center to:

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

**Definitions**

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

**Access to Inappropriate Material**

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

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

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

**Inappropriate Network Usage**

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

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

**Education, Supervision and Monitoring**

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

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

**INTERNET SAFETY (Cont.)**

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

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

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

**PARENT PARTICIPATION IN THE SCHOOL DISTRICT**

The board of education, in consultation with parents, teachers, and administrators, has developed and adopted this policy to promote and encourage the involvement of parents and guardians of children within the school district.

1. Parent participation in the schools is encouraged to improve parent and teacher cooperation in such areas as homework, attendance and discipline. At the beginning of each school year, each teacher shall provide parents with contact information so that a parent has the opportunity to contact the teacher or administration to address concerns related to homework, attendance and discipline.
2. Parents may request additional information from the administration to learn about the course of study for their children and review learning materials, including the source of any supplemental educational materials.
3. Parents who object to any learning material or activity on the basis that it is harmful may withdraw their children from the activity or from the class or program in which the material is used. Objection to a learning material or activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality or religion. Parents are hereby informed that the withdrawal of a child from any state mandated courses could prevent their child from being eligible to receive a high school diploma.
4. If the school district offers any sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes or pursuant to any rules adopted by the State Board of Education, parents may opt their child out of sex education instruction if the child's parent provides written objection to the child's participation in the sex education curricula.
5. Parents are hereby notified and given the opportunity to withdraw their children from any instruction or presentations regarding sexuality in courses other than formal sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes;
6. Parents may learn about the nature and purpose of clubs and activities that are part of the school curriculum, as well as extracurricular clubs and activities that have been approved by the school. A list of school clubs that have been approved by the board of education is available from the administration upon request.
7. Specific parent rights and responsibilities provided under the laws of this state, include the following:
  - a. the right to opt out of a sex education curriculum if one is provided by the school district,
  - b. open enrollment rights,
  - c. the right to opt out of assignments,
  - d. the right to be exempt from the immunization laws of the state pursuant to Section 1210.192 of Title 70 of the Oklahoma Statutes,
  - e. the promotion requirements prescribed in Section 1210.508E of Title 70 of the Oklahoma Statutes,
  - f. the minimum course of study and competency requirements for graduation from high school prescribed in Section 11-103.6 of Title 70 of the Oklahoma Statutes,
  - g. the right to opt out of instruction on the acquired immune deficiency syndrome pursuant to Section 11-103.3 of Title 70 of the Oklahoma Statutes,

**PARENT PARTICIPATION (Cont.)**

- h. the right to review test results,
  - i. the right to participate in gifted programs pursuant to Sections 1210.301 through 1210.308 of Title 70 of the Oklahoma Statutes,
  - j. the right to inspect instructional materials used in connection with any research or experimentation program or project pursuant to Section 11-106 of Title 70 of the Oklahoma Statutes,
  - k. the right to receive a school report card,
  - l. the attendance requirements prescribed in Section 10-106 of Title 70 of the Oklahoma Statutes,
  - m. the right to public review of courses of study and textbooks,
  - n. the right to be excused from school attendance for religious purposes,
  - o. policies related to parental involvement pursuant to this section,
  - p. the right to participate in parent-teacher associations and organizations that are sanctioned by the board of education of a school district, and
  - q. the right to opt out of any data collection instrument at the district level that would capture data for inclusion in the state longitudinal student data system except what is necessary and essential for establishing a student's public school record.
8. Additional parents' rights may be specified in Oklahoma Administrative Code.

Parents may submit a written request for information during regular business hours to either the school principal at the school site or the superintendent at the office of the school district. Within ten (10) days of receiving the request for information, the school principal or superintendent, shall deliver the requested information to the parent or provide a written explanation of the reasons for the denial of the requested information. If the request is denied or the parent does not receive the requested information within fifteen (15) days after submitting the request, the parent may submit a written request for the information to the board of education. The board of education shall formally consider the request at the next scheduled public meeting if the request can be properly noticed on the agenda. If the request cannot be properly noticed on the agenda, the board of education shall formally consider the request at the next subsequent meeting of the board of education.

LEGAL REFERENCES:           70 O.S. § 10-106  
                                      70 O.S. § 11-103.3  
                                      70 O.S. § 11-103.6  
                                      70 O.S. § 11-105.1  
                                      70 O.S. § 11-106  
                                      70 O.S. § 1210.192  
                                      70 O.S. § 1210.301 through § 1210.308  
                                      70 O.S. § 1210.508E

***THIS POLICY REQUIRED BY LAW.***

**TUITION FEES**

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

**ADULT TRAINING AND DEVELOPMENT PROGRAMS**

Tuition and Refunds

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

**FULL-TIME PROGRAMS**

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

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

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

*Adoption Date: 7/14/1998*

*Revision Date(s): 4/10/2001, 12/10/2002,  
6/10/2003, 9/13/2005, 11/9/2010, 11/8/2011,  
4/10/2012, 11/12/2013, 7/8/2014, 7/10/2018,  
7/13/2021*

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**TUITION FEES (Cont.)**

Refunds

1. Institutional Refund of Tuition

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

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

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

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

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

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

*Adoption Date: 7/14/1998*

*Revision Date(s): 4/10/2001, 12/10/2002,  
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4/10/2012, 11/12/2013, 7/8/2014, 7/10/2018,  
7/13/2021*

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**IMMUNIZATIONS  
STUDENTS**

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

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

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

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

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

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

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

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

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

**MEDICATION:ADMINISTERING TO STUDENTS**

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

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

1. Prescription medication must be in a container that indicates the following:
  - A. student's name
  - B. name and strength of medication
  - C. dosage and directions for administration
  - D. name of physician or dentist
  - E.date, name of pharmacy, and
  - F.whether the child has asthma or other disability which may require immediate dispensation of medication

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

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

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

2. Self-administration of medication by a student for treatment of asthma, anaphylaxis, cystic fibrosis or diabetes is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma, anaphylaxis or diabetes and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:
  - A. The parent or guardian must provide the school with an emergency supply of the student’s medication to be administered as authorized by state law.

B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

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

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

E. Definitions:

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

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

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

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

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

*Adoption Date:*

*Revision Date(s): 6/25/93, 6/13/03, 6/25/08,  
7/22/13, 7/9/19*

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

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

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

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

**SEE ALSO:**

**Policy:**

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

**Forms:**

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

*THIS POLICY REQUIRED BY LAW*

*Adoption Date:*

*Revision Date(s): 6/25/93, 6/13/03, 6/25/08,  
7/22/13, 7/9/19*

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**SCHOOL BUS PROGRAM  
(REGULATIONS)**

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

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

## **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**

**TRANSFER AND RELEASE OF  
CONFIDENTIAL INFORMATION**

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

For the purposes of this policy, "confidential information" means any information regarding a child receiving services supported in whole or in part by state or federal funds, a family member of such child, or other persons residing in the home of such child, and which is required by state or federal law or regulation to be maintained in a confidential manner.

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

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

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

**TRANSFER AND RELEASE OF CONFIDENTIAL INFORMATION (Cont.)**

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

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

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

**FREEDOM OF EXPRESSION**

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

**Policy**

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

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

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

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

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

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

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

**Reporting Requirement**

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

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

**FREEDOM OF EXPRESSION (Cont)**

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

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

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

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

**Definitions**

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

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

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

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

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

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

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

**LEGAL REFERENCE: 70 O.S. § 2120**

**STUDENT CONDUCT  
DRESS CODE  
(REGULATION)**

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

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

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

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

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

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

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

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

**HAZING**

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

For the purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the board of education.

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

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

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

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

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

**REFERENCE: 21 O.S. §1190**

**BULLYING  
(INVESTIGATION PROCEDURES)**

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

Definitions

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

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

"Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

Procedures

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

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

**BULLYING, INVESTIGATION PROCEDURES (Cont.)**

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

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

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

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

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

**PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING  
(REGULATION)**

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

Statement of Board Purpose in Adopting Policy

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

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

**BULLYING, REGULATION (Cont.)**

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

Definition of Terms

1. Statutory definition of bullying:

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

- A. Harm another student;
- B. Damage another student's property;
- C. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or
- D. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

2. The "Reasonable Person" Standard

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

3. General Display of Bullying Acts

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

**BULLYING, REGULATION (Cont.)**

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

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

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

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

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

1. Student and Staff Education and Training

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

**BULLYING, REGULATION (Cont.)**

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

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

Student Reporting

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

Staff Reporting

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

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

Parental Responsibilities

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

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

Discipline of Students

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

**BULLYING, REGULATION (Cont.)**

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

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

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

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

Publication of Policy

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

**DRUG-FREE SCHOOLS**

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

Students are hereby notified that the use, possession, or distribution of illicit drugs and alcohol is wrong and harmful. Therefore, standards of conduct that are applicable to all schools in this district, prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities.

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

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

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

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

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

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

**POLICIES:**

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

**WEAPONS-FREE SCHOOLS**

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

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

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

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

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

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

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

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

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

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

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

**WEAPONS-FREE SCHOOLS (Cont.)**

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

**ELECTRONIC COMMUNICATION DEVICES**

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

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

**STUDENT CONDUCT, BEHAVIOR AND DISCIPLINE**

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

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

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

**General Expectations**

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

**Student Conduct**

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

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

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

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

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

**STUDENT CONDUCT, BEHAVIOR AND DISCIPLINE (Cont.)**

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

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

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

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

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

**Behavior and Discipline Code**

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

*Adoption Date: 9/11/2001*

*Revision Date(s): 8/13/2002, 10/14/2003,  
11/12/2013, 7/8/2014, (incid.) 7/4/2018, 6/14/2022*

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**STUDENT CONDUCT, BEHAVIOR AND DISCIPLINE (Cont.)**

1. Adjudication as a delinquent for an offense that is not a violent offense. For purposes of this section, “violent offense” shall include those offenses listed as the exceptions to the term “nonviolent offenses” as specified in Section 571 of Title 57 of the Oklahoma Statutes. “Violent offense” shall include the offense of assault with a dangerous weapon, but shall not include the offense of assault;
2. Arson;
3. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message;
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material;
5. Bullying; (see policy FNCD)
6. Cheating;
7. Conduct that threatens or jeopardizes the safety of others;
8. Cutting class, sleeping, or refusing to work in class;
9. Disruption of the education process or operation of the school;
10. Extortion;
11. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval;
12. Failure to comply with state immunization requirements;
13. False reports or false calls;
14. Fighting;
15. Forgery;
16. Gambling;
17. Hazing (initiations) in connection with any school activity;
18. Inappropriate attire;
19. Inappropriate behavior or gestures;
20. Inappropriate public behavior;
21. Indecent exposure;
22. Intimidation or harassment because of race, color, national origin, sex/gender, age, religion, disability or veteran status, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b);
23. Obscene language;
24. Physical or verbal abuse;
25. Plagiarism;
26. Possession or use of a caustic substance not related to course work;
27. Possession or distribution of obscene materials;
28. Possession, threat or use of a dangerous weapon, including firearms, and related instrumentalities (i.e., bullets, shells, gunpowder, pellets, etc.); (see policy FNCGA)
29. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer as defined by Oklahoma law, (i.e., 3.2 beer) and/or any controlled/dangerous substance, counterfeit drugs, or other abusable chemical substances as defined by policy FNCE-R (see also policies FO-R4, FNCE)
30. Possession or distribution of any controlled/dangerous substances as defined in the Uniform controlled Dangerous Substances Act; counterfeit drugs, or other abusable chemical substances as defined by policy FNCE-R (see also policies FNCE, FNCE-R)
31. Possession of illegal and/or drug related paraphernalia;
32. Profanity;

**STUDENT CONDUCT, BEHAVIOR AND DISCIPLINE (Cont.)**

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

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

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

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

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

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

**STUDENT CONDUCT, BEHAVIOR AND DISCIPLINE (Cont.)**

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

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

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

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

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

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

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

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

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11/12/2013, 7/8/2014, (incid.) 7/4/2018,6/14/2022*

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**STUDENT CONDUCT, BEHAVIOR AND DISCIPLINE (Cont.)**

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

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

**Immediate Removal of a Student**

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

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

**Readmission**

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

**Notification of Policy**

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

**STUDENT CONDUCT, BEHAVIOR AND DISCIPLINE (Cont.)**

**Administrative Actions**

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

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

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

***THIS POLICY REQUIRED BY LAW.***

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

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

Violation of This Policy Will Result in The Following Consequences:

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

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

These consequences will be imposed independently of court action

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

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

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

**STUDENT DISCIPLINE, POSSESSION OF ALCOHOLIC BEVERAGES OR  
CONTROLLED/DANGEROUS SUBSTANCES, REGULATION (Cont.)**

Definitions

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

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

**REFERENCE:**

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

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

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

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

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

Reference Policies:

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

**SEXUAL HARASSMENT OF STUDENTS**

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

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

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

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

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

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

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

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

**SEXUAL HARASSMENT OF STUDENTS (Cont.)**

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

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

4. Reporting Allegations of Sexual Harassment

- A. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims.

1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents report these conditions, to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person. The employee to whom the report was made will provide notice of the report to the Title IX coordinator. The Title IX coordinator should then provide the appropriate paperwork to the student or parent/guardian so that the student (complainant) may file a formal complaint with the Title IX coordinator by mail, e-mail or as directed by the Title IX coordinator.
2. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns that arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

- B. Upon notice from an employee that a student or parent/guardian has reported possible sexual harassment, the Title IX coordinator will promptly contact the student (alleged victim) to discuss the availability of supportive measures, consider the student's wishes with regard to supportive measures, and explain the process that will be involved with a formal complaint.

*Adoption Date: July 14, 1998*

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

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**SEXUAL HARASSMENT OF STUDENTS (Cont.)**

5. Grievance Procedure.

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

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

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

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**SEXUAL HARASSMENT OF STUDENTS (Cont.)**

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

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

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

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

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

**SEXUAL HARASSMENT OF STUDENTS (Cont.)**

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

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

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

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

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

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

**SEXUAL HARASSMENT OF STUDENTS (Cont.)**

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

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

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

**REFERENCE: Title VII of the Civil Rights Act of 1964**

**42 U.S.C. §2000e-2**

**29 C.F.R. §1604.1, et seq.**

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

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

**Policy FO, Student Conduct, Behavior and Discipline**

**Policy GJ-B, Sexual Harassment – Employee**

**Form GJ-A1, Sexual Harassment Incident Report Form**

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

**Form GJ-A3, Sexual Harassment Written Report**

*Adoption Date: July 14, 1998*

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

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**GRIEVANCE PROCEDURE FOR FILING, PROCESSING  
AND RESOLVING DISCRIMINATION COMPLAINTS**

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

1. Definitions

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

2. Pre-Filing Procedures

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

*Adoption Date: 7/14/1998*

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

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

1. Filing and Processing Discrimination Complaints

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

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

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

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

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

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

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

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

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

1. General Provisions

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

*Adoption Date: 7/14/1998*

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

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**PIONEER TECHNOLOGY CENTER  
BOARD OF EDUCATION**

**GJ-P**

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

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

*Adoption Date: 7/14/1998*

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

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**USE OF MULTIPLE OCCUPANCY RESTROOMS AND CHANGING AREAS**

Pursuant to SB615 (2022), each multioccupancy restroom and changing area located in public schools serving students in prekindergarten through twelfth grades 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 public school or public charter 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.

“Family restroom” is defined as a restroom designated by Pioneer Technology Center as a family restroom. Family restrooms shall be for the sole use of a parent or parents and their children.

“Individual,” for the purposes of this policy is defined as any student or employee of the District.

If an individual does not wish to comply by using the appropriate restroom or changing room based on sex as defined herein, the District shall provide a reasonable accommodation by providing access to a single-occupancy restroom or changing room. The District also has family restrooms available, as designated, to be used exclusively by parent(s) and their children.

If a student refuses to comply with the use of the appropriate restroom or changing room based on sex as defined herein or the single-occupancy restroom or changing room accommodation, the student shall be disciplined pursuant to the District’s student behavior policy.

If a district employee refuses to comply with the use of the appropriate restroom or changing room based on sex as defined herein or the single-occupancy restroom or changing room accommodation, the employee shall be disciplined pursuant to the appropriate District policy and Oklahoma law based on the employee’s position within the District.

Patrons may be removed from the premises for interfering with peaceful orderly conduct in accordance with 21 O.S. § 1375 and 1376.

This policy does not apply to individuals entering the multioccupancy restroom or changing facility designated for the opposite sex under the following circumstances:

1. For custodial, maintenance, or inspection purposes; or
2. To render emergency medical assistance.

Reference: OKLA. STAT. tit. 70 § 1-125

***Adoption Date: 8/9/2022***

***Revision Date(s):***

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**\* CONTACT INFORMATION \***

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

**PRACTICAL NURSING**



**STUDENT** **HAND**  
**BOOK**

PIONEER TECHNOLOGY CENTER 2025-26



## 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

Robbin Seymour, BSN, RN  
Instructor

Shonda Garrison, ~~RN~~ BSN, RN  
Instructor

Ashley Eddinger, BSN, RN  
PN Select Instructor

Alisa McCleary, BSN, RN  
Instructor

Tessa Cramer, ~~RN~~ BSN, RN  
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.~~

“Pioneer Technology Center does not discriminate on the basis of sex, race, color, national origin, disability, age, or any other characteristic protected by law and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admissions and employment. 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 Carol Lynes (580) 718-4298, 504/ADA Coordinator. Pioneer Technology Center, 2101 N. Ash, Ponca City, Oklahoma

**This handbook is effective for Practical Nursing Students and PN Select Students beginning August 2024 2025.**

**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](http://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 13<sup>th</sup> 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.

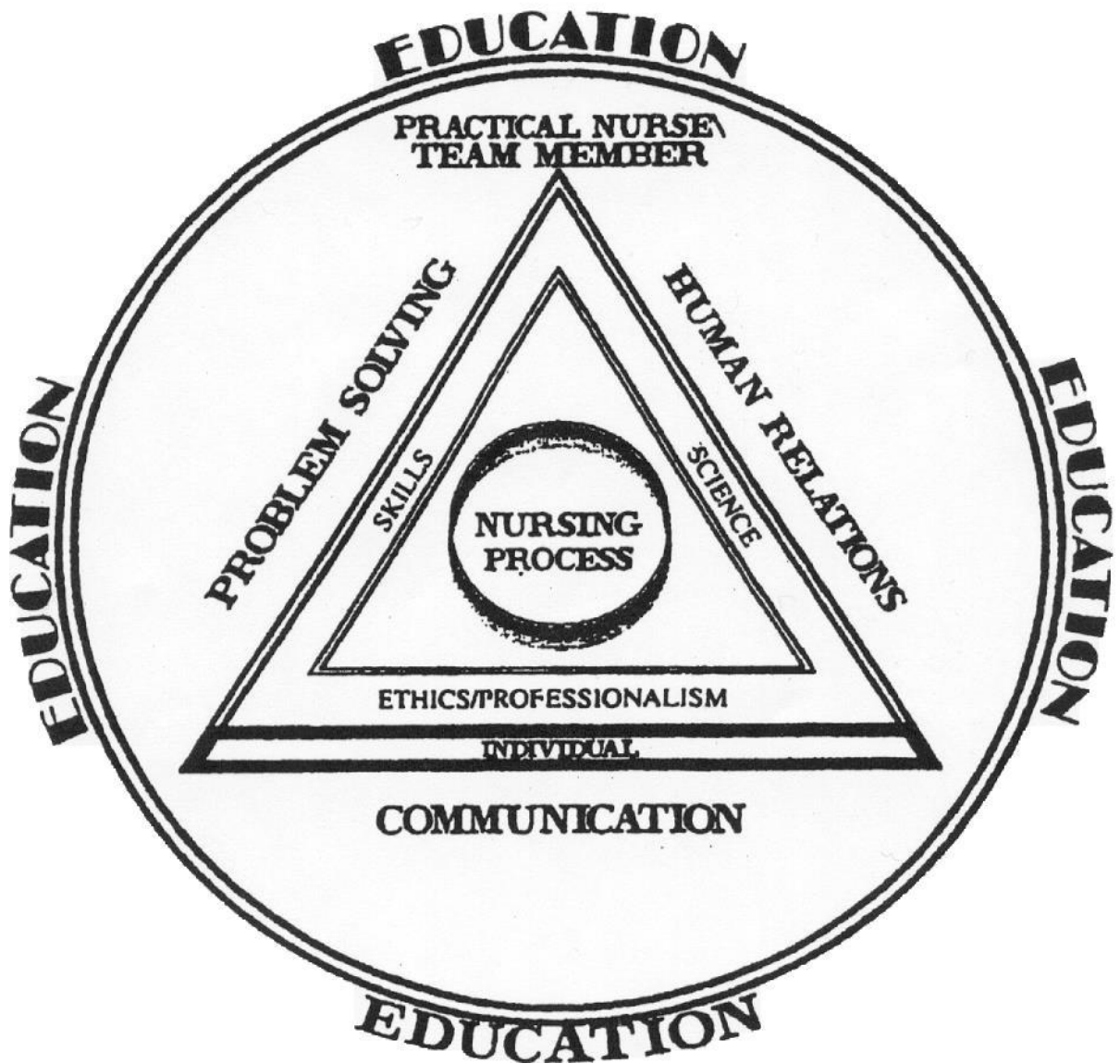
We believe that, along with nursing skills, knowledge is also vital. Theory in anatomy and physiology, nutrition, and growth and development is presented to reinforce holistic care. Ethics and professionalism are integrated throughout the curriculum. As the program continues to proceed to more complex 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.

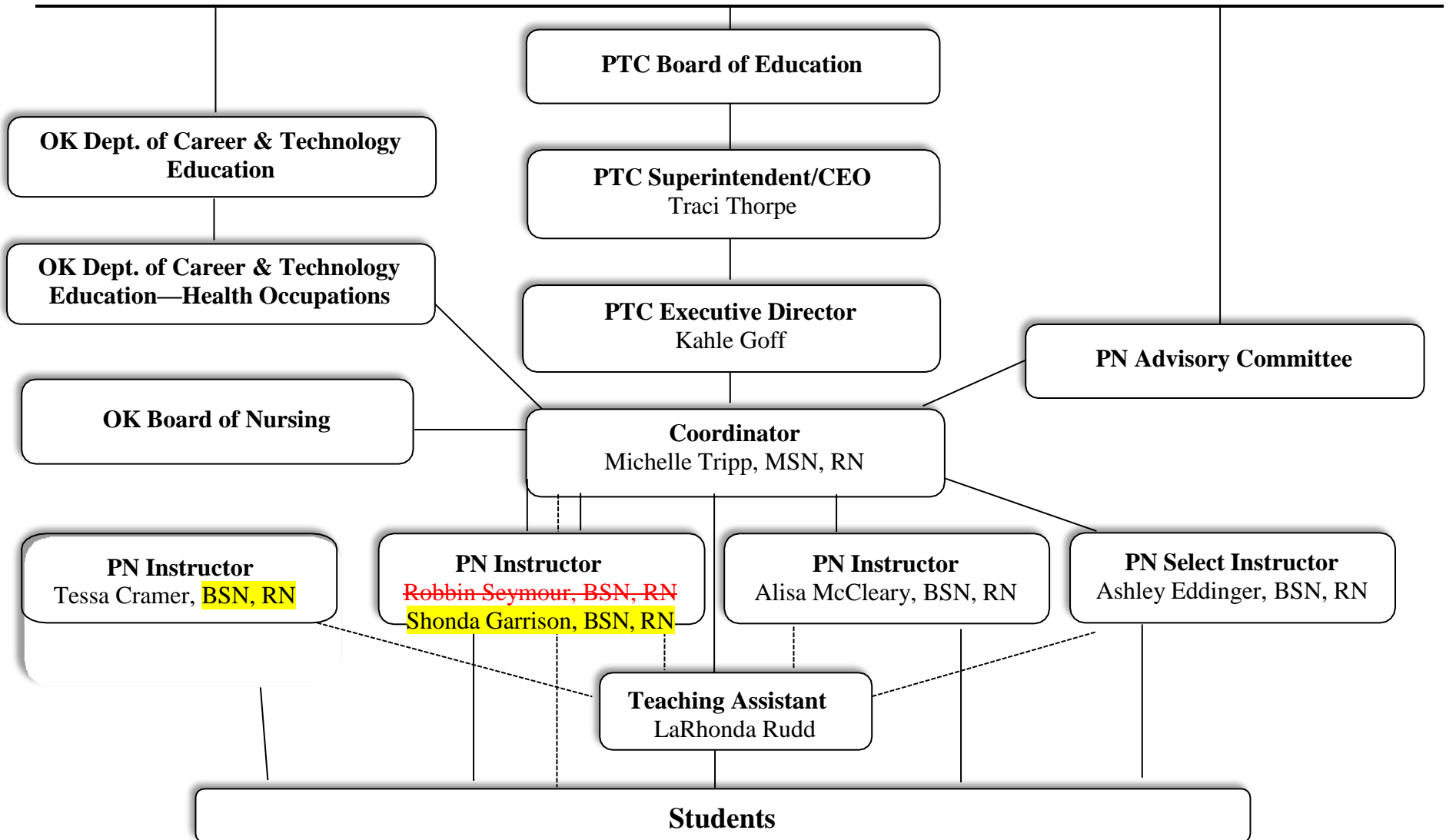
Utilize acquired knowledge, science, skill, and professional ethics to deliver nursing care according to:

- 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 re-admittance. 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, **has met required attendance for class and clinicals**, 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 **Adult** 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.~~ **7:57 a.m. - 11:05 a.m. or 12:30 p.m. - 3:38 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~~ **may be required to** provide written and signed documentation prior to returning. Attendance and punctuality will be monitored. Any student demonstrating a negative pattern of attendance/punctuality maybe 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 **or** 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.~~ **will be contracted to meet seat time requirements based on 3 hours a day.**

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 class requirements will transition to full time attendance guidelines on June 1<sup>st</sup>.

### **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 4<sup>th</sup> 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 and PN Select 13<sup>th</sup> year students do not have due process rights pursuant to PTC policy.**

(Please refer to policy FO in the PTC Student Handbook).

## **PN SELECT HIGH SCHOOL STUDENT DUE PROCESS—DISCIPLINE, SUSPENSION**

In the event that a ~~minor~~ high school 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:**

<b>Letter Grade</b>	<b>Percentage</b>	<b>GPA</b>
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 **Clinical III** or have already completed their preceptorship in Trimester III. They should complete the program within **2 3** 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 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 **and PN Select 13<sup>th</sup> year** students. For **High School** 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.
- Social Media posts that cause disruption to the program or discord between students.

**CELL PHONES / SMART WATCHES**

All cell phones, smart watches, ~~and any watch~~ or other devices that connect 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. They 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. Additionally, AI devices are not allowed in the PN or PN Select programs.

**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 **must ride in school provided transportation.** Students 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, **which includes** resume writing **and mock interview**, 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, because although PTC might grant an exemption, clinical sites are not obligated to accept it. They may have their own policies requiring students receive specific vaccinations for patient safety and to minimize liability.**

**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. **Students are responsible for the expense of random testing.** 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](http://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 8, 2025 FY 2024/2025**

<u>Name</u>	<u>Position/Class Taught</u>	<u>Dates</u>	<u>Contract amount</u>
Brittany Acklin	Cell Phone Photography	06/23 – 06/30 (9 hrs)	270.00
Wendy Burg	Container Gardening	06/16 (5 hrs)	150.00
Chad Chrisco	Summer Baking Instructor Asst.	06/05 (4 hrs)	60.00
Chad Chrisco	Pastries 101 Instructor Asst.	06/26 (4 hrs)	60.00
Francesca Clifford	Take Back Your Life	06/25 – 06/26 (3 hrs)	150.00
Angelica Gatchel	Take Back Your Life	06/25 – 06/26 (3 hrs)	150.00
Kathryn Johnson	CSO Skills Check-off	06/26 (4.5 hrs)	157.50
Kellie Johnson	Excel Level I	06/04 – 06/12 (10 hrs/6-8:30pm)	250.00
Phylisha Kimbrel	Welding Instructor Asst.	06/03 – 06/12 (29.23 hrs)	438.45
Michiel Landers	Family Tree Genealogy	06/10 – 06/20 (9 hrs)	225.00
Jeff Lockett	Ag. Bus. & Financial Consulting	06/25 (3 hrs)	78.00
Steven Long	Paramedic Skills	05/21 – 06/23 (6.5 hrs)	162.50
Jesse Miller	Wiring for Resin Art	06/24 – 06/30 (4.5 hrs)	67.50
Kristhel Morales	Basic Spanish Instructor	06/03 – 06/20 (28 hrs)	700.00
John Munger	School Bus Class Preparation	06/16 – 06/30 (up to 33 hrs)	1,000.00
Angela Neufeld	CSO Skills Check-off	06/27 (12 hrs)	420.00
Brenda Pollak	Summer Baking Instructor	06/05 (5 hrs/6-9pm)	150.00
Kristi Reed	MAT Full Course	06/26 – 06/27 (16 hrs)	480.00
Kristi Reed	CMA Cont. Ed	06/30 (8 hrs)	240.00
Joby Sadler	Phlebotomy Instructor	06/06 – 06/20 (48 hrs)	1,536.00
Stephanie Sims	Pastries 101 Instructor	06/26 (5 hrs)	125.00
Anthony Valentin	Summer Welding Instructor	06/03 – 06/20 (48 hrs)	1,440.00
Gary Vap	CPR Instructor	06/10 – 06/11 (3 hrs/5-8pm)	90.00
Lora Walton	COA Instructor	06/16 – 06/30 (15 hrs)	375.00
Taner Williams	School Bus Driver Training	06/23 – 06/27 (40 hrs)	1,200.00

**PIONEER TECHNOLOGY CENTER**  
**Part-Time & Temporary Employment Contracts and/or Addenda to Contracts**  
**July 8, 2025 FY 2025/2026**

<u>Name</u>	<u>Position/Class Taught</u>	<u>Dates</u>	<u>Contract amount</u>
Cara Bodick	Biomed Academy	07/07 – 07/18 (6 days)	2,002.38
Troy Buller	AI Conference	07/29 – 07/31 (3 days)	994.35
Chad Chrisco	Culinary Services Asst.	07/01 – 12/31 (up to 29 hrs/wk)	15.00/hr
Aimee Clark	ABE/HSE Instructor	07/01 – 07/31 (77 hrs)	1,925.00
Casey Clinton	New Beginning Asst.	07/01 – 06/30 (up to 29 hrs/wk)	19.00/hr
Lynkon Davis	Welding Shop Summer Help	07/01 – 07/31 (up to 25 hrs/wk)	14.00/hr
Hannah Day	Teacher Prep Preparation	07/01 – 07/31 (17 days)	5,223.25
Sarah Dent	Children’s Lab Apprentice	07/01 – 06/30 (up to 29 hrs/wk)	14.50/hr
Priscilla Derrick	Children’s Lab Teaching Asst.	07/01 – 07/31 (up to 29 hrs/wk)	12.00/hr
Luke Draffin	Welding Shop Summer Help	07/01 – 07/31 (up to 25 hrs/wk)	14.00/hr
Jayne Evans	SREB Conference	07/14 – 07/17 (4 days)	1,367.04
Lori Evans	Evening Supervisor	07/01 – 07/15 (up to 24 hrs)	648.00
Sheila Foxworthy	Resume Writer	07/01 – 06/30 (up to 53 students)	4,000.00
Diane Foxworthy	Resume Writer	07/01 – 06/30 (up to 20 students)	1,500.00
Elaine Harman	ABE/HSE Instructor	07/01 – 07/31 (31.5 hrs)	819.00
Dawn Hogue	Computer Services Summer Help	07/01 – 08/14 (up to 29 hrs/wk)	15.00/hr
Cortney Horne	SREB Conference	07/14 – 07/17 (4 days)	1,303.32
Kenna James	Children’s Lab Teaching Asst.	07/01 – 07/31 (up to 29 hrs)	12.00/hr
Kellie Johnson	Evening Supervisor	07/01 – 07/15 (up to 16 hrs)	400.00
Zac Ladner	Esports Academy	07/10 – 07/17 (up to 24 hrs)	1,117.44
Julie Lawrence	ABE/Corrections Instructor	07/01 – 07/31 (8.5 hrs)	212.50
Allyson Leonard	ABE/HSE Instructor	07/01 – 07/31 (94.5 hrs)	2,362.50
Sandy May	ABE/HSE Instructor	07/01 – 07/30 (3.5 hrs)	87.50
Steve McHenry	ABE/HSE Instructor	07/01 – 07/31 (31.5 hrs)	787.50
Tracyn Meadows	Welding Shop Summer Help	07/01 – 07/30 (up to 25 hrs/wk)	14.00/hr
Ashley O’Hara	RN Supervisor	07/21 – 08/20 (10 hrs)	250.00
Ashley O’Hara	RN Supervisor	08/21 – 09/20 (10 hrs)	250.00
Ashley O’Hara	RN Supervisor	09/21 – 10/20 (10 hrs)	250.00
Ashley O’Hara	RN Supervisor	10/21 – 11/20 (10 hrs)	250.00
Ashley O’Hara	RN Supervisor	11/21 – 12/20 (10 hrs)	250.00
Brenda Pollak	Evening Supervisor	07/01 – 07/15 (up to 20 hrs)	500.00
Pam Powers	ABE/HSE Instructor	07/01 – 07/31 (70 hrs)	1,750.00
Emily Prince	Children’s Lab Teaching Asst.	07/01 – 07/31 (up to 29 hrs/wk)	12.00/hr
Kristi Reed	CNA Instructor	07/01 – 07/20 (95.5 hrs)	2,865.00
Robbin Seymour	PN Adjunct Instructor	07/01 – 06/30 (up to 24 hrs/wk)	40.00/hr
Jayden Shaw	Welding Shop Summer Help	07/01 – 07/31 (up to 25 hrs/wk)	14.00/hr
Bobbi Jo Steier	PN Adjunct Instructor	07/01 – 06/30 (up to 24 hrs/wk)	40.00/hr
Rebecca Stephens	ABE/HSE Instructor	07/01 – 07/31 (42 hrs)	1,050.00
Mary Ann Sudbury	ABE/Corrections Instructor	07/01 -07/31 (8.5 hrs)	212.50
Kathryn Sullins	PN Adjunct Instructor	07/01 – 06/30 (up to 16 hrs/wk)	40.00/hr
Lora Walton	CDA Instructor	07/01 – 07/15 (15 hrs)	375.00
Neely Ward	Welding Shop Summer Help	07/01 – 07/31 (up to 25 hrs/wk)	14.00/hr

**ADDENDA TO CONTRACT**

<u>Name</u>			
Shonda Garrison	Salary Correction	(current) 2GL8-13 \$73,989	(new) 2GL8-15 \$75,114
Savonah Kimbrel	Salary Correction	(current) \$13.45	(new) \$13.95

**Appendix C**