Pioneer Technology Center Board of Education
Regular Meeting
Tuesday, July 14, 2026, 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 2026-2027 Marketing Plan — Terri Busch, Communications& Marketing Coordinator

5. Discussion and vote to approve or not approve the Minutes of the June 9, 2026 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 (FY26 General Fund #62018-62022 in the amount of $22,221.16; Building Fund #60098 in the amount of $5,000.00) , (FY27 General Fund #10001-10304 in the amount of $2,402,387.42; Building Fund #1001-1007 in the amount of $1,317,954.91; Payroll General Fund #70001-70141 in the amount of $8,376,110.85 and Building Fund 70001-70009 in the amount of $450,845.60)

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 2026-2027 Marketing Plan

9. Discussion, Review and vote to approve or not approve adding Pre-Med Defender to the Insurance benefit plan option 3 as presented.

10. Discussion, review and vote to approve or not approve the contract with construction manager Rick Scott Construction for the Precision Machine remodel

11. Discussion, review and vote to approve or not approve the contract with architect Winterrowd Talley Architects Inc for Precision Machine remodel

12. Discussion and vote to approve or not approve the 2026-2027 Full-Time Programs Handbook

13. Discussion and vote to approve or not approve the 2026-2027 Practical Nursing Handbook

14. Discussion and vote to approve or not approve the following list of fundraising activities:
    Extracurricular 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(s),
    Community (Single-Occurrence) Event(s),
    Solicitation of donations,
    Student organization dues,
    Projects approved in advance by the appropriate administrator

15. Discussion, review and vote to approve or not approve policy changes as listed : BAA— Board of Education Powers & Duties, BE-Board of Education Meeting, CRD — Health Insurance, DCCA — Testing Employees (Other than Bus Drivers), DEE - In and Out-of-State Travel, DHAC -Staff Members And Electronic or Digital Communications, ERA - School Calendar Hours, EEFAA- Artificial Intelligence PTC, FFACB- Medical Marijuana, FL-R- Compliance with Family Education Rights and Privacy Act, FNCD-Bullying, FNCD-P- Bullying, Investigation Procedures, FNCD-R- Prohibiting Harassment, Intimidation & Bullying (Regulation), FNCE- Reporting students under the influence or possessing alcoholic beverages or any illegal/abusable chemical substance, FO- Student Conduct Behavior & Discipline & GIB- Misrepresentation

16. Discussion and vote to approve or not approve individuals on part-time and temporary employment contracts, and addenda to contracts on Appendix A & B

17. Discussion and vote to approve or not approve hiring a Receptionist

18. Discussion and vote to approve or not approve hiring a Work Ready Oklahoma-Job Specialist

19. New Business

20. Board Comment

21. Adjournment

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

POSTED: Pioneer Technology Center, North Entrance
Posted _____
By Kellie Johnson, Minutes Clerk

Pioneer Technology Center Board of Education Regular Meeting
Tuesday, June 9, 2026 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, Kendra Knight, Kahle Goff, Molly Kyler, Aimee Snyder, Terri Busch, Jennifer Wehrenberg, Ben Evans and Kellie Johnson.

3. Flag salute and moment of silence

4. Reports and Presentations

Small Business Development Centers (SBDC) — Ben Evans, Entrepreneurial Services Coordinator

Ben Evans gave a report that SBDC started in 2020. He gave the state and local statistics for SBDC. Ben shared that sometimes his assistance is requested by someone looking up small business help, sometimes it is because the bank where they are getting a loan has requested SBDC to help.

5. Discussion and vote to approve or not approve the Minutes of the May 12, 2026 regular Board of Education meeting

Motion to approve the Minutes of the May 12, 2026 regular Board of Education meeting passed with a motion by Ms. Debbie Leaming and a second by Mrs Gay Norris.

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

Yea: 5, Nay: 0

6. Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrances & Change Order Lists (General Fund #61893-62017 in the amount of $114,956.29; Building Fund #60089-60097 in the amount of $130,551.67; Payroll #70191-70205 in the amount of $34,203.21)

Motion to approve the Financial Reports, Activity Fund Report, and Encumbrances & Change Order Lists as presented passed with a motion by Ms. Rachel Shuey and a second by Mrs Gay Norris.

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

Yea: 5, Nay: 0

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

Traci Thorpe, Superintendent/CEO

Summer camp for incoming 5th and 6th grades was held on May 26-28, with 118 campers participating. We will be holding summer academies for 8-10th graders throughout June and July. SJR39 – a reduction of caps on ad Valorem increases -- passed and will move forward to a vote of the people as SQ 847 on the November ballot. SQ 843 – Homestead tax exemption oral arguments were held with the Oklahoma Supreme Court June 2nd. We're waiting for the final decision of the supreme court on the ability to move forward for signatures.
Johnny Thornburgh facilitated a meeting with Traci Thorpe and Skyland 3D representatives, Sara Yanez and Ryan Cox, to discuss the potential for short-term adult training courses for Skyland employees as well as opportunities to connect with high school students in learning about emerging technology occupations available locally.
The May B&I Breakfast hosted the healthcare sector, with 32 participants attending. Discussion focused on programming offered at PTC as well as current issues or concerns from area healthcare providers and resource agencies: Integris, Bradbury Commons, Campbell Family Vision Care; PC Fire Department and Community Health Foundation.
The south access from Ash is currently undergoing replacement of asphalt to concrete. This is the last portion of asphalt we needed to remove and is scheduled for completion by the end of the month. We have submitted a claim to our insurance group (Oklahoma State Insurance Group). The adjuster has inspected the property and is working to collect information on the HVAC units to finalize the report for the claim allowances. It is expected to be a multi-million dollar claim in damages to the roofing and exterior of the facilities.
Other summer maintenance projects are underway – FTP Office facelift and furniture update for workflow optimization, furniture delivery from equipment request orders and sound panel installation in Welding shop to lessen sound issues in that area.

Kahle Goff, Director of Full-Time Programs

8. Discussion and vote to approve or not approve the superintendent's travel to Charlotte, North Carolina, for the CTE Superintendents' OkACTE benchmarking trip on September 13–16, 2026

Motion to approve the superintendent's travel to Charlotte, North Carolina, for the CTE Superintendents' OkACTE benchmarking trip on September 13-16, 2026 passed with a motion by Mrs Gay Norris and a second by Ms. Debbie Leaming.

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

Yea: 5, Nay: 0

9. Discussion and vote to approve or not approve the 2026-27 Basic Peace Officer Certification handbook.

Motion to approve the 2026-27 Basic Peace Officer Certification handbook. passed with a motion by Mrs Gay Norris and a second by Ms. Debbie Leaming.

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

Yea: 5, Nay: 0

10. Discussion and vote to approve or not approve the annual contract with Adira for cybersecurity management in the amount of $28,875

Motion to approve the annual contract with Adira for cybersecurity management in the amount of $28,875 passed with a motion by Mrs Gay Norris and a second by Ms. Rachel Shuey.

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

Yea: 5, Nay: 0

11. 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 FY27.

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 FY27. passed with a motion by Ms. Rachel Shuey and a second by Mr. Laurence Beliel.

Mr. Laurence Beliel:	Yea
Ms. Debbie Leaming:	Yea
Mrs Gay Norris:	Yea

Ms. Rachel Shuey:	Yea
Mr. J.D. Soulek:	Yea

Yea: 5, Nay: 0

12. Discussion and vote to approve or not approve the FY27 contract with Burnett Security & Investigation to provide daily deposit services for an amount up to $5,000

Motion to approve the FY27 contract with Burnett Security & Investigation to provide daily deposit services passed with a motion by Mrs Gay Norris and a second by Ms. Rachel Shuey.

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

Yea: 5, Nay: 0

13. Discussion about moving forward with an architect and construction manager for the remodel of Precision Machining

The Precision Machine program was discussed for a facelift, however after further discussions, we think it would be best to complete a remodel to include moving the electrical to open the shop up for better observation by the instructor. This will create a safer working environment for the students.

14. Discussion and vote to approve or not approve a Resolution requesting FY27 Temporary Appropriations for General Fund and Building Fund: and a Resolution authorizing the school treasurer/deputy treasurer to invest excess funds during FY27.

Motion to approve a Resolution requesting FY27 Temporary Appropriations for General Fund and Building Fund: and a Resolution authorizing the school treasurer/deputy treasurer to invest excess funds during FY27. passed with a motion by Ms. Debbie Leaming and a second by Ms. Rachel Shuey.

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

Yea: 5, Nay: 0

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, 2026. (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, 2026. (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. Laurence Beliel.

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

Yea: 5, Nay: 0

16. Discussion and vote to approve and not approve the Activity Fund Subaccounts for FY27 as listed on Appendix A.

Motion to approve the Activity Fund Subaccounts for FY27 as listed on Appendix A. passed with a motion by Ms. Rachel Shuey and a second by Mrs Gay Norris.

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

Yea: 5, Nay: 0

17. Discussion and vote to approve or not approve the adoption of the annual insurance resolution and proposed insurance policies renewal, for FY27, as listed on Appendix B.

Motion to approve the adoption of the annual insurance resolution and proposed insurance policies renewal, for FY27, as listed on Appendix B. passed with a motion by Mrs Gay Norris and a second by Mr. Laurence Beliel.

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

Yea: 5, Nay: 0

18. Discussion and vote to approve or not approve the appointment of Aimee Snyder 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 FY27.

Motion to approve the appointment of Aimee Snyder 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 FY27. passed with a motion by Ms. Debbie Leaming and a second by Ms. Rachel Shuey.

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

Yea: 5, Nay: 0

19. Proposed Executive Session to discuss the FY27 salary schedules and staffing plan per Okla. Stat. Title 25, 307(B)(1).

20. Vote to convene in Executive Session

Motion to convene in Executive Session passed with a motion by Mr. J.D. Soulek and a second by Mrs Gay Norris at 7:12 pm.

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

Yea: 5, Nay: 0

21. Acknowledge return of the Board to Open Session

President J.D. Soulek acknowledged the return of the Board into open session at 7:50 pm.

22. Board President statement of Executive Session minutes

The board entered into executive session at 7:12 p.m to discuss the June staffing plan & Salary Schedules for FY27 per Okla. Stat. Title 25, 307(B)(1).

Those present in executive session were Gay Norris, Board Member, Debbie Leaming, Board Member, Rachel Shuey, Board Member, JD Soulek, Board Member, Laurence Beliel, Board Member and Traci Thorpe, Superintendent. No action was taken by the board of education.
The board returned to open session at 7:50 p.m.

23. Motion and vote to approve FY27 salary schedules and staffing plan.

Motion to approve FY27 salary schedules and staffing plan. passed with a motion by Mrs Gay Norris and a second by Mr. Laurence Beliel.

Mr. Laurence Beliel:	Yea
Ms. Debbie Leaming:	Yea

Mrs Gay Norris:	Yea
Ms. Rachel Shuey:	Yea
Mr. J.D. Soulek:	Yea

Yea: 5, Nay: 0

24. Discussion and vote to approve or not approve individuals on part-time and temporary employment contracts, and addenda to contracts

Motion to approve individuals on part-time and temporary employment contracts, and addenda to contracts passed with a motion by Mr. Laurence Beliel and a second by Ms. Rachel Shuey.

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

Yea: 5, Nay: 0

25. Discussion and vote to approve or not approve hiring an AEFL (Adult Education Financial Literacy) Coordinator/Instructor

Motion to approve hiring Bud Valerius as the AEFL (Adult Education Financial Literacy) Coordinator/Instructor passed with a motion by Mrs Gay Norris and a second by Mr. Laurence Beliel.

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

Yea: 5, Nay: 0

26. New Business (None)

27. Board Comment (None)

28. President Soulek adjourned the meeting at 7:54 pm

Respectfully submitted,

Kellie Johnson

Kellie Johnson
Board Minutes Clerk

_____
President, Board of Education

_____
Clerk, Board of Education

_____
Date of Approval

Motion: Second: Vote:

Superintendent Report – July 2026

Meetings and Activities

- **June 10 -** After Board Meeting Report to Staff
- 11 – Lynes' Retirement Celebration; Carl Perkins Grant Preparation – CTIMS Discussion
- 17 – Dawn Brakey Retirement Celebration; PTC Machine Shop tour with CM and Architect
- 18 – RCB Community Advisory Board meeting; OSIG Hail Assessment; PC Chamber Elected Officials Picnic
- 19 – Juneteenth Holiday
- 22-24 – CTE Superintendents' June Planning meeting
- 25 – Integris Ponca City Hospital Board meeting; 2nd Interview staff position
- 29 – ADPC Tour with Mertz, PCDA to look at a possible lease of space
- 30 – ODCTE June Planning – Professional Development Plan review for FY27
- **July 1 –** Summer Policy reviews for July meeting; PTC/Skyland 3D Zoom meeting to discuss grant opportunity
- 2 – Integris Hospital Physician Visit
- 3 – 4th of July holiday
- 6 – Admin Team meeting; Policy Reviews; Vector Training
- 7 – Vector Training
- 8 – Vector Training; Ideal Impact meeting; NCOCWE Quarterly meeting;
- 9 - Vector Training

Full-Time Programs

- We have been holding summer academies for 8-10th graders throughout June and July. So far, we've had 150 enrolled in the various academies.
- The July class of BPOC cadets has begun with several from Perry Police Department, Kay County Detention Center and several who are not affiliated with an agency at this time and are self-paying their way through the program.
- We are running the evening welding program this summer and will start the Flex-Track Welding program in August. The Flex-Track program will provide three "tracks" to choose from and can stack to a full 600 hour option that qualifies for financial aid (Workforce PELL) funding for qualified students. We hope to create more Flex-Track options for other pathways that will also be approved for Workforce PELL funding opportunities.

Business and Industry Services

- The North Central Oklahoma Center of Workforce Excellence advisory committee met for the quarterly meeting and hosted Trae Rahill, Secretary of Workorce Development and CEO of the Oklahoma Employment Securities Commission. He visited with the group about the transformation happening within the Oklahoma Workforce Development Boards and the efforts to streamline services and direct more funding to clients, rather than spending it in administrative and overhead costs. Thirty participants attended from education, business and industry and community partner agencies.

Capital Planning

- The south access at Ash is complete. This was the last portion of asphalt we needed to remove and replace on campus.
- We are still working with our adjuster on the roof claim. An OSIG representative will be coming to take core samples on site to verify the underlayment for the claim.

- Other summer maintenance projects are wrapping up – the FTP Office had a facelift with new furniture and replacement of the old formica counters.
- Some water damage occurred in the front office areas of the ADPC building, and we are working with some contractors to remove and replace the sheetrock, re-paint and seal the windows better from future water leakage. We will also be making some minor updates to the area in anticipation of a lease agreement with Mertz for utilization of the office space portion of the facility.

Retirements/Resignations/Staff Changes

- We are working through the process of identifying candidates for the PTC Apprenticeship Training Coordinator position. Tyler Foster, Welding Instructor, submitted a letter of resignation effective June 26, 2026, and we have opened that position for re-hiring.

Upcoming Events

August 2 – 4th – Oklahoma Summit
August 5 – 17 – Staff Inservice
August 13 – Back to School Event
August 13 – 16 – OSSBA Summer Leadership Conference
August 18 – First Day of School

Directors' Report to the PTC Board of Education – July 2026
(Alphabetic by Area)

Business & Industry Services & Safety

FISCAL YEAR 2026 BIS STATS

- 2,148 Classes (Customized, AT&D, Safety, etc.)
- 10,328 Attendees
- 46,509 Contact Hours
- 882 Consults
- $2,570,305 in client assistance/savings by client based and industrial coordinators
- $84,657 in client grant awards from Ag Business and Incubator/Innovation services.
- $2,234,517 in client savings from Ag Business assistance
- 36 Jobs Created
- $377,905 Gross Revenue Generated
- 63.6% Market Reach
- The team served 466 In-District Businesses and 301 Out-of-District.
- 45 new AT&D classes were offered this year. 31 made.

Incubator:

The incubator currently houses Vena Nova, LLC; AZ-TEC, LLC; ADT Precision Machining; and Fat & Skinnies. Along with the four incubator tenants, the CDL Class A Truck Driver Training classroom, the PTC safety training classroom (and instructors' office), the Ag Business Management office and Contractors' plan room are also located in the business incubator.

The incubator has space available in the food production space (D114) and an office space (D123).

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

FY26 PTAC Assistance: Gov't Contracting & Plan Room *(Located in Suite D124)*	Hours	Awards	Dollar Amount of Awards
	96	178	50,825,907

Communications & Marketing

- We have 149 students enrolled total for Summer Academies, more are enrolling everyday. Some students have taken multiple academies.
- Terri Busch attended the OKSPRA Officers Retreat in Edmond.
- 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.

- Angie Ogden had surgery and is still recovering, she has had some complications with her voice and we are working together to help accommodate her.
- The C&M Team met with changes to the orientation packet, Angie Ogden is making changes an sent the document to the printer.
- Terri Busch completed New Employee On-Boarding for Rich Cantillon.
- 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.
- The C&M Team has been taking photos Summer Academies, group photos have been sent to area newspapers and featured on social media.
- We have helped and assisted at several retirements this summer.
- 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.
- 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.
- The C&M Team met with Kayla in Cosmo to discuss new branding and additions to the area like backdrops, window clings and additions to the website.
- Art page on the website is now up and featured for the community.
- Terri Busch is scheduling video meeting with Speak Now to talk about next year's videos.

Instructional Directors / Full Time Programs

Instructional Directors

- Leaders within the Full-Time Programs Team participated in the Spring Supervisors Group Meeting.
- Full-Time Program Instructors and staff members supported the Summer Academies which include; Nursing, STEM Biotech, Salon, Culinary, Babysitting, Youth Police Academy, STEM Robotics, Welding, Firefighter, and Metalworking Academies. The last week in July PTC will host the Horsepower and Construction Academies.
- Instructional Directors provided support in reviewing proposed policy changes.
- Instructional Directors and team members provided support in reviewing the Full-Time Programs and Practical Nursing Handbooks.
- Instructional Directors conducted interviews for the WRO Job Coach position and are actively seeking a Welding Instructor.
- Many Full-Time Programs Team Members participated in setting up, hosting, and celebrating Karl Lynes and Carol Lynes retirement.
- The Instructional Directors are preparing for the school year by writing MOU's for Academic Credit, Outreach Programs, SHARE, and Out of District Enrollment. As well as planning for August In-Service for the district.
- Kendra Knight and Dondi Rowe hosted a meeting with the Department of Human Services, Oklahoma Department of Career Tech, and Public Strategies to discuss billing and payment concerns as well as address needed process changes.

Practical Nursing

- Three PN Select students took and passed NCLEX in June. The PN Select program has a 100% first time pass rate across all cohorts.

- March 2025 Cohort: These students are entering their final phase, completing their preceptorships to finish the program.
- September 2025 cohort: These students are working on Tri III curriculum and getting ready to start the Team Leader portion of clinicals. They are on track to complete the program in September and October.
- March 2026 Cohort: Students are working hard to learn skills in Fundamentals and pharmacology. All of this cohort will start Basic 8 clinicals. It will be a busy summer for them!
- Curriculum Alignment & Summer Planning: our PN faculty will shift their focus toward strategic planning and development. A primary objective for the faculty this summer is actively aligning our current coursework with the new State PN Curriculum that was adopted in January. This dedicated preparation time will ensure a seamless and successful implementation of the new curriculum starting in August. Our program will shift from 1463 to 1450 hours starting in August 2026.

Health, BITE and Special Programs

HCC

- Mrs. Ramhorst is updating curriculum and preparing for students to return in August.
- Mrs. Ramhorst will attend HCC New Teacher Academy through ODCTE.

AEFL

June Update---

- 64 students currently enrolled
- 10,006 total attendance hours for all students
- 6 high school equivalency tests passed this month
- 26 students have graduated and earned their high school equivalency diploma
- 40 students have made an EFL gain (Educational Functioning Level)

AEFL Staff attended virtual and face-to-face training:

- Best Practices: Proven Teaching Strategies for Adult Education
- Director's Meeting in El Reno
- Computer Essentials: Your Key to Unlock Digital Literacy Skills
- The New Superpower: Problem-Solving Skills for Adult Students
- This One's for You! GED 101 and GED and Me!
- GED Knowledge and Skills Gaps Social Studies
- AI-Literacy: Preparing Students for Success in a Digital Age
- A Hypothesis is More than Just a Guess—Building Science Knowledge
- GED Math Test-Taking Strategies and Calculator Skills Part 1 & 2

New Beginning

Children's Lab and Preschool

- Celebrated the start of summer with a picnic at the park, a field trip to the Wichita Zoo, and plenty of water play and messy sensory activities at the center.
- Kylia Carlson, Heather Golay, and Tianna Tattershall successfully completed their CPR and First Aid certification training.

Biomed

- Mrs. Bodick attended Pre-Ap Chemistry training as we are offering Pre-Ap Chemistry beginning in the Fall.

WRO

- June workshop had 17 graduates bringing our 25-26 year to a close with 194 participants graduated (contract requirement is 150) of which 75% of them have found jobs and 26% have enrolled and received support with short term certification. July workshop is set for the week of July 6th.
- PO's for participants include 1 short term certification, FY year end office supplies including organizing shelves for the classroom. With FY change, we share with participants that we are on a spending freeze and will process interview clothing PO's and several that will process in July for Excel and Bus Driving classes starting later in July.
- Staff have joined what will become a monthly staffing to include DHS, Regents, New Beginnings and WR to review participants and how they can best be supported with educational and employment goals. The next one is set for Tuesday July 28th at 11:30 in Pioneer Tech room B120. seekers.

T&I and Service Programs

Automotive

- Mr. Haas collaborated with instructors at Indian Capital for technical training with the Pico scope and discussed teaching strategies. They will have another session in July and hope to continue to collaborate through the school year.
- Three new lifts were installed.
- Mr. Haas is rethinking how to teach different subjects in groups of 5 to utilize the shop space more efficiently. He is also prioritizing shop tasks based on advisory board recommendations in order to emphasize quality of student performance over quantity of tasks performed minimally.

Cosmetology

- All cosmetology graduates have received their Oklahoma State Board of Cosmetology exam results and successfully passed both the written and practical examinations. Each graduate has obtained their cosmetology license, and several have already begun employment in local salons.

- **May 26–28**
  PTC Summer Camp
- **June 15–19**
  The Cosmetology Department hosted the Salon Academy summer program. The morning session had 12 participants, and the afternoon session had 10 participants.
- **June 16–19**
  Eliana Hobbs, Gionna Bigsoldier, & Melissa Murdock, and I attended the SkillsUSA Student Leadership Institute in Tonkawa. It was a valuable experience, and the students represented PTC exceptionally well while stepping outside their comfort zones and developing leadership skills. This event was also my first event serving as the new Northwest District SkillsUSA Co-Director. This was Eliana Hobbs' first event serving as the Northwest District SkillsUSA Chaplain.

- Throughout the summer, the salon has remained open to allow students opportunities to make up missed hours, get ahead in their training, and gain additional hands-on experience by serving clients.

Construction Trades

- Mr. Tabor installed new lockers and tables.
- He has been learning new HVAC curriculum to enhance the program.
- Mr. Tabor built a new cut list worksheet for all the different saws.

Criminal Justice

- The Ponca City Police Department has provided support to the Youth Police Academy for 8th grade through 12th grade students.
- Students learned about day to day police operations.
- Students toured the Ponca City Police Department.
- Students learned about crime scene investigations by lifting latent prints and building searches.

Culinary Arts

- Culinary Arts program provided a summer academy where students prepared a variety of dishes and baked goods.
- Mrs. Pollak attended a ProStart Educator professional development training.
- Mrs. Pollak prepared for a new school year by entering assignments and resources into Canvas and PowerSchool.

Firefighter/EMT

- Mr. Vap attended safety/reunification training in Massachusetts.
- Student was hired at Blackwell Fire Department.

Electronics, Automation and Robotics

- Mr. Rector attended SkillsUSA Nationals with Javier Rizzi for Electronics Technology.
- Mr. Rector is attending PLC training at Amatrol in Indiana
- Mr. Rector completed 4 new certifications (PLC, PLC troubleshooting, Sensor Logic, Electrical System Installation)

Precision Machining

- Mr. Lesemann gave assistance to the new machine shop in the BIS Incubator.

- Mr. Lesemann has renewed his teaching certificate for a Provisional II.

Welding

Student Services

Student Services:

- Continue updating and sorting student files
- Made phone calls to students/parents for 26-27 enrollment

Enrollment Report:

Program	Instructor	AM	PM	Total Slots Filled	Capacity of each program
AST	Haas	20	19	39	40
BIOMED	Bodick	13	9	22	30
CA	Pollak	15	15	30	30
CT	Tabor	26	24	50	40
COS	Randol	24	24	48	40
CJ	Burg	15	11	26	30
EAR	Rector	15	8	23	30
FF/EMT	Vap	12	13	25	30
HCC	Ramhorst	20	20	40	30
IT	Ladner	14	10	24	30
Medical Asst	Koch	5	4	9	30
PN Select	Eddinger	3	3	6	12
P Mach	Lesemann	14	9	23	30
PN	Tripp	30		30	30
SHARE	Munger			0	40
TP	Day	15	16	31	30
VC	Buller	14	13	27	30
WT	Foster	25	23	48	40
Totals		280	221	501	572
Enrollment Update: 7/10/26					

- **Testing Center**
- We proctored 147 exams, bringing our Fiscal Year 2025–2026 total to **2,847 exams**. For comparison, we administered 1,537 exams in FY24–25. 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

- Automotive lifts installed and additional wiring completed
- Low water bridge on south side of campus in progress
- Roof repairs in automotive, maintenance, welding, machine tool, production kitchen, incubators and C-Hallway
- Gate installed at Park Department
- Furniture was delivered and installed. All previous furniture was moved in inventory for surplus.
- Sod installed and law sprinkler system installed at BIS building
- Bus summer maintenance along with inspections are in progress
- Mowing- Lots of mowing to catch up from the rain
- Cleanup and repairs being done to PTC North Building

Paperclips JUne 2026

Summer Salon Academy introduces students to cosmetology

Ponca City, OK — Pioneer Technology Center recently welcomed students to its Summer Salon Academy, a hands-on experience designed to introduce young learners to the creative and professional world of cosmetology.

Led by Cosmetology Teaching Assistant Kari Officer, the academy gave students the chance to explore basic skills in hair, nails, skin care, and salon practices. Through fun, interactive activities, participants experienced how creativity, technique, and customer care come together in the beauty industry.

The academy also offered students a glimpse inside Pioneer Tech's salon training space, where future cosmetology professionals build confidence through classroom instruction and real-world practice.

Pioneer Tech's Cosmetology program prepares students for career opportunities in the beauty industry by combining technical instruction with hands-on salon experience. Students learn the skills needed to pursue licensure and enter the workforce with confidence.

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

MORNING SESSION PARTICIPANTS: Back row, left to right: Emery Winslow (Ponca City), Elizabeth Fagg (Ponca City), Bristol Evans (Ponca City), Ellie Spena (Ponca City), and Sophia Tibbits (Ponca City) Front row, left to right: Norah Singleton (Ponca City), Saylor Anthony (Blackwell), Jhett Anthony (Blackwell), Presaya Miller (Newkirk), Brylee Wilson (Ponca City) Not pictured: Wahnee Looper, Zamporah Looper

AFTERNOON SESSION PARTICIPANTS: Left to right: Rose Brunette (Ponca City), MiKynleigh Lonechief (Ponca City), Kateri Cornell (Tonkawa), Jaelyn Chisolm (Tonkawa), Ahnaalee Pappan (Tonkawa), Oressa Hooper (Ponca City), Diane Martin (Tonkawa), and Lilly Bond (Ponca City) Not pictured: Tayja Hall, Leona Roughface

The Newkirk Herald Journal
Thursday, June 25, 2026 • PAGE 3
www.newkirkherald.com

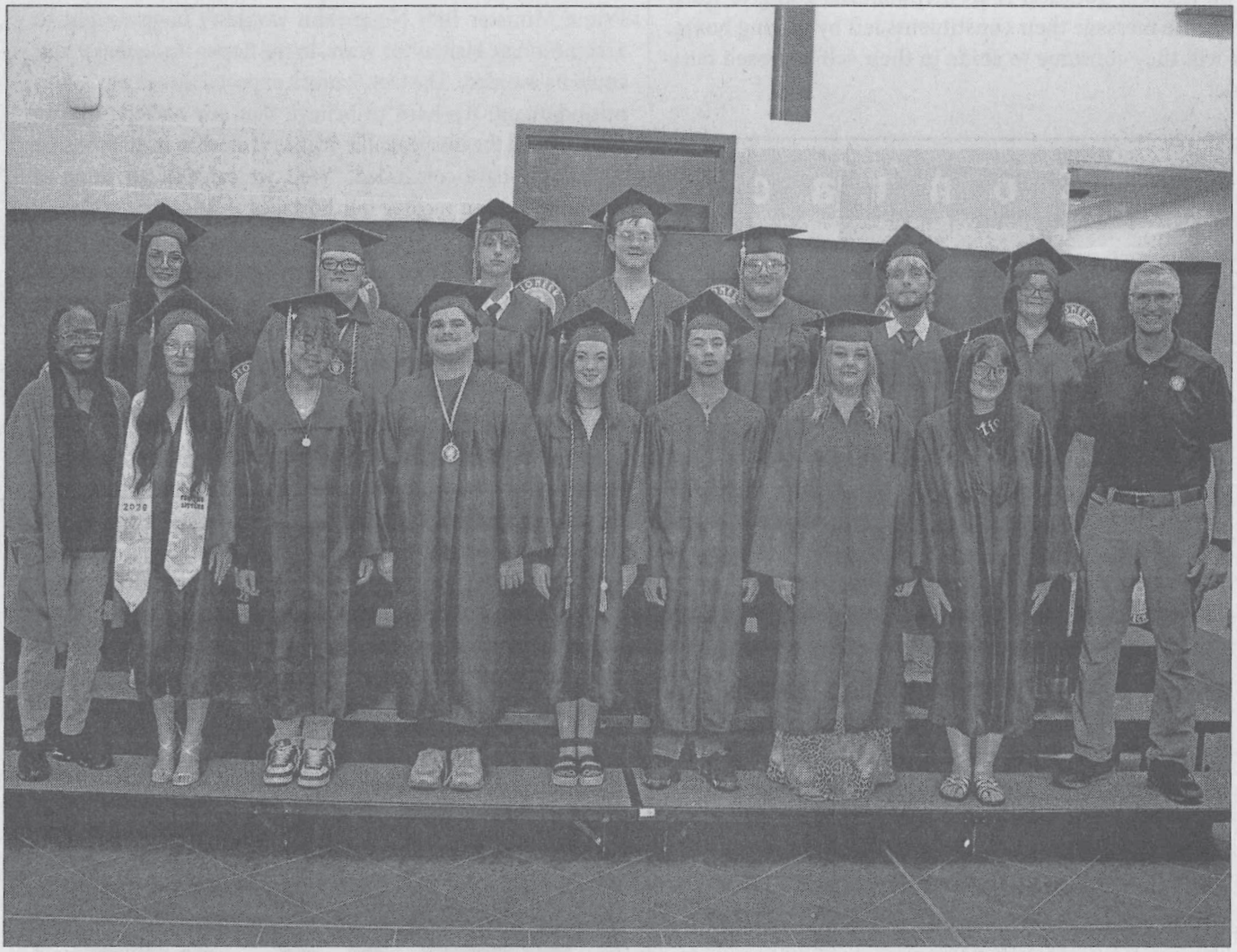
PTC celebrates SHARE graduates

Press Release

Pioneer Technology Center's SHARE program recently celebrated the achievements of its graduates during a special recognition ceremony for the 2025-26 school year. The SHARE program, which stands for Sharing Hope and Redefining Education, is designed to help students build new futures by combining academic instruction with career and technology training. The program empowers students with the confidence, knowledge, and real-world skills needed to succeed in both the workforce and their personal lives.

While the celebration marked an important milestone for the students, it also served as a heartfelt tribute to SHARE Instructor and Coordinator Karl Lynes as he retires after 15 years of dedicated service to the program. Over the years, Lynes has become much more than an educator to his students. He has served as a mentor, encourager, advocate, and steady influence for countless young people working to overcome obstacles and create better futures for themselves.

Pioneer Technology Center extends sincere appreciation to Lynes for his years of service, commitment, and the difference he has made in the lives of so many students.



This year's SHARE graduates represented communities across the area, including Ponca City, Newkirk, and Blackwell. Those honored during the ceremony included front row: Celeste Hardiman (Teaching Assistant), Brooklyn Turley (Ponca City), Malia Christian (Blackwell), Zayne Gaytan (Ponca City), Pyper Ferguson (Ponca City), Seth Rhodes (Ponca City), Alissa Horinek (Ponca City), Carlee Mayfield (Ponca City), and Karl Lynes (Instructor). Back row: Antonia Lopez (Ponca City), Trevor Bedore (Newkirk), Shane Spiva (Blackwell), Keaton Tedrow (Ponca City), James Younger (Blackwell), Landon Matlock (Blackwell), and Scarlette VanDusen (Ponca City). Not pictured: Kylie Keller (Newkirk). *(Courtesy photo)*

Saturday
June 27, 2026
Vol. 133 - No. 191
poncacitynews.com

Wehrenberg Named Trade and Industry Instructional Director at Pioneer Tech

PONCA CITY, OKLA. — Pioneer Technology Center (PTC) has named Jennifer Wehrenberg as its new Trade and Industry Instructional Director, bringing more than 25 years of educational leadership and instructional experience to the position.

Wehrenberg joined Pioneer Tech in 2021 as the Adult Education and Family Literacy Coordinator and most recently served as Interim Trade and Industry Director. Throughout her career, she has focused on helping students, instructors, and schools succeed through strong relationships, profes-

(See WEHRENBERG, Page 2)

Wehrenberg

Con't from Front Page

sional development, and servant leadership.

"Helping others succeed has always been my passion," said Wehrenberg. "Whether working with students, instructors, or community partners, I enjoy creating opportunities that help people grow and reach their goals."

Before joining Pioneer Tech, Wehrenberg served in a variety of educational roles, including elementary teacher, reading specialist, Title I coordinator, instructional coach, and professional development leader. She also spent nearly nine years with the Oklahoma Department of Career and Technology Education, where she helped support and train educators across the state.

As Trade and Industry Instructional Director, Wehrenberg will work closely with instructors, students, administrators, and business partners to ensure programs continue providing high-quality training that prepares students for successful careers. She will also help strengthen partnerships with local employers to ensure training programs align with workforce needs.

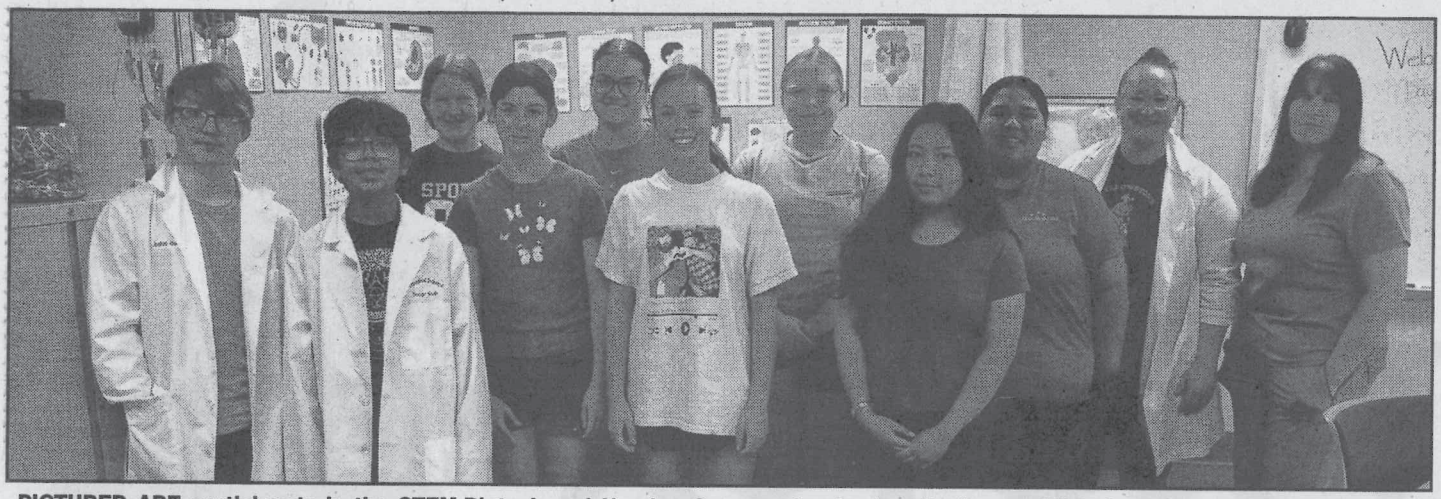
"Jennifer brings a wealth of knowledge, leadership experience, and a deep commitment to student success," said Pioneer Technology Center Superintendent/CEO Traci Thorpe. "Her passion for education and workforce development will help strengthen our programs and continue advancing our mission of enhancing lives and securing futures."

Wehrenberg said she is excited to help students gain the skills, knowledge, and confidence needed to succeed in high-demand careers while supporting instructors and building relationships with business and industry partners.

"Our district has tremendous opportunities for growth through collaboration between education and industry," Wehrenberg said. "By working together, we can help students build rewarding careers while helping employers develop the skilled workforce they need."

A graduate of Oklahoma State University, Wehrenberg holds a bachelor's degree in Elementary Education and a master's degree in Curriculum and Instruction with Reading Specialist Certification. She also completed the Educational Leadership Program and Administrator Certification Program through East Central University.

Jennifer and her husband, Erich, have deep roots in northwest Oklahoma and remain active in their community through education, agriculture, church, and service organizations. They have two adult children, Maddy a student at OSU, as well as Tyler with his wife Kayla who live in Cashion. The Wehrenberg's work hard to continue the family farming tradition and operation in Kingfisher County, raising cattle, wheat, and hay while investing in future generations.



PICTURED ARE participants in the STEM-Biotech and Nursing Summer Academies. Back row: Olivia Iverson, Laina Wathor, Emery Winslow, Gloria Allen, instructors Brennyn Evans and Miranda Ramhorst. Front row: Kyson Hawkins, Luis Guerrero, Maria Caughlin, Lainey McCann, and Myrjhel Julyanne Escudero. For more information about Pioneer Technology Center's BIOMED program and other educational opportunities, visit www.pioneertech.edu. (Photo provided)

Pioneer Tech Summer Academies Inspire Future Scientists and Healthcare Professionals

Ponca City, OK — Pioneer Technology Center (PTC) recently hosted two engaging summer academies simultaneously, giving area students the opportunity to explore careers in science, biotechnology, and healthcare through hands-on learning experiences.

Students participating in the STEM-Biotech Summer Academy spent the week diving into the fascinating world of biotechnology. Led by instructor Brennyn Evans, the academy allowed young scientists to step into the role of researchers through interactive lab activities that combined science, technology, engineering, and mathematics.

Throughout the week, students explored microscopic organisms, conducted experiments, and gained firsthand experience using laboratory equipment and scientific processes. The academy emphasized critical thinking, problem-solving, and scientific discovery while helping students build confidence in the scientific method. Through the use of microscopes and real-world laboratory activities, participants gained a deeper understanding of biology and biotechnology while exploring future career opportunities in STEM fields.

At the same time, students in the Nursing Academy explored a variety of healthcare-related topics under the guidance of instructor Miranda Ramhorst. Participants learned about infection control and methods for preventing the spread of illness, first aid and emergency response, body systems, and the composition and function of blood.

The Nursing Academy incorporated creative, hands-on activities designed to make learning fun and memorable. Students created candy models of the spine and DNA, made blood slime to better understand blood components, practiced treating simulated wounds, and participated in interactive games. One popular activity challenged students to discover how effective their handwashing techniques were using a black light demonstration.

Both academies provided students with engaging opportunities to explore potential career pathways while developing valuable knowledge and skills in healthcare and science.

The STEM-Biotech Summer Academy and Nursing Academy reflect Pioneer Technology Center's commitment to providing innovative, hands-on learning experiences that encourage young people to explore their interests and unlock their potential.

PTC Summer Camp

Press Release

Pioneer Technology Center's campus was filled with energy, curiosity, and hands-on learning as more than 110 future 6th and 7th grade students took part in PTC's annual Summer Camp program.

Throughout the three-day camp, students had the opportunity to explore a variety of career areas while getting a first look at the programs and experiences available at Pioneer Tech. Campers participated in fun, interactive sessions in Teacher Preparation, Culinary Arts, Criminal Justice, Visual Communications, Automotive Technology, Biomedical Sciences, Cosmetology, Construction, Firefighter/EMT, Precision Machining, and Electronics, Automation, & Robotics.

The annual camp is designed to introduce younger students to career and technology education in a fun and welcoming environment. From trying new skills to meeting instructors and working alongside other students, campers were able to discover new interests and imagine future career possibilities. At the end of camp, each participant received a commemorative T-shirt to celebrate their week at Pioneer Tech.

Pioneer Tech is also offering Summer Academies for students entering 8th through 10th grade, with enrollment still open in several areas, including STEM Biotech, Youth Police Academy, Construction, Short Film, Youth Firefighter, Horsepower Academy, and more.

Pioneer Technology Center's annual Summer Camp program attendees. (*Courtesy photo*)

Ponca City

Pioneer Technology Center Celebrates SHARE Graduates

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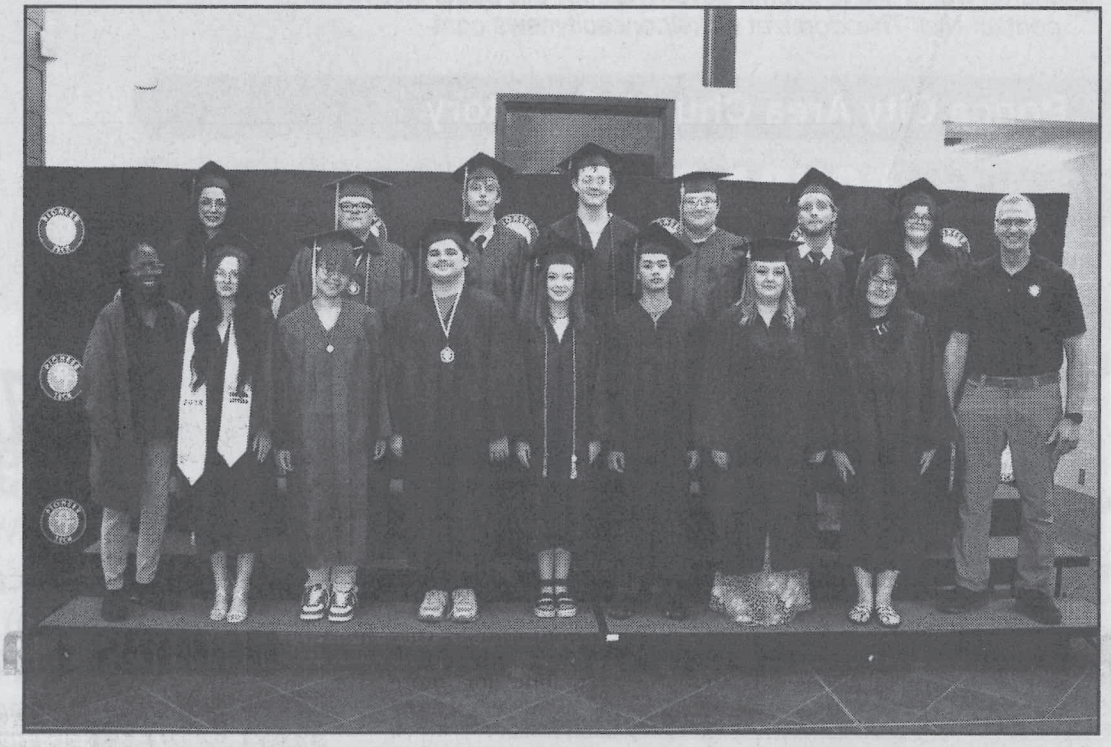

This year's SHARE graduates represented communities across the area, including Ponca City, Newkirk, and Blackwell. Those honored during the ceremony included top row: Antonia Lopez (Ponca City), Trevor Bedore (Newkirk), Shane Spiva (Blackwell), Keaton Tedrow (Ponca City), James Younger (Blackwell), Landon Matlock (Blackwell), and Scarlette VanDusen (Ponca City). Bottom row: Celeste Hardiman (Teaching Assistant), Brooklyn Turley (Ponca City), Malia Christian (Blackwell), Zayne Gaytan (Ponca City), Pyper Ferguson (Ponca City), Seth Rhodes (Ponca City), Alissa Horinek (Ponca City), Carlee Mayfield (Ponca City), and Karl Lynes (Instructor). Not pictured: Kylie Keller (Newkirk).

While the celebration marked an important milestone for the students, it also served as a heartfelt tribute to SHARE Instructor and Coordinator Karl Lynes as he retires after 15 years of dedicated service to the program. Over the years, Lynes has become much more than an educator to his students. He has served as a mentor, encourager, advocate, and steady influence for countless young people working to overcome obstacles and create better futures for themselves.

Pioneer Technology Center extends sincere appreciation to Lynes for his years of service, commitment, and the difference he has made in the lives of so many students.

For more information about the SHARE program at Pioneer Technology Center, call 580-718-4281 or visit pioneertech.edu.

JOIN OUR TEAM!
WELDING INSTRUCTOR

Pioneer Technology Center, an engaging and supportive workplace providing high quality programs and services, is looking for a **Welding Instructor**

Are you someone who is moved by facilitating all aspects of instruction, and developing and maintaining positive working relationships with other professionals? To be successful in this job you must be dependable, supportive, encouraging and productive. You must also qualify for the Oklahoma Department of Career and Technology Education Teaching Certification. Additionally, you must have 3+ years of related experience and/or training, a clear criminal background check, and the ability to build relationships and relate to students. Previous teaching experience is preferred, but not required. You must be able to work in a team that values people, innovation, character, learning, and economic development. If this is you, and can prove it, you could be a great fit for our team.

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

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

Salary is commensurate with experience and qualifications.

For application and more information go to pioneertech.ninjagig.com or scan the QR Code below:

JOIN OUR TEAM!
APPRENTICESHIP & JOB PLACEMENT COORDINATOR

Pioneer Technology Center, an engaging and supportive workplace providing high quality programs and services, is looking for an Apprenticeship & Job Placement Coordinator.

Are you someone who is motivated by planning, organizing, developing, and implementing Apprenticeship training programs and job placement activities? To be successful in this position, you must be results focused, flexible, detail and action-oriented. This position is designed for a unique person who excels at collaborating with a diverse group of clients to provide high quality training opportunities. Additionally, to excel in this role, you must be supportive, productive, goal-oriented, team-focused, reliable, responsible, and self-motivated.

This position is designed for a unique person who has excellent skills in the following areas:

- Confidentiality, integrity and credibility
- Working in a team environment
- Managing several projects simultaneously
- Work-based learning
- Relationship building with students, staff, customers, and agencies
- Presentation and verbal/written communication skills
- Continuous and lifelong learning
- Organizational skills
- Curriculum development
- Instructional strategies and learning styles
- Computer technology and software

The successful applicant must have a bachelor's degree, master's degree preferred. Extensive experience within the Career Tech system may be considered in lieu of a degree. Experience and licensure in a skilled trade, as well as past teaching experience and teacher certification is preferred.

PTC offers excellent pay and benefits, and provides a supportive, relationship-based environment. We are committed to assisting employees in developing strengths, focusing on opportunities, and performing purposeful work. We hire based on talent and fit. Apply if you meet our performance and abilities guidelines. Find our application information at www.pioneertech.edu or scan the QR Code below

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

Oklahoma State Bureau of Investigation records check required upon employment.

ly Serving Blackwell & Kay County Sinc

Wednesday, June 10, 2026

Fire & Life Safety Council Announces 'All Fired Up' Steak Dinner Fundraiser

The Fire & Life Safety Council and Fire Foundation will host its annual "All Fired Up" Benefit Steak Dinner and Auction on Saturday, Aug. 1, at Pioneer Technology Center in Ponca City.

The fundraiser supports local fire departments, fire prevention education efforts and Fire Prevention Week activities throughout the region.

This year's event will take place on the west side of the Pioneer Technology Center Conference Center.

Festivities will begin at 6 p.m. when participating firefighters fire up their grills and compete for community bragging rights. Guests will have the opportunity to vote for their favorite

See *FIRE* page 3

FIRE

Continued from page 1

team of grilling firefighters during the evening.

Dinner service is scheduled to begin at 7 p.m.

Tickets are available for $35 each and may be purchased through the Ponca City Fire Station or the Ponca City Chamber of Commerce.

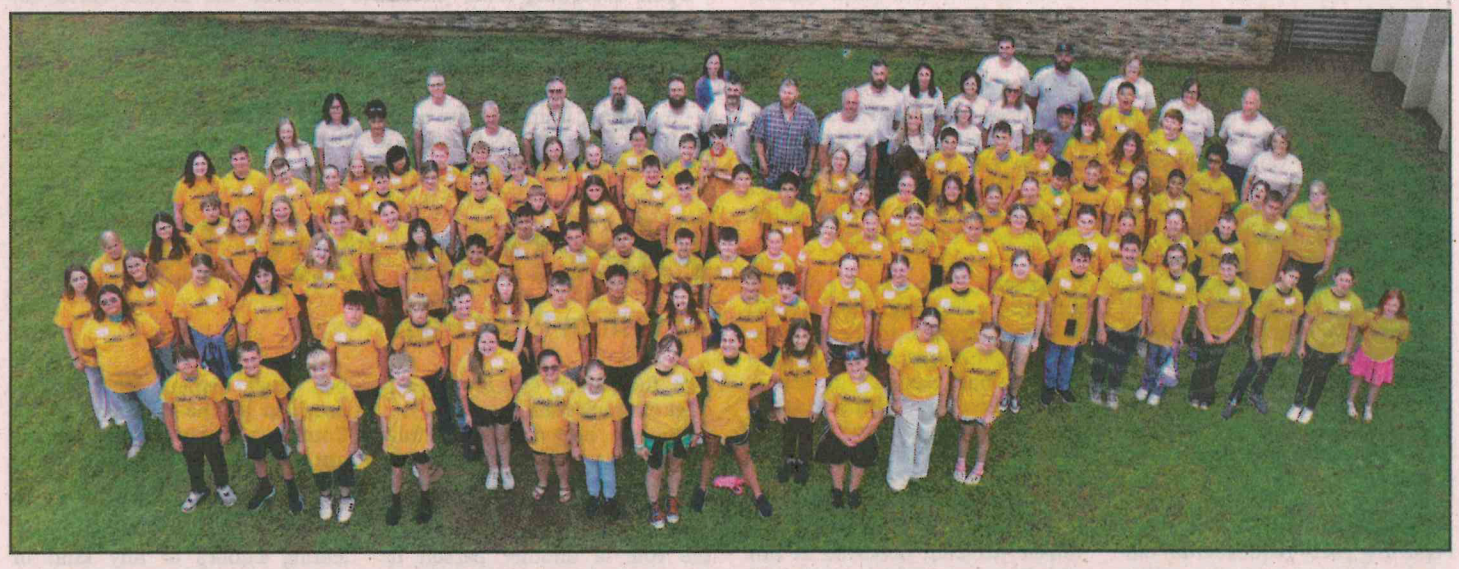
In addition to the steak dinner, attendees can participate in a fundraising auction, with proceeds benefiting local fire departments and community fire safety initiatives.

Organizers say funds raised during the event help support fire prevention education programs, Fire Prevention Week activities, public outreach efforts and other projects designed to improve fire safety awareness throughout north-central Oklahoma.

Community members interested in attending or learning more about the fundraiser may call 580-763-4963 for additional information.

The annual event has become a popular summer tradition, bringing together firefighters, local businesses and residents for an evening of food, fellowship and support for public safety programs.

Friday
June 12, 2026
Vol. 133 - No. 181
poncacitynews.com



PTC Summer Camp a big success

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For more information about Pioneer Tech Summer Academies or upcoming events, visit pioneertech.edu/events or call 580-762-8336.

start your success story.
OUR TEAM IS HERE FOR YOUR TEAM!
Pioneer Tech
Business & Industry Services
2015 N. Ash, Ponca City
580.718.4222 | pioneertech.edu
Pioneer Technology Center does not discriminate on the basis of race, color, national origin, sex/gender, age, religion, disability, or veteran status.

We help you find, get and keep the right job!

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PONCA CITY

Soft Skills Employment Education

Monthly Workshops
Job coaching, resume writing
and employment skills training

Reach us @
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Ponca City

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Thursday
June 4, 2026
Vol. 133 - No. 175
poncacitynews.com

1 Million Cups features Ponca City Megaburger

By CALLEY LAMAR
calley@poncacitynews.com

The monthly 1 Million Cups meeting, held in the cafeteria atrium at Pioneer Technology Center (PTC), was held on Wednesday, June 3 at 8:30 am. 1 Million Cups is an event that allows local entrepreneurs to share their stories with others in the community.

For Wednesday's meeting, the guest speaker was Travis Bush, owner Ponca City Megaburger.

Bush starting working in the food business back in the late 90s as a server.

"I love serving people. I love the pace of it, being busy. And I remember walking by the kitchen and seeing about 60 steaks on the grill. I thought, how the heck do you know what you're doing?," said Bush. "What's going on there? The hotspot on the grill. The different temperatures of the steaks?"

After speaking to the kitchen manager, Bush got in as a prep cook, where he learned that he had a love of food, and was passionate about the kitchen experience.

THE MONTHLY 1 Million Cups meeting featured Travis Bush (right) with Ponca City Megaburger as the guest speaker. Brook Lindsay (left) presented an orange cup to Bush. The orange cups are given to all speakers at 1 Million Cups events. (Photo by Calley Lamar)

With time, Bush became a kitchen manager, and managed to go around and get more experience in the kitchen. His cooking even extended to after work and family functions.

Bush eventually learned that the location at 2112 N. Ash had become available. The location had been open for 30 years prior, but closed down during the COVID-19 pandemic.

After talking with his wife, Bush jumped head first into running the burger shack, while also increasing the size of the menu.

Bush had anticipated 100 burgers a day, but the night before they opened, his wife made a Facebook post which had 1000s of responses.

"I went to the restaurant and prepped because my hundred burgers wasn't gonna last long. And it didn't. I want to say, probably 800 burgers the first day, and, and it turned into, people were waiting two hours to eat a hamburger. And they knew it. We told them," said Bush. "It was gonna take us two hours to get your food, and people didn't care. It's just that the building, the fact that we brought it back, from what it was before."

The business also had a big day on Veterans Day when they let veterans and their spouses eat for free. With Bush describing it as almost as big as the grand opening.

With such a positive response, the first two weeks proved to be incredibly busy.

"It was just nonstop. It was super awesome. And we had a bunch of bumps and bruises

(See 1 MILLION CUPS, Page 8)

1 Million Cups

Con't from Front Page

along the way, but we made it through," said Bush.

Close to a year after the opening, Bush decied to open a second location in Tonkawa at 507 E. North Avenue.

They were more prepared for their second opening, but it took four to five months to train staff and get the location prepared for opening.

"That was a lot tougher than the one here in Ponca. Just getting everything ready for the health department. The building itself, the walls, and the floors, and the equipment," said Bush.

Megaburger is open Monday to Friday from 10:30 am to 6 pm. And on Saturdays from 10:30 am to 3 pm.

They also have a website at www.poncamegaburger.com.

Following his presentation, Bush was given an orange cup, which are presented to all speakers at 1 Million Cups events.

At the end of the meeting, it was shared that 1 Million Cups will take a hiatus for the summer.

dly Serving Blackwell & Kay County Sin
Wednesday, June 3, 2026

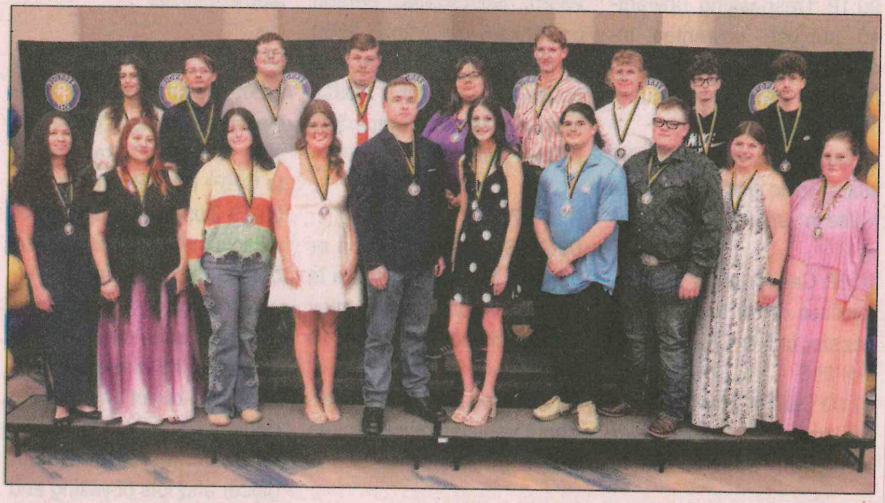


Photo Submitted

Blackwell, Newkirk, Tonkawa Students Earn Pioneer Tech's Guaranteed Graduate Distinction

Pioneer Technology Center recently recognized its 2025-26 class of Guaranteed Graduates, honoring students who have demonstrated exceptional achievement in attendance, academics, technical training and industry certification.

The Guaranteed Graduate Initiative, now in its tenth year, is designed to ensure students leave Pioneer Technology Center prepared for the workforce while giving employers confidence in the skills and work ethic of graduates entering the job market.

Among those receiving the distinction this year were several students from Blackwell,

See *PTC* page 3

PTC

Continued from page 1

Newkirk, Tonkawa and Medford communities.

Blackwell students recognized as Guaranteed Graduates were Sarah Custer, Joshua Bonewell and Blake Lovell. From Newkirk, honorees included Trevor Bedore, Katrina Drake and Leanne Robb. William Miller and Taylor Willard represented Tonkawa, while Kingston Edwards of Medford was also named a Guaranteed Graduate.

Traci Thorpe, superintendent and CEO of Pioneer Technology Center, said the program was created to help meet workforce needs across the district.

"By setting high expectations for students, we're helping create a workforce that is dependable and well-prepared," Thorpe said. "Employers can trust that Guaranteed Graduates are job-ready, and in the rare case they aren't, we back that promise with retraining."

To earn the designation, students must maintain strong attendance, achieve a high grade-point average, successfully complete their career training program and obtain an industry-recognized credential or certification.

The initiative serves as a promise to employers that graduates have demonstrated both technical competency and professional responsibility during their training. If a Guaranteed Graduate fails to meet an employer's expectations because of a deficiency in their technical preparation, Pioneer Technology Center pledges to provide additional training at no cost to the employer.

Students from throughout Pioneer Tech's district were honored during a ceremony held last week in Ponca City. Along with the local recipients, students from Ponca City, Fairfax, Braman and Red Rock were also recognized for meeting the program's rigorous standards.

Pioneer Technology Center serves students and businesses throughout north-central Oklahoma, providing career and technical education programs designed to prepare graduates for employment, continued education and career advancement.

COMMUNICATIONS & MARKETING

MARKETING PLAN

2026-2027

PIONEER TECH

PIONEER TECH COMMUNICATIONS & MARKETING PLAN

2026 - 2027

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 2026 - 2027:
Each year, Pioneer Technology Center's Communications and Marketing Department develops an annual marketing plan to guide our efforts. In addition to that plan, we establish key objectives to help focus our work throughout the year:

- **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 62-80) – Approximately 70% use Facebook regularly, and YouTube remains a primary source for learning and information. Many are retired, nearing retirement, or seeking encore careers, volunteer opportunities, and lifelong learning. Clear messaging, email communication, Facebook content, and community-focused stories resonate well. Trust and credibility are key.

- **Gen X** (Ages 46-61) – Gen X remains one of the most active groups on Facebook and consumes content across multiple devices. They are often parents of current students while also pursuing career advancement themselves. They respond well to practical information, success stories, workforce outcomes, and email communication. Facebook, YouTube, and local media remain effective channels.

- **Millennials/Gen Y** (Ages 30-45) – Millennials are now the largest segment of the workforce and often make education decisions for themselves and their families. They value flexibility, career growth, authenticity, and convenience. Instagram, Facebook, YouTube, LinkedIn, and mobile-first content perform well. Peer recommendations, student success stories, and employer partnerships build trust.

- **Gen Z** (Ages 13-29) – Video-first content continues to dominate. TikTok, Instagram Reels, Snapchat, and YouTube Shorts are primary discovery platforms. Gen Z values authenticity, career relevance, hands-on experiences, and clear pathways to employment. Short-form video, student-generated content, behind-the-scenes experiences, and real career outcomes are highly effective.

- **Gen Alpha** (Ages 0 – 12) – They are highly visual and interactive learners who are growing up with AI, tablets, and voice technology as everyday tools. Marketing should focus on parents while using engaging visuals, hands-on activities, camps, and career exploration experiences that capture students' imaginations.

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.
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
Monthly Meetings with Admin Team/ BIS/Student Services	$0	C&M Team & PTC Staff	TIME: August 2026 – July 2027 EVAL: C&M Survey
Work to fulfill all requests given to marketing throughout the year.	Budget	C&M Team	TIME: August 2026 – July 2027 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 BIS/AT&D/Work Ready	$380	C&M Team	TIME: August 2026 – July 2027 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 $3000 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 $500 Print Support	Student Services/C&M/Directors 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

EXTERNAL MARKETING STRATEGIES:

POTENTIAL STUDENTS & PARENTS

Messages:

REAL WORK, REAL REWARD
HANDS ON, GET HIRED
INVEST IN YOURSELF. THE RETURN LASTS A LIFETIME
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.	3rd grade promo items: $1,500 (+$50 for booths) 8th 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 $8,000 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 2026 – July 2027 EVAL: C&M Survey
AlwaysOn ChatBot on the Website	$2000 for software/chat bot	C&M Team/Admin Team	TIME: August 2026 – July 2027 EVAL: Every Month Engagement Stats
Pioneer Pathways: Parent Information Night	$0	C&M Team/Student Services	TIME: January EVAL: Student Services

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.	*Ads Included in advertising budget under "Community at Large" section*	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	$1500	C&M Team & PTC Staff	May 2027

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)	$35,0000	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 students	$2500	R/R Team & C&M Team	Time: April/May
Social Media Events, boost to fill classes.	$1500	C&M Team	Time: On-Going
FlexTrack Welding Financial Aid 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/Coordinator	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 • Newspaper/PC Monthly • Radio • School publications (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.	$4000	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: Veterans, Christmas, Rodeo	$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, AT&D, BIS
3. **IMPROVE** Online Brand and Reputation Internally and Externally

Goal 1 Tactics	Goal 2 Tactics	Goal 3 Tactics
1. Update all employees in August as Brand Ambassadors. 2. Create at least 5 new marketing pieces and 1 video each week using Canva to promote across social media networks. 3. Add email addresses from surveys on a weekly basis.	1. Post an estimated 3 times daily about FTP, AT&D & BIS 2. Set aside time each day to respond to comments and interactions. 3. Have designated monthly posts for AEFL, WRO, Testing Center, and other services. 4. Celebrate PTC Successes on a weekly basis	1. Consistently do tactics from Goals 2 & 3 2. Use Canva to create consistent look and use AI for content. 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. 4. Make every effort to fulfill promo item requests from employees & community.

MARKETING TIMELINE:

2026

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 and iPad Support with Survey– *Terri*
- Prepare Survey for campus visitors during Back to School Event - *Terri*
- Get Daytime/Full-time Catalog in house and update 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*
- Schedule and promote Manufacturing Day on Social Media – *C&M Team*

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 3rd 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 8th Grade 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

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
- Add new board meeting dates to website – C&M
- Promote Pioneer Pathways: Parent Information Night for Student Services – C&M

2027

JANUARY:

- 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
- Plan to order promo items for Blackwell Career Fair – C&M
- Promote Pioneer Pathways: Parent Information Night for Student Services – C&M

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*
- Start Catalog Design - *Angie*

APRIL:

- Talk with BIS about plans for Small Business Week – *C&M Team*
- Send AT&D summer schedule to printer and put ADA compliant 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 promo 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/Event with Foundation Board – *C&M*

MAY:

- Update survey for new students when they enroll – *Terri/Student Services*
- 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 ADA Compliant version– *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 for Catalog – 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 with ADA Compliance modifications – *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 – *Terri*
- 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 Ponca City Marketing
- 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.
- Promote FlexTrack Welding

PIONEER TECHNOLOGY CENTER
MONTHLY INSURANCE PREMIUMS

CURRENT OPTIONS FOR EMPLOYEE COVERAGE

Flexible Benefit Allowance:

	Employee
HealthChoice High	$707.00
HealthChoice Dental	$48.58
VSP - Vision Service Plan	$8.62
Basic Life ($20,000)	$5.20
Total	$769.40

	Employee	Spouse
HealthChoice High Deductible (HDHP)	$492.80	$578.68
HealthChoice Dental	$48.58	
VSP- Vision Service Plan	$8.62	
Basic Life ($20,000)	$5.20	
Total	$555.20	

HealthChoice HDHP is $214.20 less. Employees can use this remaining benefit:

- ☐ *To help pay spouse/ dependant premium*
- ☐ *To place it into a health savings account*

ADDITIONAL OPTION FOR EMPLOYEE COVERAGE

	Employee	Spouse
HealthChoice Basic Plan	$564.72	$662.72
Pre-Med Defender	$98.00	
HealthChoice Dental	$48.58	
VSP- Vision Service Plan	$8.52	
Basic Life ($20,000)	$5.20	
	$725.02	

HealthChoice Basic + Pre-Med Defender is $44.38 less. Employees can use this remaining benefit:

- ☐ *To help pay spouse/ dependant premium*

Pre-Med Defender™

Lower Healthcare Costs BEGIN HERE

Tired of giving up a significant portion of your paycheck each month for health insurance, only to be left with out-of-pocket expenses?

Visit **OkPreMed.com** to Enroll

Say HELLO to a better choice in health coverage. Say HELLO to Pre-Med Defender.

Pay an affordable monthly premium and eliminate your medical deductible and coinsurance.

- ✓ **NO DEDUCTIBLES**
- ✓ **ELIMINATES** Coinsurance
- ✓ **LOWER** Out-of-Pocket Costs

It's all possible with Pre-Med Defender!

Maximize your benefit allowance and **Protect** your monthly income!

Approved by the State of Oklahoma Employee Benefits Department, Pre-Med Defender is a Group Supplemental Program designed to be paired specifically with your HealthChoice Basic medical plan.

ENROLLMENT IS EASY

1

STEP 1: Choose the **HealthChoice Basic** or **Basic Alternative** Plan as your primary health plan.

2

STEP 2: Enroll in **Pre-Med Defender** Secondary Plan at **OKpremed.com.***

* You must re-enroll in Pre-Med Defender each year at open enrollment.

3

STEP 3: Print and sign your **Payroll Authorization form,** and submit to your Supervisor /HR.

Visit **Okpremed.com** to learn more about Pre-Med Defender!

2026 Enrollment

Pre-Med Defender™

OKLAHOMA 2026 Rates

Pre-Med Defender when combined with the **HealthChoice Basic plan**, gives you the best defense against out-of- pocket expenses! You will have **two premiums** and utilize **two ID cards** combined to form one plan:

HEALTHCHOICE BASIC PLAN + PRE-MED DEFENDER SECONDARY COVERAGE

	HEALTHCHOICE BASIC MONTHLY PREMIUM		PRE-MED DEFENDER MONTHLY PREMIUM		COMBINED MONTHLY PREMIUM		HEALTHCHOICE HIGH & ALTERNATIVE MONTHLY PREMIUM		SUBSTANTIAL MONTHLY SAVINGS WITH COMBINED PLANS!
Pre-Med Defender SECONDARY PLAN			**$0 Deductible $4,000 Benefit ^^**						
Employee	$ 564.72	+	$ 98.00	=	**$ 662.72**	Compared to	$ 707.00	=	**$ 44.28**
Employee & Spouse	$ 1,227.44	+	$ 228.00	=	**$ 1,455.44**		$ 1,535.88	=	**$ 80.44**
Employee, Spouse & Child	$ 1,518.66	+	$ 334.00	=	**$ 1,852.66**		$ 1,891.50	=	**$ 38.84**
Employee, Spouse & Children	$ 1,720.06	+	$ 334.00	=	**$ 2,054.06**		$ 2,139.34	=	**$ 85.28**
Employee & Child	$ 855.94	+	$ 189.00	=	**$ 1,044.94**		$ 1,062.62	=	**$ 17.68**
Employee & Children	$ 1,057.34	+	$ 189.00	=	**$ 1,246.34**		$ 1,310.46	=	**$ 64.12**

MONTHLY PLAN RATES

HEALTH PLAN	Employee Only	Employee & Spouse	Employee, Spouse & Child	Employee, Spouse & Children	Employee & Child	Employee & Children
Blue Cross Blue Shield of Oklahoma – BlueLincs HMO	$ 703.92	$ 1,671.68	$ 2,324.18	$ 3,193.76	$ 1,356.42	$ 2,226.00
CommunityCare HMO	$ 693.84	$ 1,629.34	$ 2,076.96	$ 2,388.96	$ 1,141.46	$ 1,453.46
GlobalHealth HMO	$ 1,086.02	$ 2,689.06	$ 3,309.24	$ 3,701.84	$ 1,706.20	$ 2,098.80
HealthChoice High	$ 707.00	$ 1,538.88	$ 1,891.50	$ 2,139.34	$ 1,062.62	$ 1,310.46
HealthChoice Basic	$ 564.72	$ 1,227.44	$ 1,518.66	$ 1,720.06	$ 855.94	$ 1,057.34
HealthChoice High-Deductible Health Plan (HDHP)	$ 492.80	$ 1,071.48	$ 1,326.00	$ 1,501.20	$ 747.32	$ 922.52
Pre-Med Defender with HealthChoice Basic	**$ 662.72**	**$ 1,455.44**	**$ 1,852.66**	**$ 2,054.06**	**$1,044.94**	**$ 1,246.34**

HEALTH PLAN BENEFIT COMPARISONS

HEALTH PLAN	Individual Calendar Year Deductible	Individual Calendar Year Max Out-of-Pocket	Office Visit PCP/Specialist	Hospital Inpatient/Outpatient	Emergency Room	Urgent Care
Blue Cross Blue Shield of Oklahoma – BlueLincs HMO	$ 0.00	$ 4,000.00	$25/$50	$ 1,000 / $ 750	$ 300.00	$ 50.00
CommunityCare HMO	$ 0.00	$ 4,000.00	$35/$50	$ 350 / $ 300	$ 200.00	$ 50.00
GlobalHealth HMO	$ 0.00	$ 4,000.00	$0/$50	$ 300 /$ 300	$ 400.00	$ 25.00
HealthChoice High	$ 750.00	$ 3,300.00	$30/50	20% of allowable after deductible	$ 200.00	$ 30.00
HealthChoice Basic	$ 1,000 after first $500 ^	$ 4,000.00	First Dollar Coverage then 50% of allowable after deductible	First Dollar Coverage then 50% of allowable after deductible	First Dollar Coverage then 50% of allowable after deductible	First Dollar Coverage then 50% of allowable after deductible
HealthChoice High-Deductible Health Plan (HDHP)	$ 1,750.00	$ 6,000.00	100% until deductible is met	100% until deductible is met	100% until deductible is met	$ 30.00
Pre-Med Defender with HealthChoice Basic*	**$ 0.00^^**	**$0.00^^**	**$0.00^^**	**$0.00^^**	**$0.00^^**	**$0.00^^**

This is only a sample summary of each plan. For all plan benefits/limitations, contact each plan. ^ HealthChoice Basic plan pays the first $500. HealthChoice Alternative pays the first $250. Member is responsible for the next $1,000. ^ ^ Pre-Med Defender has a $0 Deductible, then pays for eligible medical expenses up to $4,000 for Individual and up to $9,000 for Family coverage.
* Pre-Med Defender does not provide coverage for Prescription Drugs. Member will use their HealthChoice Basic Prescription Copay plan.

To learn more about Pre-Med Defender, visit **Okpremed.com** or call us at **1-972-372-9054**

HealthChoice

The Plan of Choice

HealthChoiceOK.com

The plan that offers you and your family

CHOICE

For more information visit **HealthChoiceOK.com**, download the **HealthChoice Benefits App**, or call **405-717-8780** or **800-752-9475**. TTY users call **711**.

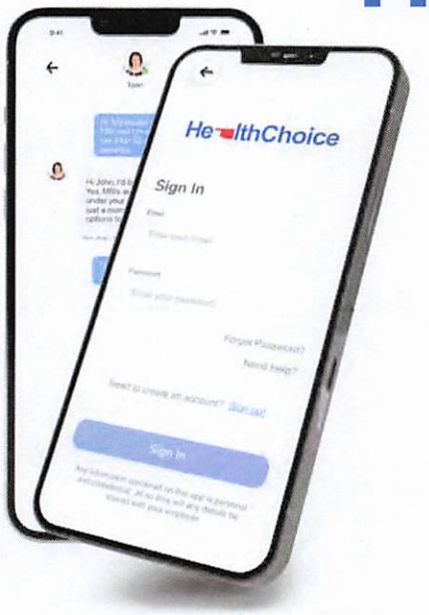
5211

HealthChoice

WHAT'S NEW!

- **SwiftMD Telemedicine urgent care visits**
  - $45.00 service fee is being removed for HDHP HealthChoice members.

HealthChoice



- Chat with a Care Guide 24/7.
- Access $0 medical care.
- View claims.
- Carry the digital card.

Download the HealthChoice app today!

Scan here to download the app to get started!

HealthChoice
Telehealth/Telemedicine

HealthChoice offers members the option for telehealth visits with local network and non-network providers in accordance with standard plan benefits, including copays, deductible and coinsurance. Some limitations and exclusions may apply.

HealthChoice offers members the option for telemedicine visits for many common, minor medical conditions through SwiftMD, a REVIVEHEALTH company.

24/7 nationwide access to U.S. Board-Certified physicians.

Convenient consults from your home, office, or on the road, usually within 30 minutes.

Doctor makes diagnosis and recommends treatment, and sends prescriptions to your preferred local pharmacy.

Did you know SwiftMD is included in your HealthChoice medical plans?

Benefits of SwiftMD:

- Services are $0 using SwiftMD for all HealthChoice Plans.
- 24/7 consults with U.S.-trained doctors by phone or videoconference.
- Diagnosis and advice for many common, minor medical conditions, and prescriptions if appropriate.

SwiftMD.com | **833-980-1442**

GROUP PASSCODE: **HCOK20**

Download on the App Store

GET IT ON Google Play

CONDITIONS WE TREAT

- Allergies and rashes
- Cold sores
- Earache
- Fever and flu
- Headache
- Pink eye
- Poison ivy
- Sinusitus
- Sore throat
- Urinary tract infections
- Your individual medical concerns

SwiftMD does not replace your PCP or specialists managing chronic and serious conditions. SwiftMD doctors do not prescribe controlled substances. For more info go to SwiftMD.com. © SwiftMD. All Rights Reserved.

We have a pharmacy package for you and your family!

All HealthChoice health plans include prescription drug coverage.

YOUR COSTS FOR NETWORK SERVICES

PRESCRIPTIONS		30-DAY SUPPLY	90-DAY SUPPLY
TIER 1 – $	GENERIC DRUGS	Up to $10	Up to $25
TIER 2 – $$	PREFERRED DRUGS	Up to $45	Up to $90
TIER 3 – $$$	NON-PREFERRED DRUGS	Up to $75	Up to $150
TIER 4 – $$$$	SPECIALTY DRUGS	Generic – $10 copay Preferred – $100 copay Non-preferred – $200 copay	30-day copays apply to each additional 30-day supply

Find more information and drug benefits, visit HealthChoiceOK.com.

HealthChoice High/High Alternative and Basic/Basic Alternative plans have an annual prescription drug deductible of $100 individual with a maximum of $300 per family. HDHP members must meet the combined medical and pharmacy deductible before pharmacy copays apply.

Fill your prescriptions at any local retail network pharmacy. Locate a participating pharmacy near you.

HealthChoice Select

$0

ZERO-cost services!

Zero-Cost Services with no out-of-pocket costs.*

Covered at 100% of the allowable fee.

No age or number of service limits for Select Services.

Dedicated provider directory on the HealthChoice website.

Prescriptions are covered subject to the member's plan provisions.

***HealthChoice HDHP members are covered at 100% after their annual deductible is met.**

We have a team standing by to HELP!

Find a provider, as well as more information about Select services, at HealthChoiceOK.com.

FREE services included with each plan.

- **PREVENTIVE SERVICES.**
  Two routine health/wellness exams.
- **MATERNITY CARE PRE-PREGNANCY ASSESSMENTS.**
- **ONGOING CONDITION CARE AND WELLNESS CARE.**
- **VACCINATIONS FOR ADULTS AND CHILDREN.**
  Preventive vaccinations are covered at 100% when using a network pharmacy or medical provider.

  HealthChoice covers all CDC-recommended vaccinations through a network pharmacy or provider, such as shingles and flu, under preventive services benefit.
- **ONLINE TOOLS AND RESOURCES.**
  - HealthChoice Benefits App
  - HealthChoiceOK.com
  - HealthChoice Member Portal
  - Health Risk Assessment *availablility is limited

WHICH PLAN IS RIGHT FOR YOU AND YOUR FAMILY?

HealthChoice offers different health care plans for you and your family to choose from.
Each plan offers slightly different benefit designs and different premiums.

TOBACCO FREE

OPTION 1

HealthChoice High

FLEXIBILITY

Enjoy the flexible use of your health plan. This plan offers the lowest deductible and out-of-pocket maximums for individuals and families.

Individual deductible: $750
Family deductible: $2,000

Maximum out-of-pocket:
$3,300 Ind./$8,400 Fam.

COPAYS FOR COVERED NETWORK SERVICES:

Primary office visit: $30

Specialist office visit: $50

Urgent care: $30

ER: $200

AFTER DEDUCTIBLE HAS BEEN MET:
You pay 20% coinsurance. HealthChoice pays 80%.

You may self-refer to a specialist.

OPTION 2

HealthChoice HIGH Deductible Health Plan

SAVINGS

Lower your premium to maximize your savings. This plan offers the lowest premium for individuals and families.

Individual deductible: $1,750
Family deductible: $3,500

Maximum out-of-pocket:
$6,000 Ind./$12,000 Fam.

Combined medical and pharmacy deductible must be met before benefits are paid, other than for preventive services.

COPAYS FOR COVERED NETWORK SERVICES AFTER DEDUCTIBLE:

Primary office visit: $30

Specialist office visit: $50

Urgent care: $30

ER: $200

CAN BE USED WITH A HEALTH SAVINGS ACCOUNT (HSA).

AFTER DEDUCTIBLE HAS

BEEN MET:
You pay 20% coinsurance.
HealthChoice pays 80%.

You may self-refer to a specialist.

OPTION 3

HealthChoice Basic

BUDGET-FRIENDLY

Offers first-dollar coverage which means no out-of-pocket cost for services when received during the first-dollar coverage period. This plan offers mid-range premiums, deductibles and out-of-pocket maximums. Ideal for those with minimal health care needs.

HealthChoice pays the first $500 of covered medical expenses.

AFTER HEALTHCHOICE PAYS YOUR FIRST $500 OF COVERED EXPENSES:
You pay:
$1,000 Ind./$1,500 Fam. deductible.

AFTER YOU MEET THE DEDUCTIBLE:
You pay 50% and HealthChoice pays 50% of allowed charges until you reach the out-of-pocket maximum.

Maximum out-of-pocket:
$4,000 Ind./$9,000 Fam.

No copays on this plan for network services.

You may self-refer to a specialist.

TOBACCO USERS

The premiums for these plans are the same as the plans for non-tobacco users. These plans offer a slightly higher deductible or a decreased first-dollar coverage.

OPTION 1

HealthChoice High Alternative

Increases your annual deductible by $250.

Individual deductible: $1,000
Family deductible: $2,750
Maximum out-of-pocket:
$3,550 Ind./$8,400 Fam.

ALL OTHER BENEFITS ARE THE SAME AS THE HEALTHCHOICE HIGH PLAN.

OPTION 2

HealthChoice High Deductible Plan (HDHP)

Deductible and coinsurance amount are the same as non-tobacco users.

HDHP member are not required to complete the annual Tobacco-free attestation.

OPTION 3

HealthChoice Basic Alternative

Decreases your first-dollar coverage to $250.
HealthChoice pays the first $250
of covered medical expenses.

AFTER THAT, YOU WILL PAY THE ANNUAL DEDUCTIBLE OF $1,250 IND./$1,750 FAM.

ALL OTHER BENEFITS ARE THE SAME AS THE HEALTHCHOICE BASIC PLAN.

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HealthChoice complies with applicable federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability or sex.

ATTENTION: If you speak a language other than English, language assistance services, free of charge, are available to you. Call 800-752-9475 (TDD:866-447-0436).

(Spanish)
ATENCIÓN: Si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 800-752-9457 (TDD: 866-447-0436).

(Vietnamese)
CHÚ Ý: Nếu bạn nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho bạn. Gọi số 800-752-9457 (TDD: 866-447-0436).

HealthChoice

The Plan of Choice

HIGH DEDUCTIBLE HEALTH PLAN

SAVINGS

LOWER YOUR PREMIUMS TO MAXIMIZE YOUR SAVINGS.

HIGHLIGHTS

- Lowest premium offered.
- Can be used with a health savings account (HSA).
- Combined medical and pharmacy deductible.
- Family deductible can be met by one individual or a combination of covered family members.
- Tobacco-Free Attestation is not required.

DEDUCTIBLE

- Individual: $1,750
- Family: $3,500

MAXIMUM OUT OF-POCKET

- Individual: $6,000
- Family: $12,000

COPAYS FOR COVERED NETWORK SERVICES AFTER DEDUCTIBLE

- Primary office visit: $30
- Specialist office visit: $50
- Urgent care: $30
- ER: $200

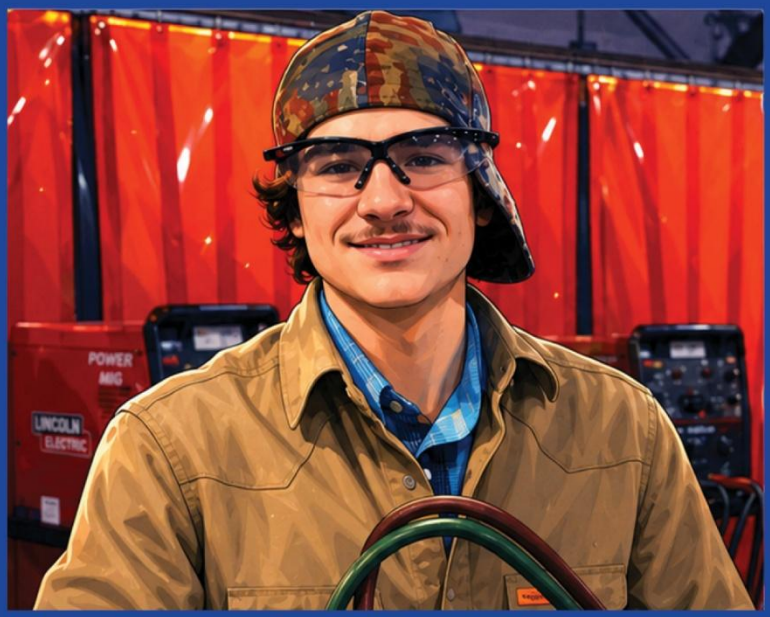
AFTER DEDUCTIBLE HAS BEEN MET:

You pay 20% coinsurance.

For more information, visit HealthChoiceOK.com.

This publication was printed by the Office of Management and Enterprise Services as authorized by Title 62, Section 34. 1,000 copies have been printed at a cost of $39.60. A copy has been submitted to Documents.OK.gov in accordance with the Oklahoma State Government Open Documents Initiative (62 O.S. 2012, § 34.11.3). This work is licensed under a Creative Attribution-NonCommercial-NoDerivs 3.0 Unported License.

FULL-TIME PROGRAMS



STUDENT HANDBOOK

PIONEER TECHNOLOGY CENTER **2026-27**

PIONEER TECHNOLOGY CENTER

2026 – 2027 SCHOOL CALENDAR

August 13, 2026	Back to School Event
August 18, 2026	First Day of School
September 7, 2026	Labor Day Holiday (Campus Closed)
October 13, 2026	Evening Parent/Teacher Conferences
October 15, 2026	Parent/Teacher Conference Day – No Classes
October 16 & 19, 2026, Friday & Monday	Student Fall Break – No Classes
November 23-27, 2026, Monday - Friday	Thanksgiving Holiday (Campus Closed)
December 18, 2026	End Second Grading Period/End First Semester
December 21, 2026 thru Jan. 4, 2027	Winter Break – No Classes
January 5, 2027	First Day Third Grading Period/Second Semester
January 18, 2027	Martin Luther King Jr. Day Holiday (Campus Closed)
February 12, 2027	Parent/Teacher Conference Day – No Classes
February 15, 2027	Presidents' Day Holiday (Campus Closed)
March 15 – 19, 2027, Monday - Friday	Spring Break – No Classes
March 26, 2027	Good Friday Holiday (Campus Closed)
April 9, 2027	Professional Day – No Classes
May 19, 2027	Last Day of School /End Fourth Grading
May 31, 2027	Memorial Day Holiday (Campus Closed)

Inclement weather make-up days: March 26, May 20, 21, 24, 25, 26, 27, 28

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.

Evening (Flex Track) Welding: Will follow the PTC Full-Time Programs Calendar, Monday - Thursday from 5:00 PM to 9:30 PM with 4.5 hours of instruction per day. The 600-hour program may be completed within 34 weeks of instruction.

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
Deputy Clerk
Ponca City, Oklahoma

JD Soulek
President
Nardin, Oklahoma

Gay Norris
Vice President
Ponca City, Oklahoma

Debbie Leaming
Member
Newkirk, Oklahoma

Dr. Rachel Shuey-Bunney
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

Jennifer Wehrenberg
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 2501 N. Lincoln Blvd., Suite 207, Oklahoma City, OK 73105; (405) 962-1800; https://nursing.ok.gov/

Accreditation Requests: Please email info@pioneertech.edu for accreditation documentation requests.

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

Pioneer Technology Center (2101 N. Ash, Ponca City, OK 74601) does not discriminate on the basis of race, color, national origin, sex/gender, age, religion, disability, or veteran status. For Inquiries concerning the application of this policy contact either Wendy Burg, Wendyb@pioneertech.edu (580) 718-4308 or Kellie Johnson, Kelliej@pioneertech.edu (580) 718-4224, Compliance Officers/Title IX Coordinators, or Cortney Horne, CortneyH@pioneertech.edu (580) 718-4298, 504/ADA Coordinator or email 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 & Job Placement Coordinator ..... **TBD**
BIS Administrative Assistant/Registrar ..... **Gail Boswell**
BIS Program Developer/Coordinator ..... **Heather Smith**
Bid Assistance Coordinator ..... **LeeAnna Bowling**
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 ..... **Thomas Leitch**
Safety Instructor ..... **Paula Ford**
Safety Registrar ..... **Shelly Houston**
Safety Coordinator/Instructor ..... **Kyle Batson**

FACULTY

Academic Lab Instructor ..... Kelsey Fortney
Adult Basic Education Coordinator/Instructor ..... Bud Valerius
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
Electronics, Automation, Robotics Instructor ..... Chuck Rector
Firefighter/EMT Instructor ..... Gary Vap
Health Careers Certification Instructor ..... Miranda Ramhorst
Information Technology Instructor ..... Zac Ladner
Medical Assisting 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 ..... John Munger
Teacher Preparation Instructor ..... Hannah Day
Visual Communications Instructor ..... Troy Buller
Welding Technology Instructor ..... TBD
Welding Technology Instructor (Evening) ..... Anthony Valentin

STUDENT SERVICES STAFF

Counselor/Student Services Coordinator ..... Audra Mason
Career and Guidance Counselor ..... Jayme Evans
Career Development Facilitator ..... Sage Langston
Disability Services Facilitator/Counselor ..... Cortney Horne
Administrative Assistant ..... Brisa Linnebur
Career Center Specialist ..... Pam Keeler
Career Center Specialist ..... Lacey Smith
Testing Specialist ..... Heather Underwood

PIONEER TECHNOLOGY CENTER STAFF

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 ..... **Cheyanne 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 ..... **Laynee Stewart**
Financial Aid Officer ..... **Lisa Jackson**
Finance Specialist – Payroll ..... **Erin Mercer**
Finance Specialist – Accounts Payable ..... **Katy Mayer**
Full-Time Programs Registrar – Data Specialist ..... **Holly Farmer**
~~**Full Time Programs/AEFL Administrative Assistant** ..... **TBD**~~
Graphic Design/Marketing Specialist ..... **Angela Ogden**
Grounds/Maintenance ..... **TBD**
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**
New Beginning Training Navigator ..... **Katie Holman**
Plant/Facilities Manager ..... **Michael Orr**
Practical Nursing Assistant ..... **LaRhonda Rudd**
Receptionist ..... **Rich Cantillon**
Teaching Assistant—Health Programs ..... **Kindal Eller**
Teaching Assistant—Cosmetology ..... **Kari Officer**
~~**Teaching Assistant—Information Tech/Visual Communications/Teacher Prep** ..... **Heather Underwood**~~
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 ..... **Noel Black**
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 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 the age of 18 who have dropped out of high school or are at-risk of dropping out may be eligible, in collaboration with a Pioneer Technology Center partner school district, to enroll as a high school student 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 <u>MUST</u> 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%

Note: This grading scale is used for transcripting 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/FEES/STUDENT FINANCIAL AID

TUITION AND FEES

Tuition for adult (post-secondary) students is based on the career major in which they are enrolled. Career majors that qualify for financial assistance range from 600 to 1500 hours. A $25.00 (nonrefundable) enrollment fee is required of all enrolling adult students. This enrollment fee is not applied toward tuition costs. A complete list of career majors offered at Pioneer Technology Center is available from the Counselor and/or Financial Aid Officer. Tuition for nonresident / out-of-district high school (secondary) students has been established by the Oklahoma State Board of Career and Technology Education for 2026-2027 at $20,313 (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:

Resident (in PTC District)	Nonresident (out of PTC District; in Oklahoma)	Out-of-State (out of Oklahoma)
$2.50 per hour	$5.00 per hour	$10.00 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 $500 (200 X $2.50); a nonresident student will be charged an additional $1,000 (200 X $5.00); an out-of-state student will be charged $2,000 (200 X $10.00).

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 between 8th grade and December 31st of the Senior Year in High School. ~~during eighth, ninth or tenth grade;~~ Students must meet certain income eligibility, academic and conduct requirements. This scholarship may be used at Oklahoma accredited public and private colleges and for post-secondary vocational-technical programs eligible for federal student financial aid at technology centers.

SCHOLARSHIPS/TUITION WAIVERS

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

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

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

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

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

13th Year Tuition 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 13th Year Tuition Scholarship. These scholarships are available, on a limited basis, to qualified high school graduates within the PTC district. Students requesting assistance, must first apply for Federal Financial Assistance (FAFSA). If approved for Federal Financial Assistance, funds awarded must be applied toward PTC tuition prior to the 13th Year Tuition Scholarship.

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. Students requesting assistance, must first apply for Federal Financial Assistance (FAFSA). If approved for Federal Financial Assistance, funds awarded must be applied toward PTC tuition prior to the First Time Student Tuition Scholarship.

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 an approved title IV 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. Documented absences are not excused for Federal Financial Aid purposes and will count as an accrued absence. 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 with 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 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:
   a*ttitude / 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:
   a*ttitude / 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:

- Instructor recommendation based on: attitude / leadership / citizenship / behavior / professionalism / ability to work well with others
- ~~Verification~~ Completion of HS Diploma or High School Equivalent
- Completion of all Career Major course requirements
- PTC GPA ≥ 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~~ licensure. 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.~~

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 & Job Placement Coordinator. ~~Training Coordinator, Ian Freeman, IanF@pioneertech.edu.~~

SAFETY

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

ASBESTOS INSPECTION

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

THREATS / ORDER OF PROTECTION

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

DRILLS

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

FIRE DRILLS

SIGNAL: The signal for a fire drill is an automated message. Exit immediately as follows:

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

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

TORNADO WARNING

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

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

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

Posted in each classroom is a designated refuge area map. For your protection, learn the location of your refuge

area. **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 require 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.

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

Please be aware, documented absences are not excused for Federal Financial Aid purposes and will count as an accrued absence.

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 – Data Specialist upon return to classes; the Full-time Programs Registrar – Data Specialist 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~~ Student Services 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 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 COMMUMNICATIONS

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 Chat, 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, GroupMe, 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. 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.)*

ARTIFICIAL INTELLIGENCE SYSTEMS AND TOOLS USAGE

Artificial Intelligence ("AI") is a powerful tool that's changing how we teach, learn, and do business that the District welcomes with reasonable guardrails. The incorporation of AI offers unprecedented opportunities for enhancing teaching methods, expanding learning resources, and fostering innovative educational experiences. However, AI also presents unique risks, challenges, and responsibilities, particularly in terms of ethical use, data privacy and security, and the accuracy and integrity of academic work. In general, AI should be used conscientiously by employees and students. In all instances, caution must be exercised as AI users remain solely responsible for the content of their assignments or work product. Further, the use of AI tools may violate Board policy and/or legal obligations, including those related to disclosure or use of personally identifiable information and other confidential material.

This Policy serves to responsibly harness the potential of these AI technologies while also safeguarding the interests and well-being of our students, teachers, and professional staff. Through this Policy, the District endeavors to (i) prepare our students, teachers, and professional staff for the future and (ii) equip them with the knowledge and skills to use these systems and tools wisely and ethically. The District will continue to support our teachers in incorporating AI into their teaching practices in ways that enrich the teaching and learning experience while upholding the District's educational standards and values. Violations of this policy may result in disciplinary action in accordance with the District's disciplinary policies. Policy EFEAA is available in the policy section of the Student 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, South, 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, without notice or reason. 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 does not discriminate on the basis of race, color, national origin, sex/gender, age, religion, disability, or veteran status. For inquiries concerning the application of this policy contact either Wendy Burg, WendyB@pioneertech.edu (580) 718-4308 or Kellie Johnson, Kelliej@pioneertech.edu (580) 718-4224, Compliance Officers/Title IX Coordinators, or Cortney Horne

CortneyH@pioneertech.edu (580) 718-4298, 504/ADA Coordinator, or email 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

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

504/ADA COORDINATOR

Cortney Horne, Disability Services Specialist/Counselor
2101 N. Ash Street
Ponca City, OK 74601
(580) 718-4298
CortneyH@pioneertech.edu

ACCESSIBILE 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. 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 – Data Specialist (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;
7. The school or school district the student attended before the student enrolled in this school district; and

8. The student's dates of enrollment

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 RESPONSIBLITIES

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	Behavioral Signs	Cultural Signs
poor coordination	low motivation	drug symbols or slogans on clothes
slurred speech	low self-esteem	talking in coded language
incoherent speech	low energy levels	hostility when authorities talk about drugs
bloodshot eyes	inappropriate anger	bragging about unsafe acts or drug use
dilated pupils	mood swings	group of friends has reputation for drugs,
pinpoint pupils	secretive attitude	breaking rules, and antisocial behavior
extreme sleepiness	tardiness	possession of drug paraphernalia
hyperactivity	absenteeism	inappropriate laughter
short attention span	personality change	defensiveness of others in drug culture
cannot concentrate	dishonesty	excessive resistance to school/family activities
memory lapses	change in friends	overuse of cover up scents—room deodorizers,
inattention to grooming	drop in grades	mouth wash, cologne
poor hygiene	incomplete assignments	excessive amounts of time alone or sitting in car
unhealthy appearance	forgetfulness	staying home as little as possible
weight loss	irresponsible actions	confrontations with law enforcement or school
weight gain	frequent rule breaking	authorities
persistent runny nose	refusing to communicate	

DANGEROUS EFFECTS OF CONTROLLED SUBSTANCES

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

NARCOTICS *(Opium, Heroin, Morphine, Codeine, Dilaudid, 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

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 - When Data Becomes Available

Crimes on Campus	*2020*	*2021*	*2022*	*2023*	*2024*	*2025*
Murder	0	0	0	0	0	TBD
Rape	0	0	0	0	0	TBD
Sexual Offenses Forcible and Non-forcible	0	0	0	0	0	TBD
Robbery	0	0	0	0	0	TBD
Aggravated Assault	0	0	0	0	0	TBD
Motor Vehicle Theft on Campus	0	0	0	0	0	TBD
Arrests for Drug Abuse Violations	0	3	0	0	2	TBD
Liquor Law Violations	-	3	0	0	0	TBD
Arrests for Weapons Possessions	0	0	0	0	0	TBD

Burglary	0	0	0	0	0	TBD
Manslaughter	0	0	0	0	0	TBD
Arson	0	0	0	0	0	TBD
Hate Crimes	0	0	0	0	0	TBD
Stalking	0	0	0	0	0	TBD
Domestic Assault (Violence)	0	1	0	0	0	TBD
Dating Violence	0	0	0	0	0	TBD

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

Consumer Information: https://www.pioneertech.edu/page/legal-and-consumer

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
2026-2027 STUDENT HANDBOOK
APPENDIX A—School Board Policies
CKDA—Smoking and Tobacco Free Campus
EFBCA—Network Systems & Internet Acceptable Use
EFBCB—Internet Safety
EFEAA – Artificial Intelligence and Tools Use in the School District
EGG - Prohibition of Race and Sex Discrimination in Curriculum and Complaint Process
EHBDBA-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 – Bullying
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 CHIDLREN. 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:

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.

PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS

The board of education hereby directs that 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.

A "course" shall include any program or activity where instruction or activities tied to the instruction are provided by or within a public school, including courses, programs, instructional activities, lessons, training sessions, seminars, professional development, lectures, coaching, tutoring, or any other classes.

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:

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

The district hereby 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 and via email to Info@pioneertech.edu. This contact information shall also be accessible on the school district's website.

Upon receipt of a complaint, the complainant shall receive notification from the designated employee that the complaint has been received and whether it will be investigated within ten (10) days of receipt.

The school district shall investigate all legally sufficient complaints and decide as to whether a violation occurred. The school district shall receive, process and investigate complaints in the same manner as all other complaints of discrimination. The investigation process shall be completed within forty-five (45) days of receipt of a claim. Within ten (10) days of resolution of the complaint, the designated employee shall report the resolution to the State Department of Education.

PROHIBITION OF RACE AND SEX DISCRIMINATION (Cont.)

No individual shall be retaliated against for (1) filing a complaint; (2) exercising any right or privilege conferred by or referenced within 210:10-1-23 of the Accreditation Standards; (3) exercising any right or privilege secured by a law referenced in 210:10-1-23 of the Accreditation Standards. Any school employee who retaliates against a complainant may be subject to disciplinary action by the school district or by the State Board of Education.

Any teacher who files a complaint or otherwise discloses information that the teacher reasonably believes is a violation of the prohibited concepts listed above shall be entitled to Whistleblower Protections.

Any teacher or other school employee who, willfully, knowingly, and without probable cause makes a false report may be subject to disciplinary action by the school district or by the State Board of Education.

LEGAL REFERENCE: **70 O.S. § 24-158**
State Accreditation Standard 210:10-1-23

See also - Policy GJ - Nondiscrimination

A POLICY ON THIS ISSUE IS REQUIRED BY THE STANDARDS OF ACCREDITATION FOR OKLAHOMA SCHOOLS

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 Statues,

   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.

TUITION FEES (Cont.)

Refunds

1. Institutional Refund of Tuition

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

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

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

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

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

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

PIONEER TECHNOLOGY CENTER BOARD OF EDUCATION	FFAB

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.

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

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 and at each school site that has an Internet website. The policy will be included in all student and staff handbooks.

PIONEER TECHNOLOGY CENTER BOARD OF EDUCATION	FNCF

DRUG-FREE SCHOOLS

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

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

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

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

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

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

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

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

POLICIES:

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

Adoption Date: 7/14/1998	*Revision Date(s): 7/8/2014*	*Page 1 of 1*

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.**

PIONEER TECHNOLOGY CENTER BOARD OF EDUCATION	FNG

ELECTRONIC COMMUNICATION DEVICES

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

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

Adoption Date: 9/11/2001	*Revision Date(s): 12/11/2012. 7/8/2014*	*Page 1 of 1*

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):

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. Hazings (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.

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
FNFBA - Drugs, Alcohol and Contraband Searches
FNFBA-R - Drugs, Alcohol and Contraband Searches, Regulation
CKDA – Smoking and Tobacco Free Campus

THIS POLICY REQUIRED BY LAW.

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, abusable chemical substances, hallucinatory drugs, marijuana, steroids, glue, paint, or materials expressly prohibited by federal, state, or local law. (See also policy FNCE-R)
Possession	Possession includes having the drug on the person, in the immediate vicinity of their person, or among the personal possessions (locker, automobile, etc.) of the individual.
Abusive Use	The taking of more or less of a drug than what is prescribed so to alter the person's ability to function normally on a mental or physical task.

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

REFERENCE:

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

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. *** <u>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.</u>

   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.

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 . 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

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.

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).

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.

PIONEER TECHNOLOGY CENTER BOARD OF EDUCATION	GKF

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):***	***Page 1 of 1***

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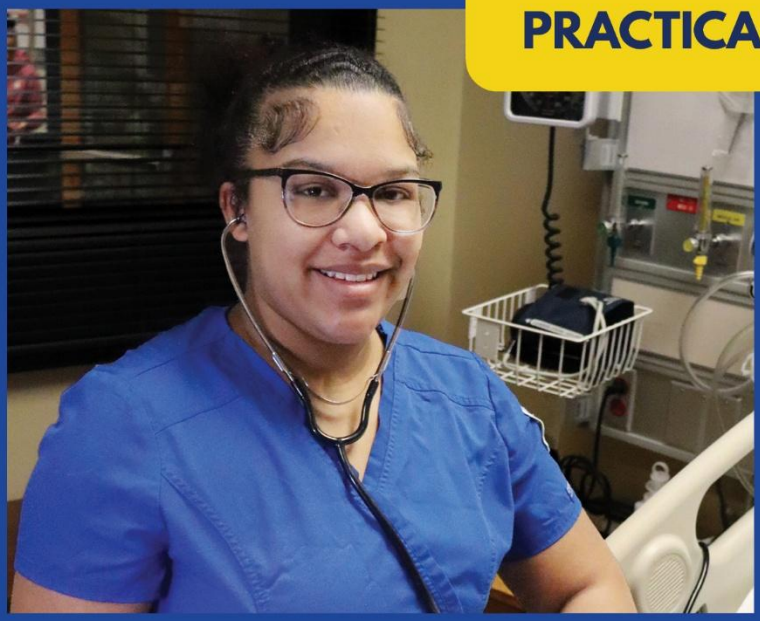
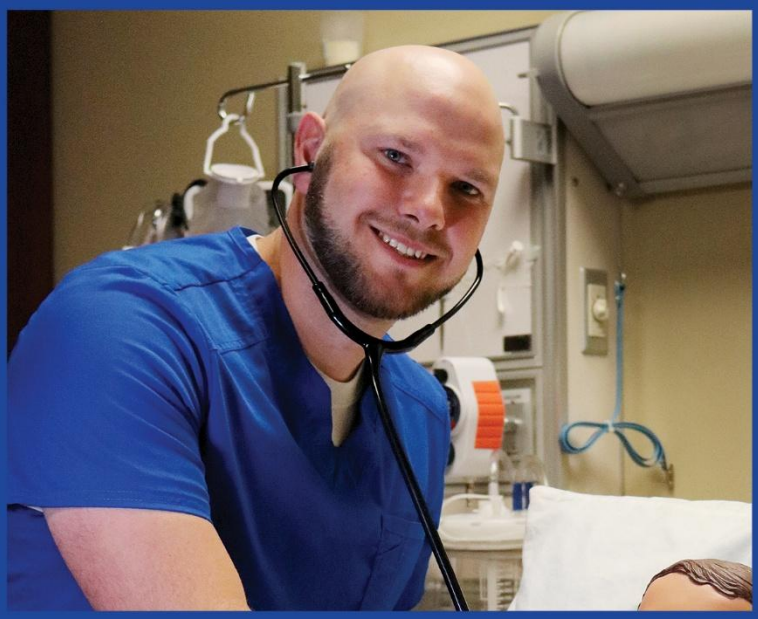
* CONTACT INFORMATION *

Pioneer Technology Center Campus 580.762.8336
Pioneer Technology Center Toll Free Number..... 1.866.612.4782
Extensions:
Attendance/Registrar 4280
Counselor 4313
Financial Aid 4228
Testing Center 4279
Pioneer Technology Center Full Time Programs Fax..... 580.762.1175
Pioneer Technology Center Website..... www.pioneertech.edu
PTC Financial Aid Institution Code.....011206

PRACTICAL NURSING





STUDENT HANDBOOK

PIONEER TECHNOLOGY CENTER **2026-27**

PIONEER PT TECH

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~~

Alisa McCleary, BSN, RN
Instructor

Shonda Garrison, BSN, RN
Instructor

Tessa Cramer, BSN, RN
Instructor

Ashley Eddinger, BSN, RN
PN Select Instructor

LaRhonda Rudd
Practical Nursing 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 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~~ Courtney Horne (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 ~~2025~~ 2026.

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

PRACTICAL NURSE'S PLEDGE

Before God and those assembled here, I solemnly pledge:

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

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

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

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

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

PRACTICAL NURSING PROGRAM INFORMATION

PRACTICAL NURSING POLICY AND PROCEDURES STATEMENT

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

PROGRAM ACCREDITATION/APPROVAL

This program is accredited by the Oklahoma State Board of Career and Technology Education (OSBCTE) and approved by the Oklahoma Board of Nursing, (OBN),2501 N. Lincoln Blvd. Suite 207 ~~2915 Classen, Suite~~ 5242 Oklahoma City, OK 73105. The Practical Nursing program is administered by Pioneer Technology Center.

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

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

PHILOSOPHY

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

Education

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

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

Problem Solving

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

Human Relations

Society consists of a variety of groups such as families and communities. It is recognized that the ethnic, cultural, and racial diversity of each group may vary, but that within all these groups certain relationships exist among the individuals who comprise that group. Because of these relationships, the health/illness

status of an individual will directly or indirectly affect other members of the group. For this reason, these relationships and diversities should be considered in the planning and delivery of health care.

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

Individual
The faculty of PTC's Practical Nursing program believes in the inherent dignity of a person. We viewa 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.

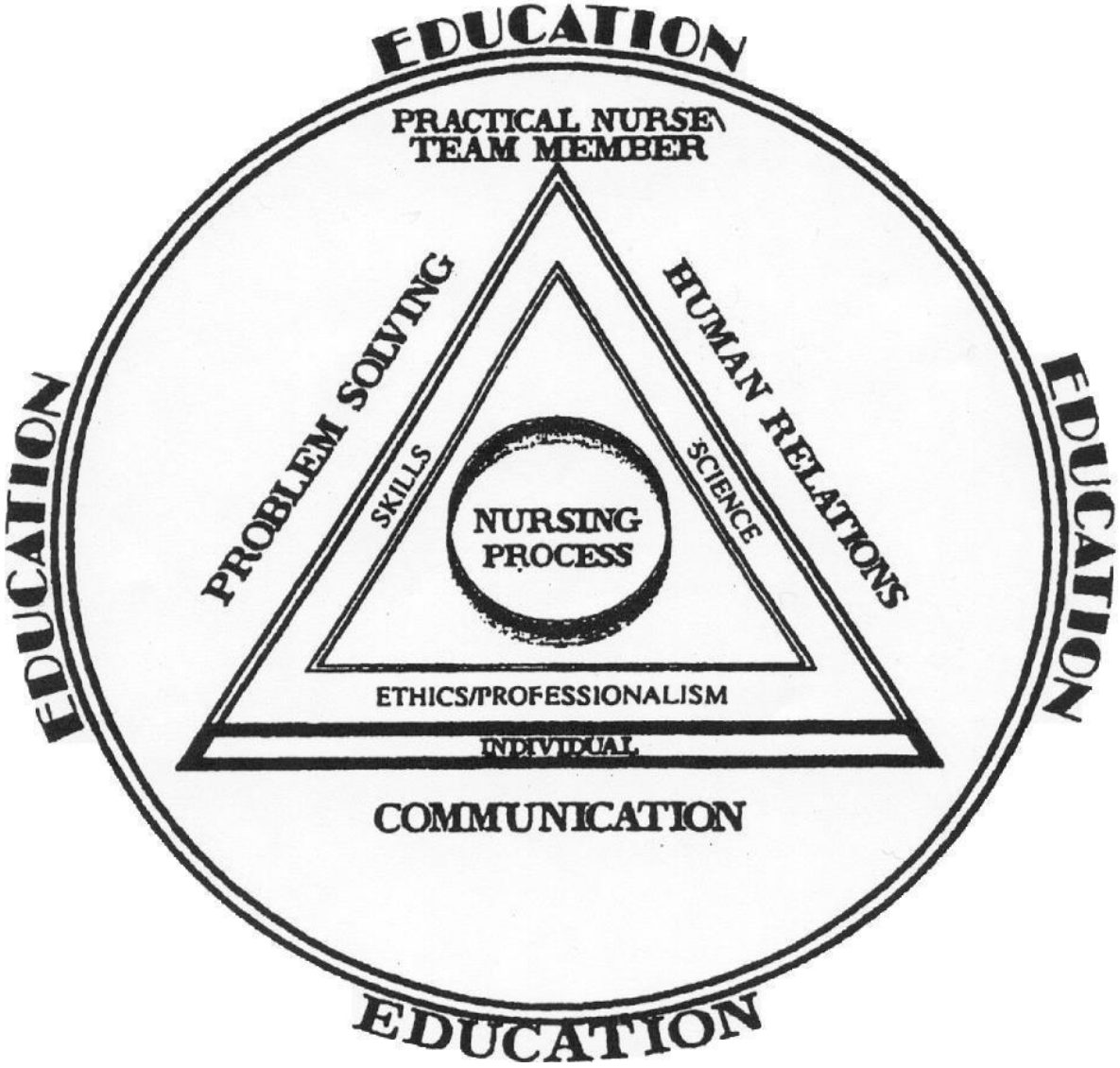
We believe that, along with nursing skills, knowledge is also vital. Theory in anatomy and physiology, nutrition, and growth and development is presented to reinforce holistic care. Ethics and professionalism are integrated throughout the curriculum. As the program continues to proceed to more complex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

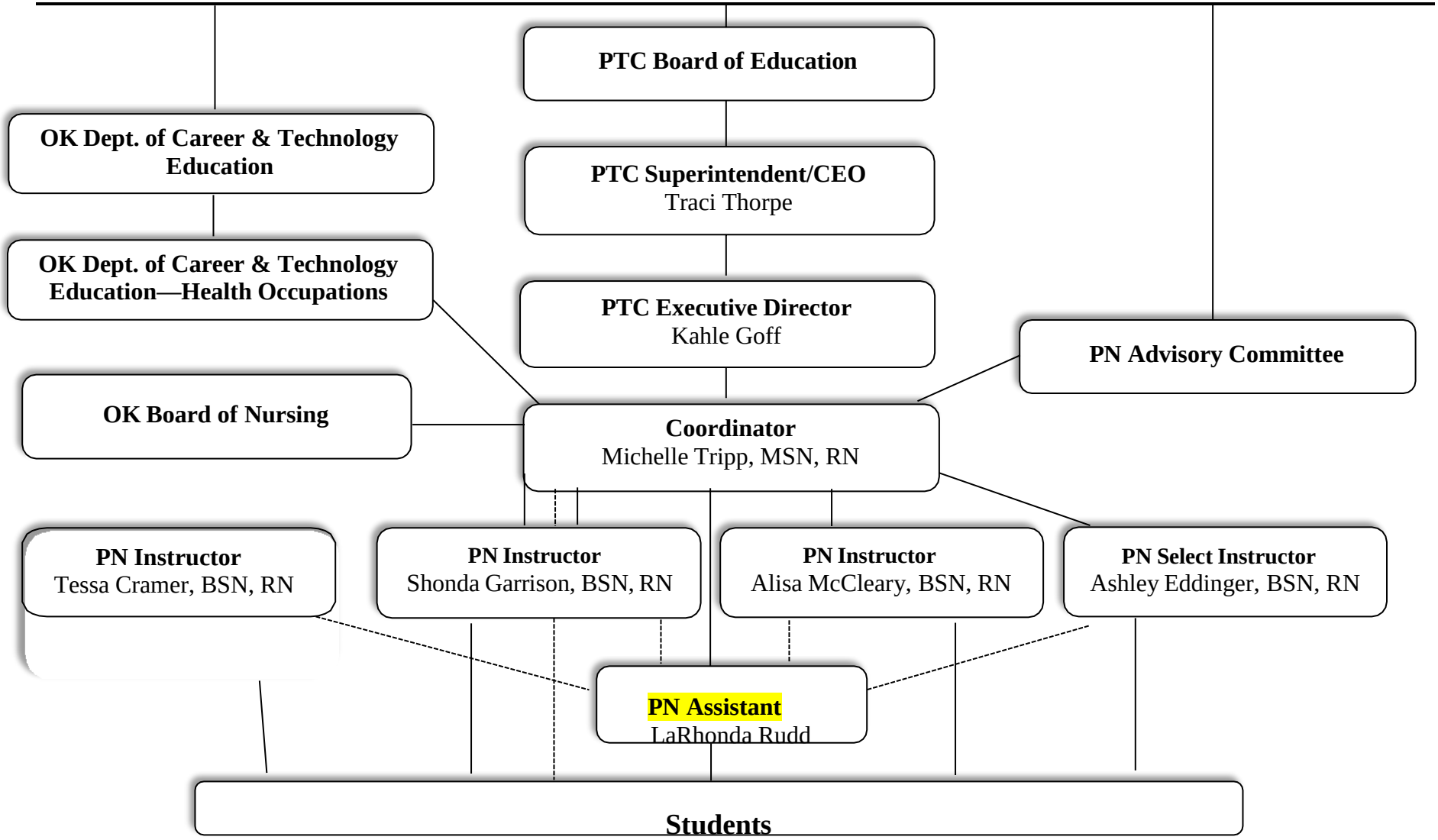
Participate in the formulation, modification, and implementation of the plan of care by utilizing the nursing process and problem solving to promote, maintain, and restore health for diverse patients and their families.

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 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. A student may be dismissed after accumulating four documented 'no-call, no-show' absences, regardless of whether they occur consecutively. Students leaving campus for appointments during class time 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 sentrecommending **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 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 1st.

ABSENCES

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

Theory

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

Clinical

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

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

Leave of Absence – not available for practical nursing students.

WITHDRAWAL/DROP

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

SATISFACTORY ACADEMIC PROGRESS (SAP)

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

STUDENT-TEACHER CONFERENCES

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

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

CONTRACT BREACHES

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

DISMISSAL

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

APPEAL PROCESS

Adult and PN Select 13th 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 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:

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

Below 80% constitutes a failing grade for theory and clinical courses. In order to be promoted to the next course of study, the student MUST have completed the previous course with a score of 80% or higher in each theory course, and 80% or higher in the clinical component of each trimester. In the event the student does not obtain an average of 80% in each course or the clinical component, s/he will NOT be admitted into the next course of study. The determination of the student's academic grade is the responsibility of the student's instructor/advisor. If a grade of less than 80% is received, a student may repeat the course. Only one course may be repeated during the program. If a course is failed during the PN Select program, it will

be the ONLY fail allowed during the entire program. Any course being repeated must be completed with new materials.

PROGRAM COMPLETION/NCLEX ELIGIBILITY

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

PINNING CEREMONY

One or two pinning ceremonies are scheduled each year, in the Spring and Fall. Students may be eligible to participate in the pinning ceremony if they are in Clinical III or have already completed their preceptorship in Trimester III. They should complete the program within 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 be eligible for this honor.

Honor Graduate

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

Pioneer Spirit Award

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

Florence Nightingale Award

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

TUITION POLICIES

Please refer to the Pioneer Technology Center Student Handbook for adult PN and PN Select 13th year students. For High School PN Select students, tuition 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 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~~ in the PN program area.

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, 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.

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.

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~~PN Assistant of absences or tardies (No call/ No show)
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~~ assigned 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 electronicdevices, 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.

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 Career Tech 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 POLICY

All Pioneer Technology Center Practical Nursing students will be required to undergo drug/alcohol 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). Positive drug/alcohol screens will be sent to a certified laboratory for verification of substance, prescription, and substance levels. A positive drug test for any controlled substance, including THC (the active ingredient in marijuana), will result in further review based on the laboratory confirmation of levels. 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 hasa reasonable suspicion that the student or other person has sustained an injury on the premises or has caused injury to another or has caused property damage believed to be the result of the student's use of alcohol or drugs.

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

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

Procedures for Alcohol or Illegal Chemical Substance Testing
Any test administered under the terms of this policy will be administered by or at the direction of a professional laboratory licensed by the Oklahoma state Department of Health and using scientifically validated toxicological methods that comply with rules promulgated by the State Department of Health.

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

If an initial alcohol test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second and different test using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by Board rules.

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

ADDITIONAL CLINICAL REQUIREMENTS

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

LPN LICENSURE

APPLICATION FOR THE LICENSURE EXAMINATION

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

BOARD OF EDUCATION
POWERS AND DUTIES

The powers and duties of the Pioneer Technology Center Board of Education shall be as conferred and prescribed by law. Complete and final authority on all matters pertaining to the district educational system, except as restricted by law, will be vested in the board. It is further recognized that the board may enter into contracts and agreements in conformity with state law. Some of the powers and duties of the board are as follows:

1. ~~To~~ e Elect its own officers: President, Vice-President, Clerk, and shall appoint an Encumbrance Clerk and a Minutes Clerk and in its discretion, a Deputy Clerk. The board may appoint one person as Encumbrance/Minutes Clerk.

2. ~~To m~~ Make rules and regulations, not inconsistent with the law or rules and regulations of the State Board of Education, governing the board and the school system of this district.

3. ~~To m~~ Maintain and operate a school system of such character as the board of education shall deem best suited to the needs of the district.

4. ~~To p~~ Provide and operate, when deemed advisable, cafeterias or other eating accommodations, thrift banks or other facilities for the teaching and practice of thrift and economy, book stores, print shops, vocational and other shops.

5. ~~To p~~ Provide informational material concerning school bond elections and millage elections, including but not limited to all pertinent financial information relative to the bond issue, a statement of revenue sources necessary to retire proposed bonds, a statement of current bonded indebtedness of the school district, and a statement of proposed use of funds to be generated by the proposed bond issue. The informational material shall not contain the words “vote yes” or “vote no” or any similar words or statement any place on such informational material.

6. ~~To p~~ Purchase, construct or rent, and operate and maintain class rooms, libraries, auditoriums, recreation places, school bus garages, laboratories, administration buildings, business and industry service facilities, and other school buildings, and acquire sites and equipment therefor.

7. ~~To h~~ Have school property or its employees’ insured.

8. ~~To a~~ Acquire property by condemnation proceedings in the same manner as land is condemned for railroad purposes. School district funds may be used to erect buildings on leased land on which other buildings have been erected prior to April 3, 1969, or on land which is leased from a governmental entity.

9. ~~To l~~ Lease ~~district~~ real or personal property to the state or any political subdivision thereof a not-for-profit entity operating pursuant to state law for nominal cash consideration for so long as the use of the property by the lessee substantially benefits, in whole or in part, the same public served by the school district.

10. ~~To d~~ Dispose of property no longer needed by the district by sale, exchange, lease, or otherwise as prescribed by state law.

11. ~~To p~~ Purchase necessary property, equipment, furniture, and supplies necessary to carry out and fulfill all powers granted by law.

BOARD OF EDUCATION, POWERS AND DUTIES (Cont.)

12. ~~To incur expenses necessary to carry out and fulfill all powers granted by law, subject to the following limitations: The board of education shall not vote to contract with or purchase materials or supplies from a business employing a member of the board of education or the spouse of the member owning an interest in the business of more than 5%.~~ Incur all expenses, within the limitations provided for by law, necessary to perform all powers granted by law.

13. ~~To c~~ Contract with and fix the duties and compensation of regular physicians or surgeons, dentists, optometrists, ~~and other recognized and legally licensed practitioners,~~ nurses, attorneys, superintendents, principals, teachers, bus drivers, custodians, and other necessary employees of this district ~~and pay their necessary itemized and documented travel expenses and pay necessary itemized and documented travel expenses of members of the board of education, and exercise sole control over all of the schools and property of this district subject to provisions of the Oklahoma School Code.~~

14. Establish a written policy for reimbursement of necessary travel expenses of employees and members of the board. The policy may include in-district travel from the site of employment assignment which is necessary in the performance of employment duties. The written policy shall specify procedures, contain documentation requirements, and may include payment of meal expenses during authorized travel on a per diem allowance basis rather than itemized documentation.

~~14~~ 15. ~~To p~~ Pay necessary ~~itemized and documented~~ travel expenses and other related expenses of prospective employees for sponsored visits to the school district pursuant to a written policy specifying procedures containing documentation requirements equal to or greater than the requirements specified by law for state employees in the State Travel Reimbursement Act.

16. Provide for employees' leaves of absence without pay.

~~15.~~17. ~~To exercise complete control over all funds on hand or hereafter received or collected from all school activities conducted in this school district.~~ Exercise sole control over all of the schools and property of this district, subject to other provisions of the Oklahoma School Code.

~~16.~~ 18. ~~To p~~ Provide for an annual audit of all such school activity funds. The original reports of such audit shall be delivered to the board, and a copy thereof shall be furnished to the treasurer of the school district.

19. Allow district-owned school buses to be used for transportation of students from other districts or educational institutions while within the district on educational tours. This shall not restrict the authority of the board to authorize any other use of such buses which may now be permitted by law or rule of the State Board of Education.

~~17.~~ 20. ~~To p~~ Provide for an appropriate personnel policy and sick leave policy for all teachers employed.

~~18.~~ 21. ~~To r~~ Rent the ~~auditorium~~ meeting rooms, cafeteria, or other school ~~facility~~ facilities.

~~19.~~ 22. ~~To c~~ Cause all school funds to be audited annually.

~~20.~~ 23. An educational function not specifically delegated to the State Board of Education, the State Department of Education or the State Board of Career and Technical Education is reserved and may be performed by the local district.

~~21.~~24. Enter into contractual agreements with the board of trustees of a multicounty library system, a city-county library commission, or a rural single county library system, as defined by state law, on such terms as may be mutually agreed, except no district board of education may enter into any agreement under which the library services for the school would be provided at any site other than the school site or which would result in library services that do not meet accreditation standards as required by law or rule.

~~22.~~ 25. Perform all functions necessary to the administration of a school district in Oklahoma as specified in the Oklahoma School Code, in addition to those powers necessarily implied but not delegated by law to any other agency or official.

~~23.~~26. Prepare and distribute at the expense of the school district any and all material which has the purpose of informing the public about district activities.

~~24.~~27. Solicit and accept any gift, grant, or donation of money or property for the use of the school district. Any gift, grant, or donation of money may be deposited in the general fund or building fund of the school district.

~~25.~~ 28. Pay necessary meal and lodging expenses of school district students and sponsors involved in authorized school-sponsored cocurricular activities. The board shall establish a written policy for reimbursement of necessary meal and lodging expenses of school district students and sponsors. The written policy shall specify procedures, contain documentation requirements, and designate the funds from which reimbursement may be made. Reimbursement may be made from the general fund.

~~26.~~29. Adopt and maintain on file in the office of the superintendent of schools an appropriate personnel policy and sick leave guide for all teachers employed. The guide shall be made available to the public.

A board member shall not be considered to be directly or indirectly interested in any contract with a company, individual, or business concern that employs such board member or the spouse of the board member if the board member or the spouse of the board member has an interest of five percent (5%) or less in the company, individual, or business concern.

The superintendent of schools is the executive officer of the board and shall carry out all policies adopted by the board.

On or before the thirty-first day of December each year, the board of education shall prepare an estimate of the funds needed for support and maintenance of the schools for the ensuing year. If the assessed valuation of the school district for the current fiscal year is not sufficient by a levy of five mills to provide such funds, the board shall determine the additional amount of an excess levy above the five mills which shall be required. The board shall make an itemized statement showing:

1. The funds estimated to be on hand at the end of the current fiscal year;

2. The estimated income from sources other than ad valorem taxation, including the apportionment of income from the common school fund based upon the distribution of the next preceding year; and

BOARD OF EDUCATION, POWERS AND DUTIES (Cont.)

3. The sinking fund sufficient to pay at maturity any bonded indebtedness coming due on any bonds issued by the school district, and the amount necessary to pay the interest coupons falling due on such bonded indebtedness and the amount necessary to pay installments on judgments.

Such estimate shall be posted in five public places in the district, or published in one issue of a newspaper of general circulation in the district. The notice shall contain the number of mills exceeding ten. At the time said notice is published or posted, the board of education may issue a call for an election to be held on the second Tuesday in February to vote upon the amount of excess levy needed to finance the school district for the ensuing fiscal year. Such election shall immediately follow the regular school district election and shall be conducted by the county election officials.

REFERENCE: 21 O.S. §355
HB 2785 (26 O.S. §13A-105)
62 O.S. §371
70 O.S. §5-117, §5-119, §5-124, §5-134

BOARD OF EDUCATION MEETING

The Pioneer Technology Center Board of Education shall transact all business at official meetings of the board. A "meeting" is defined as the gathering of a ~~quorum~~ majority of members of a public body to ~~propose or take legal action including any deliberations with respect to such action~~ discuss school business.

~~Board meetings shall be regarded as public meetings except a board meeting for the sole purpose of considering recommendations of a multidisciplinary team and deciding the placement of any child who is the subject of such recommendations.~~

Board meetings shall be regarded as public meetings. No meetings will be held by teleconference. These may be either regular, special, or emergency meetings, defined as follows:

1. Regular Meeting - the usual, official legal action meeting held regularly.

   The regular meeting of the Pioneer Technology Center Board of Education shall be the second Tuesday of each month at the posted time and location. The board may change the meeting place and hour of the meeting by agreement of a majority of the whole number elected. If a meeting is continued to be reconvened, public notice of the date, time, and place of the continued meeting shall be given at the original meeting. Only matters that were part of the agenda of the original meeting may be discussed at the continued meeting.

2. Special Meeting - an official legal action meeting called between scheduled regular meetings to consider specific topics.

Special meetings of the board may be called by the president at any time. The president shall call special meetings whenever requested, in writing, by a majority of the members of the board. ~~Business transacted at any special meeting may be for either a specific or a general purpose.~~

3. Emergency Meeting - an official legal action meeting held only for dealing with situations involving either injury to persons or damage to public or personal property or an immediate financial loss so severe that the 48-hour notice period of a special meeting would be impractical and increase the likelihood of injury or damage or immediate financial loss.

~~Handling of complaints against the school shall follow the rules and regulations set forth elsewhere in this policy manual. Only written, signed, and dated complaints will be received and acted upon by the board.~~

Notification of Meetings

Notice of all meetings of the board of education shall be made in accordance with the Oklahoma Open Meeting Law except that federal confidentiality laws take precedence and except that a board of education is not considered a public body and is not subject to the Oklahoma Open Meeting Law when the board meets for the sole purpose of considering recommendations of a multidisciplinary team and deciding the placement of any child who is the subject of such recommendations. Otherwise, a written notice of the date, time and place of the meeting will be mailed and delivered to each person, newspaper, wire service, radio station, and television station that has filed a written request for such notice. Procedures for insuring proper notice, preparing agendas, etc., are as follows:

1. Prior to December 15 each year, the board of education shall provide the county clerk a listing of the time, date, and place of all regular meetings for the coming calendar year.

2. Any change in the date, time, or place of a regular meeting shall be provided in writing to the county clerk at least ten days prior to implementing the change.

3. At least 24 hours prior to a regular or special meeting, a paper copy of an agenda shall be posted which shall include the date, time, and place of the meeting and the business to be undertaken at the meeting. Or at least 24 hours prior to a regular or special meeting an agenda shall be posted electronically on the school website. For districts choosing only to do an electronic posting, the district will be required to provide an email distribution system for delivery of the agenda to those who have requested email delivery. Those wishing to receive advance copies of the agenda in compliance with the Oklahoma Open Meeting Act will submit a written request to the superintendent at least three (3) days in advance of the meeting. The school shall distribute the agenda for regular meetings via email delivery at least 24 hours in advance of a regular meeting and at least 48 hours in advance of a special meeting.

4. Notice of the time, date, and place of a special meeting shall be provided to the county clerk in person, in writing, or by telephone at least 48 hours, excluding weekends and state holidays, prior to the meeting.

5. Emergency meetings may be held without the required public notice if it is reasonably believed that delay would increase the likelihood of personal injury, property damage, or immediate financial loss to the district. The person calling an emergency meeting shall give as much advance notice as is possible in person or by telephone.

6. Any person, newspaper, wire service, radio station, and/or television station may file a written request with the board clerk to receive written notice of meetings of the board of education. Such requests must be renewed annually. Persons or entities requesting written notification will not be charged a notification fee.

REFERENCE: 70 O.S. §5-118
25 O.S. §303, §304
SB 996 (§307.1)

HEALTH INSURANCE

The Pioneer Technology Center Board of Education will provide a health insurance program for all employees eligible for benefits and will pay the premium cost for each such employee in an amount to be determined by the board on an annual basis. Such health, dental and vision insurance will be provided under the following stipulations:

1. All full-time employees (working 30 or more hours per week) will be allowed an amount, for insurance, equal to an individual employee's maximum rate for coverage. The premium ~~must~~ will be applied and paid toward individual coverage through the group insurance plan offered by Pioneer Technology Center.

2. ~~Part-time employees (working 20-29 hours per week) will be allowed an amount, for insurance, equal to one-half of an individual employee's rate of coverage. The premium must be applied and paid toward individual coverage through the group insurance plan offered by Pioneer Technology Center. The other half of the individuals' premium is payable by the employee through payroll deduction.~~

   Employees selecting a lower premium option may choose to use the difference in premiums to offset costs for spouse/dependent coverage or toward a Health Savings Account (HSA), if applicable.

3. Part-time employees (working 0-~~19~~ 29.5 hours per week) are not allowed any amount for insurance.

4. Those full-time employees covered by another group health insurance policy meeting the minimum standards established by the state may opt to receive remuneration of one-half of the individual employee rate per month of contracted employment or the amount mandated by the state (whichever is greater) in lieu of insurance coverage.

~~5. Part-time employees who wish not to participate in the insurance plan may elect to waive and forfeit their rights to all said benefits and coverage.~~

~~6.~~ 5. Individuals desiring family policies may pay the difference between an individual policy and a family policy.

~~7.~~ 6. Employee study committees may make recommendations, but the board of education will select the insurance policy and determine the coverage and cost to the district of the policy.

REFERENCE: 74 O.S. §1301
Board Minutes dated June 28, 1994
Board Minutes dated February 14, 1995

TESTING EMPLOYEES (OTHER THAN BUS DRIVERS) WITH REGARD TO THE USE OF ALCOHOL AND ILLEGAL CHEMICAL SUBSTANCES

Note: Must give employees 10 days' notice of new policy

The Pioneer Technology Center Board of Education, with the intent that all employees have notice and knowledge of the ramifications concerning alcohol and illegal chemical substance use, possession, purchase, sale or distribution when the employee is on duty or on school property, does hereby adopt the following Policy on Testing Employees (Other Than Bus Drivers) With Regard to the Use of Alcohol and Illegal chemical Substances.

1. Statement of Purpose and Intent

   A. The safety of students and employees of the technology center is of paramount concern to the School Board.
   B. Employees who are under the influence of alcohol or any illegal chemical substance when the employee is on duty or on school property pose serious safety risks to students and other employees.
   C. The use of alcohol and illegal chemical substances has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of work of all employees and the safety of all students. (see also policy DCC-R)
   D. Recent scientific studies demonstrate that the use of alcohol and illegal chemical substances reduces an employee's ability to perform his job beyond the time period of immediate consumption or use.
   E. The Board recognizes that all employees have certain personal rights guaranteed by the Constitution of the United States of America and the State of Oklahoma as well as by the Oklahoma Standards for Workplace Drug and Alcohol Testing Act, OKLA. STAT. Tit. 40, §§ 551 et seq. (Supp. 1994), as amended. This policy will not infringe on those rights.
   F. The Board encourages employees who have chemical dependency problems to seek professional assistance.
   G. Due to the devastating impact that the use of alcohol and illegal chemical substances can have on the safety of students and employees and their adverse affect on an employee's ability to perform the employee's job, the Board will not tolerate employees who use, possess, distribute, purchase, sell or are under the influence (as designed in the Policy) of alcohol or illegal chemical substances when on duty or while on school property.
   H. This Policy will apply to all employees of the technology center regardless of position, title or seniority except bus drivers. The testing of bus drivers for alcohol or illegal chemical substances is exclusively governed by the technology center's Policy on Alcohol and Drug Testing for Drivers and the federal Omnibus Transportation Act of 1991. Bus drivers whose job assignment involves duties independent of bus driving shall be subject to this policy as to all non-bus driving duties.
   I. Violations of this Policy will subject the employee to disciplinary action, including termination.

2. Definitions

   A. "Applicant" means a person who has applied for a position with an employer and received a conditional offer of employment, or an existing employee seeking transfer or reassignment to a different position, or an existing employee who is being transferred or reassigned to a different position.
   B. "Illegal chemical substance" means any substance which an individual may not sell, possess, use distribute or purchase under either Federal or Oklahoma law. "Illegal chemical substance" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous

TESTING EMPLOYEES (OTHER THAN BUS DRIVERS) WITH REGARD TO THE USE OF ALCOHOL AND ILLEGAL CHEMICAL SUBSTANCES (Continued)

Substances Act, all prescription drugs obtained without authorization and all prescribed drugs and over the counter drugs being used for an abusive purpose. By way of example only, the drugs which will be tested for are: amphetamines, cannabinoids, cocaine, phenyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or any metabolite of any of these substances. (Also referenced in Policy DCC-R) By this policy, applicants and employees are placed on notice that the technology center may test individuals for drugs and alcohol.

C. "Alcohol" means ethyl alcohol or ethanol.

D. "Under the influence" means any employee of the technology center or applicant for employment with the technology center who has any alcohol or illegal/abusable chemical substance or the metabolites thereof present in the person's body in any amount which is considered to be "positive" for such alcohol or drug or drug metabolites using any scientifically substantiated alcohol or drug use screen test and alcohol or drug use confirm test.

E. "Positive" when referring to an alcohol or drug use test administered under this Policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal chemical substance or the metabolites thereof using the cutoff standards or levels determined by the State Board of Health or in the absence of such State Board cutoff levels, the cutoff levels customarily established by the testing laboratory administering the alcohol or drug use test.

F. "School property" means any property owned, leased or rented by the technology center, including but not limited to school buildings, parking lots and motor vehicles.

G. "Drug or alcohol use test" means a chemical test administered for the purpose of determining the presence or absence of alcohol, drugs, or their metabolites in a person's blood, bodily tissue, fluids, products, urine, breath or hair. Adulteration of a specimen or of a drug or alcohol test shall be considered as a refusal to test.

H. "On duty" means any time during which an employee is acting in an official capacity for the technology center or performing tasks within the employee's job descriptions, including the taking of an annual physical examination.

I. "Reasonable suspicion" means a belief that an employee is using or has used alcohol or drugs in violation of this Policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in the light of experience, and may be based upon, among other things:

1) Observable phenomena, such as:
   (a) The physical symptoms or manifestations of being under the influence of alcohol or a drug while at work or on duty, or
   (b) The direct observation of alcohol or drug use while at work or on duty;
2) A report of drug or alcohol use while at work or on duty, provided by reliable and credible sources and which has been independently corroborated;
3) Evidence that an individual has tampered with an alcohol or drug test during his employment with the technology center; or
4) Evidence that an employee is involved in the use, possession, sale, solicitation or transfer of alcohol or drugs while on duty or while on the technology center's vehicles, machinery or equipment.

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J. "Bus driver" means:

1) a technology center employee who is required to have a commercial drivers' license ("CDL") to perform the employee's duties;
2) employees of independent contractors who are required to have a CDL;
3) owner-operators;
4) leased drivers; and
5) occasional drivers.

J. "Direct Child Care" means the following:

1) Administering to the needs of infants, toddlers, preschool-age children, and school-age children outside of school hours;
2) By persons other than their parents, guardians, or custodians;
3) For any part of the twenty-four-hour day;
4) In a place other than a child's own home, except that an in-home aide provides child care in the child's own home.

K. To the extent not specifically defined herein, the definition of any term, word or phrase found in this Policy shall be as set forth in the Oklahoma Standards for Workplace Drug and Alcohol Testing Act.

3. Procedures of Alcohol or Illegal Chemical Substance Testing

A. Any alcohol or drug use test administered under the terms of this Policy will be administered by or at the direction of a professional laboratory licensed by the Oklahoma State Department of Health and using scientifically validated toxicological methods that comply with rules promulgated by the State Department of Health. The testing facilities shall be required to have detailed written specifications to assure chain of custody of the samples, proper labeling, proper laboratory control and scientific testing. All aspects of the alcohol and drug use testing program, including the taking of samples, will be conducted so as to safeguard the personal and privacy rights of applicants for employment or employees to the maximum degree possible and shall be conducted under reasonable sanitary conditions. The test sample shall be obtained in a manner which minimizes its intrusiveness.

In the case of urine samples, the samples must be collected in a restroom or other private facility behind a closed stall; a sample shall be collected in sufficient quantity for splitting into two (2) separate samples, pursuant to rules of the State Board of Health, to provide for any subsequent independent analysis in the event of a challenge of the test results of the main sample; the test monitor shall not observe any applicant or employee while the sample is being produced but the test monitor may be present outside the stall to listen for the normal sounds of urination in order to guard against tampered samples and to insure an accurate chain of custody; and the test monitor may verify the normal warmth and appearance of the sample. If at any time during the testing procedure the test monitor has reason to believe or suspect that an applicant or employee is tampering with the sample, the test monitor may stop the procedure and inform the test coordinator. The test monitor shall be of the same gender as the applicant or employee giving the sample.

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The test monitor shall give each applicant or employee a form on which the applicant or employee may, but shall not be required to, list any medications he/she has taken or any other legitimate reasons for having been in recent contact with alcohol or illegal chemical substances.

B. If the initial drug use test is positive for the presence of an illegal chemical substance or the metabolites thereof, the initial test result will be subject to confirmation by a second and different test of the same sample. The second test will use an equivalent scientifically accepted method of equal or greater accuracy as approved by rules of the State Board of Health, at the cutoff levels determined by Board rules. An applicant for employment will not be denied employment or an employee will not be subject to disciplinary procedures unless the second test is positive for the presence of illegal chemical substances or the metabolites thereof.

C. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second and different test using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by Board rules.

D. Upon written request, the applicant or employee will be furnished with a free copy of all test results performed under this Policy. All test records and results will be confidential and kept in files separate from the applicant's or employee's personnel records.

E. A written record of the chain of custody of the sample shall be maintained from the time of the collection of the sample until the sample is no longer required.

F. Any applicant for employment or employee who is subject to disciplinary action as a result of being under the influence of alcohol or an illegal chemical substance, as and for an appeal procedure, will be given a reasonable opportunity, in confidence, to explain or rebut the alcohol or drug use test results. If the applicant or employee attests that the positive test results are caused by other than consumption of alcohol or an illegal chemical substance by the applicant or employee, then the employee will be given an opportunity to present evidence that the positive test result was produced by other than consumption of alcohol or an illegal chemical substance. The technology center will rely on the opinion of the technology center's testing facility which performed the tests in determining whether the positive test result was produced by other than consumption of alcohol or an illegal chemical substance.

In the case of drug use testing, the applicant or employee will have a right to have a second gas chromatography/mass spectroscopy test performed on the same test sample at the expense of the employee. In the case of alcohol testing, the applicant or employee will have a right to have a second test performed on the same test sample using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by Board rules. The request for the second test must be made within twenty-four (24) hours of receiving notice of a positive test in order to challenge the results of a positive test and subject to the approval by the technology center's consulting laboratory that (a) the facility selected by the applicant or employee for the second test meets the qualifications required for a testing facility under the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and (b) the testing methodology used by the facility selected by the applicant or employee conforms to scientifically accepted analytical methods and procedures, including the cutoff levels, as determined by the State Board of Health. If the re-test reverses the findings of the challenged positive result, then the technology center will reimburse the applicant or employee for the cost of the

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re-test. A proper chain of custody shall be maintained at all times in transmitting the sample to and from a second laboratory.

G. The technology center may permit testing for drugs or alcohol by other methods reasonably calculated to detect the presence of drugs or alcohol, including but not limited to breathalyzer testing, testing by use of a single-use test device, known as onsite or quick testing devices, to collect, handle, store, and ship a sample collected for testing.

H. The testing facility reports and results of alcohol and drug use testing will be maintained on a confidential basis except as otherwise required by law. The laboratory performing alcohol or drug use tests for the technology center will not report on or disclose to the technology center any physical or mental condition affecting an applicant or employee which may be discovered in the examination of a sample other than the presence of alcohol or illegal chemical substances or the metabolites thereof. The use samples to test for any other substances will not be permitted.

I. he records of all drug and alcohol test results and related information retained by the technology center shall be the property of the technology center unless:
   1) the information will be admissible evidence by an employer or applicant or employee in a court case or administrative agency hearing if either the employer or applicant or employee is a named party;
   2) the information is required to comply with a valid judicial or administrative order; or
   3) the technology center's applicant or employee, agent or representative needs to access the records in the administration of the Act.

4. Employee Alcohol and Drug Use Test Requirements

The technology center is authorized to conduct drug and alcohol testing in accordance with the Act. The technology center has chosen to conduct drug or alcohol testing under the following circumstances:

A. *Applicant testing*: The technology center will require an applicant, as defined above, to undergo drug or alcohol testing and may use a refusal to undergo testing or a positive test result as a basis for refusal to hire or grant a voluntary transfer/reassignment.

B. *For-cause testing*: The technology center will require an employee to undergo drug or alcohol testing at any time the superintendent, or designee, reasonably believes that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances:

1) drugs or alcohol on or about the employee's person or in the employee's vicinity,
2) conduct on the employee's part that suggests impairment or influence of drugs or alcohol,
3) a report of drug or alcohol use while at work or on duty,
4) information that an employee has tampered with drug or alcohol testing at any time,
5) negative performance patterns, or
6) excessive or unexplained absenteeism or tardiness.

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C. *Post-accident testing*: The technology center may require an employee to undergo drug or alcohol testing if the employee or another person has sustained an injury while at work or property has been damaged

while at work, including damage to equipment. The technology center may require post-accident drug or alcohol testing if there is a reasonable possibility that employee drug use could have contributed to the

reported injury or illness. For purposes of workers' compensation, no employee who tests positive for the presence of substances defined and consumed pursuant to Section 465.20 of Title 63 of the Oklahoma Statutes, alcohol, illegal drugs, or illegally used chemicals, or refuses to take a drug or alcohol test required by the employer, shall be eligible for such compensation.

D. *Random testing*: As determined appropriate by the board of education, the technology center may require an employee or all members of an employment classification or group to undergo drug or alcohol testing at random and may limit its random testing programs to particular employment classifications or groups, except that the technology center will require random testing only of employees who:

1) are police or peace officers, have drug interdiction responsibilities, or are authorized to carry firearms, or
2) are engaged in activities which directly affect the safety of others, including but not limited to school vehicle mechanics and those employees designated as "safety sensitive" pursuant to this policy.

E. *Scheduled, periodic testing*: The technology center will require an employee to undergo drug or alcohol testing as a routine part of a routinely scheduled employee fitness-for-duty medical examination, or in connection with an employee's return to duty from leave of absence, of employees who:

1) are police or peace officers, have drug interdiction responsibilities, or are authorized to carry firearms, or

2) are engaged in activities which directly affect the safety of others, including but not limited to school vehicle mechanics and those employees designated as "safety sensitive" pursuant to this policy.

F. *Post-rehabilitation testing*: The technology center may request or require an employee to undergo drug or alcohol testing for a period of up to two (2) years commencing with the employee's return to work, following a positive test or following participation in a drug or alcohol dependency treatment program.

5. Employee Use, Sale, Possession, Distribution, Purchase or Being Under the Influence of Alcohol or Illegal Chemical Substance

Any employee who possesses, uses, distributes, purchases, sells or is confirmed by alcohol or drug use tests to be under the influence (as designed by this Policy) of alcohol or any illegal chemical substance while on duty,

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while on school property or as a result of alcohol or drug use tests conducted under this Policy will be subject to disciplinary action, including termination.

6. Alcohol and Drug Use Tests of Applicants for Employment – When Required

Applicants for employment may be required to submit to alcohol and/or drug use testing after a conditional offer of employment has been made to the applicant. Any applicant who refuses to submit to an alcohol or drug use test after a conditional offer of employment will not be hired.

7. Applicants Under the Influence of Alcohol or An Illegal Chemical Substance

Any applicant who is confirmed by alcohol or drug use tests to be under the influence (as defined by this Policy) of alcohol or an illegal chemical substance will not be hired.

8. Person(s) Authorized to Order Alcohol or Drug Testing

The following persons have the authority to require alcohol or drug use testing of employees under this Policy:

A. The Superintendent of schools;
B. Any employee designated for such purposes by the Superintendent or the School Board

9. Person(s) Authorized to Receive Alcohol or Drug Testing Results
A. The Superintendent of schools;

B. Any employee designated for such purposes by the Superintendent or the School Board
   a. Employee Results – HR Manager
   b. Full-time Students – Executive Director, Full-Time Programs
   c. Short-term Students - Executive Director, Business and Industry Services
   d. Bus Drivers – Bus Driver Coordinator

10. Release of Information
A. Upon written request, the applicant for employment or the employee will be provided, without charge, a copy of all information and records related to the individuals' testing. All test records and results will be confidential and kept in files separate from the employee or applicant's personnel records.
B. The technology center shall not release such records to any person other than the applicant, employee or the technology center's review officer unless the applicant or employee, in writing following receipt of the test results, has expressly granted permission for the technology center to release such records in order to comply with a valid judicial or administrative order.
C. The testing facility, of any agent, representative or designee of the facility, or any review officer, shall not disclose to any employer, based on the analysis of a sample collected from an applicant or employee for the purpose of testing for the presence of drugs or alcohol, any information relating to the general health, pregnancy, or other physical or mental condition of the applicant or employee.
D. The testing facility shall release the results of the drug or alcohol test, and any analysis and information related thereto, to the individual tested upon request.

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E. This policy does not preclude the technology center, when contracting with another employer, from sharing drug or alcohol testing results of any tested person who works pursuant to a contractual agreement.

11. Medical Marijuana

Technology center employees participating in the use, possession, sale, transfer or being under the influence of marijuana or medical marijuana product while on technology center property or while on duty, regardless of the employee's status as a medical license holder, will not be tolerated. Adverse employment action, up to and including termination, may be taken if an employee is found in possession of marijuana, under the influence of marijuana or medical marijuana product, or following a positive drug test.

Pursuant to OKLA. STAT. tit. 63, § 420A et. seq., unless failure to do so would cause the technology center to imminently lose a monetary or licensing related benefit under federal law or regulations, the technology center will not ~~discriminate against an applicant in hiring~~ refuse to hire or take employment action against an employee solely on the basis of the employee's or applicant's status as a medical marijuana license holder.

Additionally, the technology center shall not refuse to hire, discipline, discharge, or otherwise penalize an applicant or employee solely on the basis of a positive test for marijuana components or metabolites unless:

1. The applicant or employee is not in possession of a valid medical marijuana license;
2. The licensee possesses, consumes or is under the influence of medical marijuana or medical marijuana product while at the place of employment or during the fulfillment of employment obligations; or
3. ~~The position is one involving safety-sensitive job duties, as set out in~~ Such action is taken pursuant to this policy.
4. ~~When permitted, adverse action pursuant to this policy~~ Adverse action, including discipline, termination of employment or non-reemployment, and refusal to hire may be taken against an employee or applicant pursuant to this policy for a positive drug test for marijuana components or metabolites.

As used in this section, a determination of whether an applicant or employee is "under the influence of medical marijuana or medical marijuana product" shall be based on the totality of circumstances.

Circumstances that may contribute to a determination that the applicant or employee is under the influence may include, but are not limited to:

1. Observation of any of the conduct or phenomenon described below:

   A. The odor of marijuana on or around the individual;

   B. Disorganized thinking;

   C. Paranoia and/or confusion;

   D. Bloodshot eyes;

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E. Increased heart rate;

F. Increased appetite; or

G. Loss of Coordination and

2. Any circumstance that would permit the technology center to engage in "for cause" drug or alcohol testing of the employee under this policy.

The technology center has determined that the following categories of jobs qualify as having safety sensitive job duties:

1. Police or peace officers, those employees with drug interdiction responsibilities, or who are authorized to carry firearms;

2. School Bus Mechanics;

3. Employees whose responsibilities require driving a school vehicle;

4. School nurses or employees who are authorized to administer medicine to students;

5. Employees whose responsibilities include direct patient care or direct child care; and

6. Teachers and instructors responsible for the following courses: [This list is provided as an example] Biomedical Sciences, Cosmetology, Culinary Arts, Nursing, Secondary Health, Safety Training, and Trade and Industry

An applicant or employee employed in a safety-sensitive position shall be subject to a zero-tolerance drug and alcohol standard.

12. Notice of Policy

This policy shall be given broad circulation to all employees of the School District, which shall include prominent posting in the technology center. Each employee shall be given a copy of this Policy at the beginning of each school year and each applicant shall be given a copy of this Policy upon the tender of a conditional offer of employment. Delivery of the policy to applicants or employees may be accomplished in any of the following ways:

1. Hand-delivery of a paper copy of or changes to the policy:

2. Mailing a paper copy of the policy or changes to the policy through the U.S. Postal Service or a parcel delivery service to the last address given by the employee or applicant;

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3. Electronically transmitting a copy of the policy through an email or by posting on the employer's website or intranet site; or

4. Posting a copy in a prominent employee access area.

13. The Standards for Workplace Drug and Alcohol Testing Act

This Policy is subject to and supplemented by the Oklahoma Standards for Workplace Drug and Alcohol Testing Act (the "Act"). To the extent that any provision of this Policy is in contravention to the Act, then the Act shall control. To the extent that this Policy is silent as to any matter covered by the Act, then the Act shall control. This Policy shall be interpreted by the Board of Education of the technology center and its employees consistent with the Act.

Reference Policies:
DCC, Use of Illegal/Abusable Chemical Substances by Employees (Drug-Free Workplace)
DCC-E1, Drug-Free Workplace, Notice to Employees
DCC-R, Illegal/Abusable Chemical Substances by Employees (Drug-Free Workplace) (Regulations)
FFACB, Medical Mariajuana

- **See Policy Forms folder for DCCA-E1, Alcohol and Illegal Chemical Substances, Acknowledgment Form**

IN AND OUT-OF-STATE TRAVEL

Pioneer Technology Center's ("Pioneer") role in the advancement of educational opportunities for adult and secondary students and its substantial ties to economic development in the local and surrounding communities frequently result in business travel by staff, administration, and board members. The amount of travel and destinations vary widely based on areas or organizational emphasis, business relationships, existing economic conditions, and similar considerations.

Pioneer recognizes that travel is a necessity for those engaged in the business of training and education involving a broad spectrum of programs and complex private and public sector business relationships. Pioneer's philosophy is to authorize and encourage business travel when its purpose is reasonably related to its mission and fulfillment of its educational and training obligations. These obligations include, but are not limited to (1) securing training and education related to existing and future programs and activities; (2) staying informed regarding developments in arenas that impact business and industry (in and out of the local community), career and technology education opportunities for secondary and adult students, and (3) actively participating in those functions that shape and define the present and future of career and technology education.

Pioneer, like other Oklahoma career and technology centers, is responsible for the provision of unique education opportunities to secondary students, distinct from their experience in common education. These obligations are met by providing programs which offer secondary students an opportunity to explore careers and develop skills that alone or in combination with other education experience pave the student's way to a short or long-term occupation. In addition to its focus on secondary education, Pioneer has established adult programs designed to address the changing needs of business and industry for trained employees. In some instances programs address developing occupational trends; in others adult programs respond to the challenge created by business closures that require employees to develop new skills for transition to new jobs. Travel also occurs in connection with promotion of Pioneer and may involve presentations by staff or school officials regarding Pioneer's history as well as its specific concentrations.

Pioneer recognizes that business travel is essential for development and communication of programs and activities responsive to the needs of secondary and adult students as well as business and industry. Travel is also necessary for staff and Board members, who are encouraged to enhance their understanding of career and technology education and the diversity of programs and services available to secondary students, business, and industry.

The following should guide travel decisions and travel related expenditures. Pioneer sponsored travel:

1. is for business and not personal reasons;
2. is for a purpose that has been approved by the employee's supervisor or, in the case of the superintendent or the board, in accordance with established policies and procedures;
3. costs, submitted for reimbursement by Pioneer, must be reasonably related to and the result of business travel and, where required, should (apart from the approval by the district's Travel Coordinator) receive the approval of the employee's supervisor, or in the case of the superintendent or board members, be reimbursed only in accordance with established policies and procedures, and
4. for staff traveling out of state must be pre-approved by the Superintendent. Out-of-state travel of the Superintendent must be pre-approved by the Board.

Pioneer acknowledges that travel can place individuals in peril. If, during the course of travel, a Pioneer representative finds him or herself in a position that is viewed as unsafe, in a location that is unsafe, or working under unsafe conditions this policy is flexible enough to permit some deviation for safety concerns. Other circumstances can also place a Pioneer representative in a situation or conditions that the individual may view as unsafe. Individuals traveling as representatives of Pioneer are not expected to stay in unsafe locations, take unnecessary risks, or place

IN AND OUT-OF-STATE TRAVEL (Cont.)

themselves or their traveling companions in harm's way. To the extent an employee, official, or board member, due to a genuine attempt to avoid or minimize the likelihood that the individual will be less than safe, incurs costs that are in excess of those approved or provided for by procedures – Pioneer will consider the reasons for the expense incurred in determining whether to reimburse any additional travel costs.

Pioneer, guided by its Superintendent and Board of Education, is mindful of its obligation to be a conscientious steward of its monetary and non-monetary resources. In order to ensure that travel arrangements are consistent with the district's policies and demonstrate fiscal responsibility, the Superintendent will appoint an individual to serve as Pioneer's Travel Coordinator. This individual will be responsible for the review of out-of-state travel arrangements to assure that plans for lodging, air or other travel are not excessive or extravagant in view of the purpose for the travel, travel destination, available accommodations – taking into consideration the desire to arrange accommodations that are safe and secure and within a reasonable distance of the location where the conference or a majority of the conference is to be conducted.

Pioneer's Travel Coordinator shall also be responsible for bringing to the attention of the Superintendent and the Board recommendations for policy revision when the Travel Coordinator determines that existing policies or procedures are inadequate to address problems which employees confront with regard to travel accommodations or related matters such as procedures for reimbursement, or the approval process.

TRAVEL PROCEDURES

I. EXPENSE REIMBURSEMENT

Individuals (through designated individuals) shall, where feasible make advance arrangements for travel to conferences and similar events and shall arrange for direct payment of costs such as room, conference or similar fees, and other predictable expenses associated with a conference or event.

Staff members wishing to attend a conference, convention, or workshop which will require overnight lodging will submit the travel form to the appropriate approving supervisor. The request will be reviewed for approval or disapproval.

The Administration realizes not all travel can be planned in advance and costs for food and lodging may vary widely depending on the travel destination and season. Therefore, all travel claims involving out-of-state travel will be reviewed first by the approving supervisor and, in addition, will be reviewed by Pioneer's Travel Coordinator. Deviation from customary and routine expenses will be evaluated. The travel claim should include all costs, even those that have been prepaid.

Per IRS regulations, travel claim reimbursements must be submitted **within 60-days from the date of travel**. If claim reimbursements are not submitted and approved within the 60-day limit, the amount ultimately paid to employee will be included in the employee's annual W-2 as taxable income.

When travel involves the Superintendent and/or Board members, the Travel Coordinator will review the pre-approval forms and include known and estimated expenses of travel, based on the conference or event information available.

II. SCHEDULE OF REIMBURSABLE TRAVEL EXPENSES

IN AND OUT-OF-STATE TRAVEL (Cont.)

Conference or convention registration fees, including workshops, breakfasts, luncheons, and dinners to be sponsored by the conference or convention. (These items should be prepaid by the District in advance whenever possible.)

Round-trip coach rate airfare from Ponca City, Stillwater, Oklahoma City, Tulsa or Wichita, to the conference city. Every effort should be made to make travel plans as far in advance of the trip as possible, so discount fare may be arranged. (Tickets should be prepaid by the District in advance whenever possible.)

Mileage for the use of a personal vehicle for out-of-district travel and in-district travel pre-approved by the superintendent for specially-funded programs will be reimbursed at the IRS rate. Staff members are encouraged to travel by car for any meetings within 250 miles of Ponca City. Toll fees and parking fees are reimbursable with receipts. No receipt is required when the traveler is utilizing the Pike Pass automated payment process. If a staff member drives his/her vehicle for out-of-state meetings, mileage will be reimbursed up to the cost of the average round-trip coach rate airfare to that city. Mileage will be reimbursed based upon "map" mileage.

Lodging will be reimbursed up to a rate not to exceed the convention single rate, plus tax. Lodging will be reimbursed for the same number of nights as the conference is in session. For example, if a conference begins Friday morning and concludes at noon on Sunday, the reimbursement will be made for a maximum of three nights lodging. If additional nights are necessary because of unusual circumstances, or particularly remote locations, arrangement should be approved in advance by the Superintendent. Receipts are required for reimbursement.

Ground transportation or rental car costs (including tips (20% to the nearest quarter), the daily rental rate, fuel and rental company provided collision insurance) in the conference city are reimbursable with receipts. Mileage reimburse-ment for use a personal vehicle at the convention site is also permitted, as long as a vehicle is necessary for conference or event related travel. All rental cars must have prior approval from the Superintendent.

~~Meals for staff members are reimbursable up to $45 including all tips for in-state and $75 including all tips for out-of-state travel, with receipts (less any prepaid meals included with the conference registration). Tips shall not exceed 20% of the total meal cost, rounded to the nearest $.25. Receipts for all meals must be itemized and include the name of the establishment, date, location, and cost. Under no circumstances will individuals be reimbursed for alcoholic beverages. Snacks are not reimbursable. Meal costs for Pioneer business clients/guests which are paid for by an employee or board member may be reimbursed if the receipt for the claim contains all necessary itemized information and the name of the business client/guest and purpose of the meeting.~~

Meals for staff members will be reimbursed based on the applicable U.S. General Services Administration (GSA) per diem rates for the travel destination. The daily meal allowance (Meals and Incidental Expenses – M&IE) will be paid in lieu of actual meal costs and does not require receipts, except as otherwise required by district procedures. The applicable GSA rate for the specific travel location and dates of travel will govern the maximum allowable reimbursement.

See: www.gsa.gov/perdiem for applicable per diem rates for travel destinations.

Miscellaneous expenses are allowable without receipts up to a maximum of $10.00 per day. This category is intended to cover incidental costs such as luggage handling or storage, etc. Miscellaneous expenses must be itemized on the travel claim.

STAFF MEMBERS AND ELECTRONIC OR DIGITAL COMMUMNICATIONS

Purpose

This policy addresses all forms of group or one-on-one electronic and digital communication (including, but not limited to, email, texting, instant messages, direct messages, social media messages, messages sent through software applications, etc.) between any technology center employee and students. This policy outlines the Technology Center's expectations regarding school personnel's direct digital and electronic communication with students.

Definitions

"School personnel" includes teachers, administrators, school bus drivers, support personnel, or any other persons employed full-time or part-time by the Technology Center.

"Student" is any person enrolled at the Technology Center who does not hold a standard high school diploma or high school equivalency diploma.

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

"Social networking or "social media" means interaction with external websites or services based upon participant contributions to the content. Types of social media include social and professional networks, blogs, micro blogs, video or phone sharing and social bookmarking; and "Comment" means a response to an article or social media content submitted by a commenter.

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

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

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

Violations

A school employee who is the subject of a corroborated report of engaging in unauthorized communications with an individual student through digital or electronic platforms shall be placed on administrative leave while the Technology Center investigates the incident and notifies the Board of Education. If the investigation results in a finding that no misconduct occurred, the employee shall be reinstated and the incident shall not be noted in the school personnel's employee file. However, a finding of no misconduct shall be noted. If the investigation finds misconduct occurred, the

employee shall be disciplined according to the Technology Center's policy, up to and including termination of employment. Additionally, the incident shall be reported to law enforcement.

Reporting

Students who receive communication from school personnel in violation of this policy are encouraged to report it to a teacher, Instructional Director, or other Technology Center official. School personnel who suspect, recognize, encounter, or who has engaged in either intentional or inadvertent, digital or electronic communications between a student or staff member, that does not include a parent or guardian, or otherwise violates this policy, must report it immediately to their supervisor, the Superintendent, or other Technology Center official.

Social Media

Pioneer Tech recognizes the appropriate use of the social media as a method for communication of ideas and information. The forms of electronic and digital communications change rapidly. This policy addresses common existing forms of electronic and digital communication (email, texting, blogging, tweeting, posting, etc.) but is intended to cover any new form of electronic or digital communication which utilizes a computer, phone or other digital or electronic device.

The Superintendent and administration will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from district operations or disrupt the educational process. The orientation and reminders will give special emphasis to expectations and the following prohibited behaviors:

1. Improper fraternization with students using phone calls and/or other forms of electronic or digital communication.
    a. Teachers may not list current students as "friends" on networking sites.
    b. All e-contacts/communication with students should be through the district's school-approved platforms.
    c. Improper contact via phone calls or electronic or digital communication is prohibited.
2. Inappropriateness of posting items with sexual content
3. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
4. Monitoring and penalties for improper use of district computers and technology

As per state law, employees are discouraged from sharing content or comments containing the following when directed at a citizen of the State of Oklahoma:

1. Obscene sexual content or links to obscene sexual content;
2. Abusive behavior and bullying language or tone;
3. Conduct or encouragement of illegal activity; and
4. Disclosure of any information required to be maintained as confidential by law, regulation, or internal policy.

The Superintendent or designees will periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the School Administrators and Superintendent will download the offensive material and promptly bring that misconduct to the attention of the school district's legal counsel for review.

Official Use of Social Media

The district is responsible for creating and maintaining its "official" online presence. Unless specifically authorized by the Communications and Marketing Coordinator along with the Superintendent, no tech center employee may create

an "official" Pioneer Technology Center presence of any form of Social Media, now in existence, or created in the future, or represent themselves as a spokesperson or authorized representative of Pioneer Tech.

Professional Conduct

Pioneer Tech is committed to creating an environment in which all persons can interact together in an atmosphere free of all forms of harassment, exploitation or intimidation. Therefore, when communicating via phone calls and/or electronic or digital communications or social networks, employees are expected to act with honesty, integrity and respect for the rights, privileges, privacy and property of others. By doing so employees will be abiding by applicable laws, school district policy and the core values of Pioneer Technology Center.

Employees are responsible for material they publish online as well as messages sent via electronic or digital communications. Any conduct that negatively reflects upon Pioneer Tech, consists of inappropriate behavior, impacts the workplace or creates disruption on the part of an employee may expose that employee to disciplinary action up to and including termination. Inappropriate behavior is defined as any activity that:

- Harms students, staff or clients
- Compromises an employee's objectivity
- Undermines an employee's authority or ability to work with or around students, staff or clients
- Disrupts the educational environment
- Is illegal

Expectations of Staff

District employees are role models and must exemplify ethical behavior in their relationship with students, clients and other staff members. Online activity, including personal online activity, is public and is therefore a reflection on the district as an organization. Employees should exercise good judgement and common sense, maintain professionalism and address inappropriate behavior or activity discovered on these networks. Inappropriate behavior or activity should be immediately communicated to a direct supervisor. The following should inform and guide employee judgement and actions:

1. The line between professional and personal relationships can become blurred; therefore, district employees should exercise discretion and maintain professionalism when communicating with adult students and clients via phone calls and/or electronic or digital communications. Employees should limit this type of communication with students to matters concerning a student's ~~education or extra-curricular~~ activities for which the staff member has assigned responsibility. ~~Communiation with an individual student should be avoided.~~
2. District employees are prohibited from engaging in private exchanges with high school students and should only communicate with studets via district approved plataforms and related only to school or academic matters. ~~groups or in such a manner that the communication can be publicly viewed.~~
3. Photos of and videos featuring students at or participating in Pioneer Tech activities should not be posted on social media without the informed consent of a parent/guardian and without notification to the Communications and Marketing Coordinator. For personal protection, never take a photo of an individual student.
4. Group student photos may be submitted to the Communications and Marketing Coordinator for inclusion on official district accounts.

When inappropriate use of phone calls and/or electronic or digital communication, computers, and/or websites is discovered, employees who engage in any of the above-referenced prohibited behaviors are subject to the possibility of disciplinary action, up to and including termination of employment, for failure to exercise good judgment. Incidents will be reported in compliance with district policy FFG (Reporting Suspected Child Abuse and-or Neglect) and state law.

REFERENCE: **74 O.S. § 840-8.1**

70 O.S. § 6-401

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

Note: Portions of this policy have been combined from OSSBA and RFR Policy - School Personnel Digital And Electronic Communications With Students

SCHOOL CALENDAR HOURS

SCHOOL HOURS

The school year shall consist of not less than one thousand eighty (~~1,080~~) (1086) hours of classroom instruction. Not more than thirty (30) of these hours shall be used for professional meetings. In addition, parent-teacher conferences may be held during the school day and counted as classroom instruction for no more than six (6) hours per semester, for a total of twelve (12) hours per school year.

Notification of this policy shall be provided to the State Board of Education prior to October 15 of the applicable school year.

REFERENCE: 70 O.S. §1-109

ARTIFICIAL INTELLIGENCE SYSTEMS AND TOOLS USE IN THE SCHOOL DISTRICT

Artificial Intelligence ("AI") is a powerful tool that's changing how we teach, learn, and do business that the District welcomes with reasonable guardrails. The incorporation of AI offers unprecedented opportunities for enhancing teaching methods, expanding learning resources, and fostering innovative educational experiences. However, AI also presents unique risks, challenges, and responsibilities, particularly in terms of ethical use, data privacy and security, and the accuracy and integrity of academic work. In general, AI should be used conscientiously by employees. In all instances, caution must be exercised as AI users remain solely responsible for the content of their assignments or work product. Further, the use of AI tools may violate Board policy and/or legal obligations, including those related to disclosure or use of personally identifiable information and other confidential material.

This Policy serves to responsibly harness the potential of these AI technologies while also safeguarding the interests and well-being of our students, teachers, and professional staff. Through this Policy, the District endeavors to (i) prepare our students, teachers, and professional staff for the future and (ii) equip them with the knowledge and skills to use these systems and tools wisely and ethically. The District will continue to support our teachers in incorporating AI into their teaching practices in ways that enrich the teaching and learning experience while upholding the District's educational standards and values. Violations of this policy may result in disciplinary action in accordance with the District's disciplinary policies, up to and including termination of employment or student expulsion from the institution.

Any AI tool used by the technology center and/or its employees for technology center business shall comply with applicable federal and state student data privacy and security laws including, but not limited to, the federal Family Educational Rights and Privacy Act and must meet recognized industry standards, audit, and security standards.

Definitions

- Artificial Intelligence (AI): Technology that enables machines to perform tasks that typically require human intelligence, such as learning, reasoning, problem-solving, data collection, distillation, and analysis, and understanding natural language. AI includes machine learning and generative AI.
- Machine Learning (ML): A subset of AI that involves the development of algorithms that allow computers to learn from and make predictions or decisions based on data.
- Generative AI: AI capable of generating text, images, or other media in response to prompts.

General Guidelines

1. AI systems and tools must comply with data privacy and security laws and policies. All AI applications must comply with relevant federal, state, and local laws, as well as District policies, including, but not limited to, those related to data privacy, copyright and intellectual infringement cybersecurity, and nondiscrimination.
2. The use of AI must protect the privacy and security of student and staff data. Personally identifiable information (PII) must not be shared or processed through AI applications without explicit consent, except as permitted by law. Additionally, parties using AI are encouraged to review applicable privacy policies of the AI provider before use.
3. AI systems and tools will serve to enhance the District's commitment to high-quality learning.

ARTIFICIAL INTELLIGENCE (Cont.)

4. Safeguards are essential to the use of AI systems and tools to minimize bias, promote fairness, and preserve the rigor and integrity of learning,

5. The use of AI systems and tools by students, teachers and professional staff must account for the context of teaching and learning and should be adopted, implemented and utilized in ways that maximize equity of access, use and benefit.

6. Transparency and Accountability: AI tools used in the District such as those for grading, analyzing student data, or automating tasks must be used transparently and responsibly. Staff should be clearly informed when they are using or receiving input from an AI system. For example: If a tool suggests grades or feedback, it should be clear that these come from AI. If a dashboard flags students for certain interventions or opportunities, staff should know it's based on automated analysis. While deep technical knowledge isn't required, users should have a basic understanding of what the tool does, what data it uses, and its limitations. AI should support, not replace, human judgment especially when it comes to decisions affecting students.

Student Use Guidelines:

Certain assignments may permit, encourage or require the use of AI systems and tools. In each case, it will be clearly stated in the assignment or specified by the teacher. Use beyond the specified guidelines of the teacher or assignment should be understood as prohibited. It is each student's responsibility to assess the validity and applicability of any AI output that is submitted with an assignment.

1. Teacher Permission: In general, the use of AI technology by students in the completion of an assignment will not be allowed without permission from the teacher. Permission may be granted in blanket form to be applicable for the duration of the class or on a case-by-case basis. If a student has any question whether AI is permitted by a teacher or appropriate for use, it is the student's responsibility to confirm with the teacher prior to utilizing AI. Using AI without express permission may negatively impact a student's grade or result in dismissal from the class, applicable program, or technology center. Furthermore, AI use by students should be supervised and guided within the relevant educational framework.

2. Students are allowed to use AI for explanations of concepts, exploration of new topics of interest, and seeking guidance on research directions. However, students should be mindful that some AI is prone to "hallucinations", false answers/information, or outdated information. Accordingly, AI can generate erroneous, misleading, and/or biased information. Thus, students must always verify the information provided by AI using reliable sources such as textbooks, scientific papers, and reputable educational websites. Students must verify that any response from an AI tool that they intend to rely on, or use is appropriate, accurate, not a violation of any other individual or entity's property or privacy rights, and consistent with the District's academic policies.

3. Students should not upload or input any personal, confidential, proprietary, or sensitive information into any AI tool. Examples include passwords and other personal information such as names, likenesses, social security numbers, credit card or bank account numbers.

4. Compliance with Laws and Policies All AI applications must comply with relevant federal, state, and local laws, as well as District policies, including, but not limited to, those related to data privacy, copyright and intellectual infringement cybersecurity, and nondiscrimination.

5. Offenses or violations of this Policy will be addressed by the teacher and professional staff. Procedures should be clearly established in the student discipline code or academic integrity policies.

ARTIFICIAL INTELLIGENCE (Cont.)

Staff Use Guidelines:

1. Teachers and professional staff may consult AI for ideas, outlines and to enhance the educational experience, such as supplementing lesson plans, providing differentiated instruction, and aiding in curriculum development.

2. Teachers and professional staff must ensure that their use of any AI tool complies with applicable laws such as those governing data and student privacy and District policies, including, without limitation, those regarding student information. All tools are compliant if no protected information is entered into the tool.

3. Teachers and professional staff should not upload or input any PII, confidential, proprietary, or sensitive information, including any such District or student information/records into any AI tool. Examples include passwords, personal information such as names, likeness, social security numbers, credit card or bank account numbers and other credentials, personnel material, information from non-public District documents, including those identified as or understood to be confidential or sensitive (based on their nature or context) or any other non-public District information that might be harmful to the District if disclosed.

4. Teachers and district professional staff should guide students in using AI.

5. Teachers and professional staff should carefully evaluate the appropriateness of AI for educational purposes on a case by case basis, considering their appropriateness for each educational context, accuracy, reliability, and alignment with curriculum standards.

6. Teachers and professional staff must supervise student use of AI to ensure it is being used appropriately and constructively in the learning process.

7. Teachers who suspect plagiarism or use of AI that violates district policy should first have a conversation with a student to ensure that they understand expectations for acceptable use. Teachers should consult with administration to determine appropriate steps to investigate any possible violation of policy. AI detection tools will not be the basis of information relied upon in an investigation when it is believed that policy has been violated with regard to the use of AI by students.

Prohibited Use:

1. Bias and Discrimination: AI systems must not be used in ways that perpetuate or amplify bias or discrimination. Regular audits should be conducted by users to identify and mitigate biases in AI algorithms.
2. Unauthorized Access: Users must not attempt to circumvent AI security measures or access AI systems without proper authorization.
3. Ethical Concerns: AI applications that engage in unethical behavior, such as surveillance without consent or manipulation of users, are strictly prohibited.
4. Unequal Access: If any assignment permits the use of AI tools, the tools will be made available to all students, considering that some may already have access to such resources outside of school.
5. Replacement for Human Interaction: AI should not replace essential human elements of teaching and mentoring. While AI can augment teaching, it must not substitute human interaction or replace tailored and personalized instruction.

ARTIFICIAL INTELLIGENCE (Cont.)

6. Decision Making: The responsibility for decisions informed by AI tools shall remain with school employees and shall not be fully delegated to an AI tool, system or vendor. AI tools shall not be used as the primary basis for student grading, discipline, placement, promotion, retention or other high-stakes educational decisions.
7. Plagiarism: Use of AI to engage in plagiarism, cheating, or dishonesty or to substitute, in whole or in part, AI work for student work is strictly prohibited.
8. Harassment and/or Bullying: Students and employees are not to use AI to engage in bullying, harassment, and/or abuse. AI should not be used to circumvent compliance with district policy or law.
9. Student Data: Technology center employees shall not input into AI tools any student information or data considered "personally identifiable" within the meaning of FERPA. No exception is made for "private" or subscription-based AI models.

District Level Guidelines:

Approved tools and their uses should be determined by the appropriate school district personnel after consideration of security, privacy, data usage, and academic integrity and quality standards, regulations, and values.

Reviewing and Monitoring:

This policy will be reviewed annually to ensure it remains current with technological advancements and legal requirements. The use of AI technologies will be regularly monitored to ensure compliance with this policy and to identify any areas for improvement.

Reference: OKLA. STAT. tit. 70 § 11-120

Note: This policy contains verbiage from both OSSBA policy and RFR AI Policy recommendations

MEDICAL MARIJUANA

Introduction

Regardless of a student, employee, parent or any individual's status as a medical marijuana licenses holder, marijuana is not allowed on the premises of the technology center or in any school vehicle or any vehicle transporting a student under any circumstances. While the use of medical marijuana in conjunction with the possession of a medical marijuana license is legal in the State of Oklahoma, marijuana is a prohibited controlled substance under federal law regardless of the use being for medical purposes. Accordingly, possession of marijuana by a student, employee, parent or any individual, notwithstanding the possession of a medical marijuana license, is strictly prohibited while on the premises of the technology center and in school vehicles; going to and from and attending technology center sponsored functions and events, including those technology center sponsored functions and/or events which occur in a location other than the premises of the technology center; utilizing technology center equipment or transportation; and in any other instance in connection with the technology center where the technology center reasonably deems the possession of marijuana to be illegal.

In the event that a student, employee, parent or any individual is found to possess or to have possessed marijuana in any of the instances stated above, the technology center will proceed with all actions and consequences that are afforded under any state or federal law, employment contract, technology center policy, student handbook provision, or any other authority applicable to or adopted by the technology center.

Definitions

The terms "marijuana" and "possession of marijuana" will be interpreted by the technology center in accordance with state and federal law. The term "marijuana" includes, but is not limited to, any form of marijuana; all parts of the plant Cannabis sativa L., whether growing or not; marijuana seeds; marijuana oil, extract, resin, or residue; cannabidiol in any form; and marijuana edibles. Any conflict between state and federal law as to the definition of "marijuana" or "possession of marijuana" will be interpreted in favor of federal law.

Nondiscrimination

There will be no discrimination in the technology center because of an individual's status as a medical marijuana license holder.

Overlap with Other Technology center Policies

The technology center recognizes that the legal aspects and consequences of medical marijuana are new and possibly subject to change. These legal aspects and consequences of medical marijuana effect many areas of the technology center's current policies regarding employees, students, parents and individuals on technology center premises or attending technology center events. The technology center will continue to enforce its current adopted policies. As the need arises with changes in state and/or federal law, the technology center will consider and/or examine technology center policies in order to assess whether revisions, if any, may be needed to a technology center policy in order to comply with state and federal law.

Employees

Employees of the technology center are expected to comply with state and federal law at all times as a term of their continued employment with the technology center. Employees are expected to adhere to any and all open letters, formal opinions, directives, or any other instruction provided by federal or state agencies regarding state and/or federal law.
Technology center employees participating in the use, possession, sale, transfer or being under the influence of

marijuana or medical marijuana product while on technology center property or while on duty, regardless of the employee's status as a medical license holder, will not be tolerated. Adverse employment action, up to and including termination, may be taken if an employee is found in possession of marijuana, under the influence of marijuana or medical marijuana product, or following a positive drug test.

See also Policy DCCA – Testing Employees (Other Than Bus Drivers) With Regard to the Use of Alcohol and Illegal Chemical Substances

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

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

DEFINITIONS

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

Student

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

Eligible Student

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

Parent

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

Education Records

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

1. A personal record kept by a school staff member which meets the following tests:

   A. It was made as a personal memory aid;

   B. It is in the personal possession of the individual who made it; or

   C. Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute;

2. An employment record which is used only in relation to a student's employment by the school district (employment for this purpose does not include activities for which a student receives a grade or credit in a course); or

3. Alumni records which relate to the student after the student no longer attends classes provided by the school district and the records do not relate to the person as a student.

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

Personal Identifier

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

ANNUAL NOTIFICATION

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

The notice will include the following:

1. The right of a student's parent or eligible student to inspect and review the student's education records;

2. The intent of the school district is to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or, (3) under certain limited circumstances, as permitted by the FERPA;

3. The right of a student's parent or an eligible student to seek to correct parts of the student's education records which he or she believes to be inaccurate, misleading, or in violation of student rights (this right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent's or eligible student's request and the right to insert in the student's permanent records an explanatory statement giving reasons for disagreeing with the decision);

4. The right of any person to file a complaint with the Department of Education if the school district violates the FERPA; and

5. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

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

STATEMENT OF RIGHTS

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

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

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

2. The right to provide written consent before disclosure of personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent;

3. The right to seek to correct the student's education record, in a hearing, if necessary;

4. The right to report violations of the FERPA to the Department of Education;

5. The right to be informed about FERPA rights; and

6. The right to opt out of the release of public directory information.

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

PROCEDURE TO INSPECT EDUCATION RECORDS

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

Since a student's records may be maintained in several locations, the Executive Director of Instruction and Support Services will offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected at one site.
However, if a parent or eligible student wishes to inspect records where they are maintained, the Executive Director of Instruction and Support Services will make every effort to accommodate the wishes.

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

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

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

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

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

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

FEES FOR COPIES OF RECORDS

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

1. The student has an unpaid financial obligation to the school.

2. There is an unresolved disciplinary action against the student which warrants the denial of copies.

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

1. When the refusal to provide copies effectively denies access to the records by a parent or eligible student;

2. At the request of the parent or eligible students when the school district has provided the records to third parties by the prior consent of the parent or eligible student; or

3. At the request of the parent or eligible student when the school district has forwarded the records to another school where the student seeks or intends to enroll.

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

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

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

DIRECTORY INFORMATION

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

1. The student's name;
2. The 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 schools or school districts the student previously attended before the student enrolled in this school district; and
8. The student's dates of enrollment.

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

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

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

USE OF STUDENT EDUCATION RECORDS

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

1. A person duly elected to the school board;

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

2. A person certified by the state and appointed by the school board to an administrative or supervisory position;

3. A person certified by the state and under contract to the school board as an instructor;

4. A person employed by the school board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of his or her performance as a substitute; or

5. A contractor, consultant, volunteer, or other party employed by, or under contract to, the school board to perform a special task or provide services such as a secretary, a clerk, the school board attorney or auditor, for the period of his or her performance as an employee or contractor: 1) the service would have otherwise been performed by employees, 2) the person or party is under the direct control of the school district regarding the use and maintenance of education records, and 3) the person or party agrees to follow confidentiality laws regarding the redisclosure of information.

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

1. Perform an administrative task required in the school employee's position description approved by the school board;

2. Perform a supervisory or instructional task directly related to the student's education; or

3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

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

1. When a student seeks or intends to enroll in another school district or a post-secondary school (the district will not further notify the parent or eligible student prior to such a transfer of records; the parent or eligible student has a right to obtain copies of records transferred under this provision);

2. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the district;

3. The parties who provide or may provide financial aid to a student to:

   A. Establish the student's eligibility for the aid,

   B. Determine the amount of financial aid,

   C. Establish the conditions for the receipt of the financial aid, or

   D. Enforce the agreement between the provider and the receiver of financial aid;

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

4. When the school district has entered into a written agreement or contract for an organization to conduct studies on the school district's behalf to develop tests, administer student aid, or improve instruction;

5. To accrediting organizations to carry out their accrediting functions;

6. To comply with a judicial order or lawfully issued subpoena (the district will make a reasonable effort to notify the student's parent or the eligible student before making a disclosure under this provision); or

7. If the disclosure is an item of directory information, and the student's parent or eligible student has not refused to allow the district to designate that item as directory information for the student.

8. In response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

9. To other school officials, including teachers, within the educational agency or institution 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

10. To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student [SECONDARY STUDENTS ONLY]

11. To parents of an eligible student if the student is a dependent for IRS tax purposes.

12. To appropriate officials in connection with a health or safety emergency

13. To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. [SECONDARY STUDENTS ONLY]

14. To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. [SECONDARY STUDENTS ONLY]

15. 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. [POST-SECONDARY STUDENTS ONLY]

16. 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. [POST-SECONDARY STUDENTS ONLY]

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

17. 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. [POST-SECONDARY STUDENTS ONLY]

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

1. He or she deems it is warranted by the seriousness of the threat to the health or safety of the student or other persons;

2. The information is necessary and needed to meet the emergency;

3. The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency; or

4. Time is an important and limiting factor in dealing with the emergency.

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

1. A specification of the records to be released;

2. The reasons for the disclosure;

3. The person, organization, or the class or organizations to whom the disclosure is to be made;

4. The parent's or eligible student's signature; and

5. The date of the consent and, if appropriate, a date when the consent is to be terminated.

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

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

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

RECORDS OF REQUESTS FOR ACCESS AND DISCLOSURES MADE FROM EDUCATION RECORDS

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

The record will include at least:

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

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

1. The record will not include requests for access or access granted to the parent of the student or to an eligible student;
2. Request for access granted to officials of the school district who have a legitimate educational interest in the student;
3. Requests for, or disclosures of, information contained in the student's education record if the request is accompanied by the prior written consent of a parent of the student or the eligible student or if the disclosure is authorized by such prior consent;
4. Requests for, or disclosure of, directory information designated for that student; or for
5. Requests for, or disclosure of, information contained in the student's education record if the request is in response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.
6. A party seeking or receiving the records as directed by a law enforcement subpoena if the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.

PROCEDURES TO SEEK TO CORRECT EDUCATION RECORDS

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

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

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

"requester" will be used to describe the parent of a student or the eligible student who is asking the school district to correct a record.

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

First Level Decision

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

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

1. Provide the requester a copy of the questioned record at no cost;

2. Ask the requester to initiate a written request for the change; and

3. Follow the procedure for a second level decision.

Second Level Decision

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

1. Is inaccurate and why;

2. Is misleading and why; and/or

3. Violates student rights and why.

The request will be dated and signed by the requester.

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

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

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

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

Third Level Decision

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

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

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

1. The school district's decision that the record is correct and the basis for the decision;

2. A notice to the requester that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that the district will grant such a hearing;

3. Instructions for the requester to contact the superintendent, or an official he or she designates, to discuss acceptable hearing officers, convenient times, and a satisfactory site for the hearing (the district will not be bound by the requester's positions on these items, but will, so far as possible, arrange the hearing as the requester wishes); and

4. Advise that the request may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.

Fourth Level Decision

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

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

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

The school superintendent will prepare the district's decision within two weeks of the hearing. The decision will be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. However, the district's decision will be based solely on the evidence presented at the hearing. Therefore, the superintendent may

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

overrule the hearing officer if the superintendent believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the district's decision, the superintendent will take one of the following actions:

1. If the decision is that the district will change the record, the superintendent will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as at the second level decision.

2. If the decision is that the district will not change the record, the superintendent will prepare a written notice to the requester which will include:

   A. The school district's decision that the record is correct and will not be changed;

   B. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the district's decision; and

   C. Advice to the requester that he or she may place in the student's education record an explanatory statement which gives the reasons he or she disagrees with the school district's decision and/or the reasons he or she believes the record is incorrect.

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

BULLYING

THE SCHOOL SAFETY and BULLYING PREVENTION ACT
(70 OKLA. STAT. § 24-100.2)

The Oklahoma Legislature established the *School Safety and Bullying Prevention Act* with the express intent of prohibiting ~~peer~~ student harassment, intimidation, and bullying.

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. 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.

As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student, group of students, personnel, or the public 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, work flow/process, or the education of any student. Isolated action does not meet the state's definition of bullying. However, the administration will investigate isolated incidents or actions and apply appropriate discipline under the student discipline code. This policy addresses bullying which is specifically prohibited.

~~It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Threatening behavior, harassment, intimidation, and bullying are prohibited on school grounds, in school vehicles at school-sponsored activities, or at school-sanctioned events. Threatening behavior, harassment, intimidation, and bullying by electronic communication is prohibited whether or not such communication originated at school, or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.~~

Bullying shall be subject to the same disciplinary consequences as other misconduct, including misconduct identified in the Discipline Code.

Bullying has been defined as a "pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student, ~~or~~ group of students, personnel, or the public 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, work flow/process, or the education of any students."

1. Bullying includes, but is not limited to any gesture, written or verbal expression, or physical act that a reasonable person should reasonably believe or know will:

    A. Harm another student, group of students, personnel, or the public;

B. Damage another student's, group of students, personnel, or the public property;
C. Place another student, group of students, personnel, or the public 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, personnel, or the public,

2. **Conduct** constitutes bullying if conducted in such a way as to disrupt or interfere with the school's educational mission, work flow/process, or the education of any student, group of students, personnel, or the public. This includes, but is not limited to gestures, written, verbal, or physical acts, or electronic communications.

3. **"Electronic Communication"** means the communication of any written, verbal, video content, ~~or~~ pictorial, or AI generated information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless telecommunication device, or computer.

4. **"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, the public, or school property.

Bullying complaints will be treated with confidentiality and urgency. Complaints may be taken to any Pioneer Technology Center employee or board member. Employees or board members must report suspected bullying, even if no complaint has been received. The superintendent, staff members or any board member of PTC, upon receiving a report (formal, informal or anonymous) of harassment, intimidation, or bullying shall notify a District Compliance Officer.

The District Compliance Officer's shall enforce this policy by doing the following as quickly as reasonably possible:

1. Obtain an oral or written statement, from the individual who is alleged to have been harassed, intimidated, or bullied, which contains information necessary to conduct a full investigation of the matter. This information should include, but is not limited to, the name of the alleged perpetrator, the person(s) being harassed, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and the names of any witnesses;

2. Take reasonable and age appropriate, effective steps to separate and protect the individual who is allegedly being harassed, intimidated, or bullied from the alleged perpetrator, until the matter can be fully investigated and the appropriate remedial steps taken;

3. Keep the individual who is allegedly being harassed, intimidated, or bullied reasonably apprised, to the extent allowed under federal and state privacy laws and regulations, of the investigation and the actions taken as a result of the investigation;

4. Conduct a full and complete investigation, to the extent reasonably possible and appropriate to the age of those involved, regarding the alleged harassment, intimidation, or bullying, which would include, but not be limited to, interviewing the individual allegedly bullied, any witnesses, review of any supporting documents, and interviewing the alleged perpetrator; See ***FNCD-P Bullying (Investigation Procedures)***

5. Determine if bullying is actually occurring; false statements will result in disciplinary or remedial action.

6. Based on good judgment, common sense and the facts, as revealed by the investigation, taken as a whole and the totality of the circumstances, such as the nature, extent, age of those involved, context and gravity of such activities or incidents, take or recommend the taking of appropriate and effective measures reasonably calculated to end the bullying and prevent a reoccurrence, including but not limited to, appropriate discipline

BULLYING (Cont.)

as identified in the Pioneer Technology Center Student Discipline code, or for employees, suspension, demotion, forfeiture of pay or benefits (as permitted by law), termination, or reassignment. Parents and guardians of victims and perpetrators will be notified of documented and verified bullying as quickly as reasonably possible.

7. Report documented and verified bullying to law enforcement if the acts may constitute criminal activity or reasonably have the potential to endanger school safety;

8. Determine the severity of incidents and their potential for future violence.

Education:

Student and Staff Education and Training

All staff will be provided with access to a copy of this policy and shall be required to complete professional development training in school bullying prevention, identification, response and reporting that meets the requirements of Oklahoma law and shall include recommendations from the district Safe Schools Committee. This policy is included in the student handbook and staff handbook which is posted annually on the PTC website and is available for public review. The district is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting bullying of students and the prevention and management of such conduct.

Students will receive annual training regarding identifying, preventing, addressing, and reporting incidents of bullying via educational programs. These programs may include, but are not limited to, classroom discussions, assemblies, multimedia and presentations. The purpose of the educational programs are to assist students in the identification of bullying behaviors, reporting procedures and the consequences for violation of school policy.

The district will implement a research-based educational program as designed and developed by the Oklahoma State Department of Education for students and parents to prevent, identify, respond to and report bullying.

~~Students, like staff members, shall participate in an annual education program which sets out expectations for student behavior and emphasizes an understanding of bullying of students, PTC'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.~~

Parent information and resources are available on the district website.

Counseling / Support:

Upon completion of an investigation school administration may communicate with the school counselor to recommend that available community mental health care, substance abuse or other counseling options be provided, if appropriate to the student. This may include information about the types of support services available to all students, staff, and families affected by bullying.

The school counselor may request the disclosure of any information concerning students who have received mental health care, substance abuse or other counseling should the harassment, intimidation, bullying indicate 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.

BULLYING (Cont.)

The District Compliance Officer shall serve as the Bullying Coordinator. PTC will notify the state board of education within 15 days of the appointment of a coordinator, and will provide the OSDE with a copy of this policy by December 10th of each school year. District bullying statistics will be reported to the appropriate agency.

A copy of this policy will be furnished to each student and teacher in this school district and posted throughout the building. This policy is published in the student handbook and is accessible on the district website.

REFERENCE: 21 O.S. §850.0
70 O.S. §24-100.2

- **See Policy Forms policy for FNCD-E, Harassment/Bullying Incident Report Form**

CROSS-REFERENCE: **Policy GJ-A, Sexual or Other Harassment**
Policy GJ-P, Grievance Procedures, Discrimination/Complaints
Policy FNCC, Hazing
Policy FO, Secondary Student Behavior and Discipline
Policy FOA, Adult Student Behavior and Discipline
Policy GJ-A, Sexual Harassment of Students

THIS POLICY REQUIRED BY LAW

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, personnel, or the public 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, work flow/process, or the education of any student.

   "Electronic communication" means the communication of any written, verbal, ~~or~~ pictorial information, ~~or~~ AI generated content, 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), who will serve as the site district bullying incident coordinator. 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 a minor ~~the~~ victim and the parents of a minor ~~the~~ perpetrator.

Students or staff members who report bullying or other inappropriate behavior in good faith, or who participate as witnesses in an investigation, are protected from retaliation. Retaliation of any kind—including threats, intimidation, exclusion, harassment, cyberbullying, spreading rumors, or any other adverse treatment intended to discourage or punish a student or staff member for reporting a concern—is strictly prohibited. Any student or staff member found to have engaged in retaliatory behavior will be subject to appropriate disciplinary action in accordance with school policy. Students or staff members who believe they have experienced retaliation should report it immediately to a Compliance Officer, teacher, school counselor, administrator, or other trusted school employee so that the matter can be promptly investigated and addressed. If an employee of the district is found to have engaged in retaliatory action against a student or staff member who has reported bullying, appropriate disciplinary action will be taken which could include termination of employment.

Any person who knowingly makes a false report shall receive disciplinary consequences and any accusations found to be false will be removed from the falsely accused student's records.

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 of minor students within 10 days of the conclusion of the investigation.

PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING (REGULATION)

The Pioneer Technology Center's student and staff 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, group of students, personnel, or the public;

   B. Damage another student's property, group of students, personnel, or the public;

   C. Place another student, group of students, personnel, or the public 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, personnel, or the public in such a way as to disrupt or interfere with the school's educational mission, work flow/process, 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.

   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

BULLYING, REGULATION (Cont.)

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 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

BULLYING, REGULATION (Cont.)

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 harassment, intimidation, or bullying.

Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassment, intimidation, or bullying. Employees, whether certified or noncertified, shall encourage students who tell them about acts that may constitute harassment, intimidation, or 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~~ student to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their ~~children~~ student about bullying;
3. Inform the school immediately if they think their ~~children~~ student is being bullied or is bullying other students;
4. Watch for symptoms that their ~~children~~ student 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.

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.

BULLYING, REGULATION (Cont.)

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 or Dismissal
14. Performing Campus-site services for the school district
15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school ~~dances, prom, prom~~ activities, and/or class trips.

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

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

Publication of Policy

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

Review of Policy

The Compliance Officers will annually review this policy and provide recommendations to the Executive Dirctor of Full-Time Programs. The superintendent shall make a formal recommendation of policy changes to the board of education at a lawfully convened meeting under an appropriately worded agenda item. After the policy is modified, the policy shall be disseminated to all parents, students, staff and the community.

REPORTING STUDENTS UNDER THE INFLUENCE OF OR POSSESSING ALCOHOLIC BEVERAGES OR ANY ILLEGAL/ABUSABLE CHEMICAL SUBSTANCE

It is the policy of the Board of Education that any administrator, teacher, or counselor who has reasonable cause to suspect that a student may be under the influence of, or that said student has in his or her possession, alcoholic beverages - including the legally nonintoxicating beverage commonly referred to as 3.2 beer (low-point beer) - or any illegal/abusable chemical substance as defined by law shall immediately notify a program administrator of such suspicions. The program administrator shall immediately notify the Executive Director of Full-Time Programs and/or the Superintendent of schools and a parent or legal guardian of said student's possession of a controlled or counterfeit substance or suspected abuse thereof, if possible.

Any search, seizure, or subsequent disciplinary action shall be subject to any applicable school policy, regulation, state law, or student handbook rule.

Every administrator, teacher, or counselor employed by the board of education who has reasonable cause to suspect that a student is under the influence of, or has possession of, alcoholic beverages (including 3.2 beer) or any illegal/abusable chemical substance and who reports such information to appropriate school officials shall not be subject to civil liability unless such referral was made in bad faith or with malicious purpose.

This policy shall be distributed to each classroom teacher. Receipt shall be acknowledged in a form to be determined by the superintendent.

REFERENCE: **70 O.S. §24-138**
63 O.S. §2-101, et seq.
70 O.S. §24-102
37 O.S. §163.2

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 – Supsension of Secondary Students, Regulation
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
FNFBA - Drugs, Alcohol and Contraband Searches
FNFBA-R - Drugs, Alcohol and Contraband Searches, Regulation

NOTE: **A copy of this policy must be filed with the State Superintendent of Public Instruction in accordance with 70 O.S. §24-138. While the cited statute requires only that school districts develop a written policy requiring only *teachers* to report students under the influence of certain substances, the State Department of Education has interpreted the civil liability exemption statute (70 O.S. §24-132) as requiring school administrators, teachers, or counselors to make such reports. Therefore, a school district's policy may be written to require reporting by administrators, teachers, and counselors.**

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. This includes antisemitism, which is a certain perception of Jews, which may be expressed as hatred toward Jews.

STUDENT CONDUCT, BEHAVIOR AND DISCIPLINE (Cont.)

3. 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.

4. Forceful or unauthorized entry into or upon, or occupation of, school district facilities including buildings and grounds.

5. 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.

6. Conduct or speech that violates commonly accepted standards of society within the community.

7. 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.

8. 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):

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. Hazings (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.)

33. Sexual or other harassment of individuals, including, but not limited to, students, school employees, volunteers;
34. Theft;
35. Threatening behavior (whether involving written, verbal or physical actions);
36. Truancy;
37. 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)
38. 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;
39. Using racial, religious, ethnic, sexual, gender or disability-related epithets;
40. 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;
41. Vandalism;
42. Violation of the Board of Education or school policies, rules or regulations;
43. Vulgarity;
44. Willful damage to school property;
45. Willful disobedience of a directive of any school official.
46. Offenses or violations related to the use of Artificial Intelligence systems and tools. (See Policy EFEAA)

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. The following are some examples of these circumstances:

The seriousness of the offense;
The effect of the offense on other students;

Whether the offense is physically or mentally injurious to other people;

STUDENT CONDUCT, BEHAVIOR AND DISCIPLINE (Cont.)

Whether the incident is isolated or habitual behavior;
The manifestation of a disability;
Any other circumstances which may be appropriately considered.

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.

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 administrator’s appropriate means of discipline for specific infractions.

STUDENT CONDUCT, BEHAVIOR AND DISCIPLINE (Cont.)

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.

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, 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
FNFBA - Drugs, Alcohol and Contraband Searches
FNFBA-R - Drugs, Alcohol and Contraband Searches, Regulation
CKDA – Smoking and Tobacco Free Campus

THIS POLICY REQUIRED BY LAW.

MISREPRESENTATION

This policy addresses the U.S. Department Regulatory Citation: 34 CFR § 668.71 through 668.74, regarding the Prohibition of Misrepresentation to Students and Others at Pioneer Technology Center.

The Department of Education has provided numerous examples in the regulations of topics that cannot be misrepresented within each of the three areas covered by statute 20 USC § 1094(c)(3). Those three areas include:

- The nature of the institution's educational programs.
- The institution's financial charges.
- The employability of the institution's graduates.

Misrepresentation as defined by the Department of Education is any false, erroneous, or misleading statement made to a student or prospective student, to the family of an enrolled or prospective student, or to the Department. This includes disseminating testimonials and endorsements given under duress. Substantial misrepresentation as defined by the Department of Education is any misrepresentation on which the person to whom it was made could reasonably be expected to rely, or has reasonably relied, to that person's detriment. Misrepresentation of the educational program includes, among other things, false or misleading statements about the school's accreditation or the school's size, location, facilities, or equipment. Misrepresentation of financial charges includes, among other things, false or misleading statements about scholarships provided for the purpose of paying school charges. To be considered a scholarship, a grant must actually be used to reduce tuition charges made known to the student before the scholarship was offered to the student. (The tuition charges must be charges that are applied to all students whether or not they are receiving a scholarship.) It is also considered misrepresentation if the school gives false or misleading information as to whether a particular charge is a customary charge for that course at the school. Misrepresentation includes making any false or misleading statements about the employability of the school's graduates.

Procedure: The career technology center strives to provide accurate, honest and clear information in print, online, broadcast media or oral presentations. The career technology center will make every effort to avoid misrepresentation to students and others in communications made in writing, visually, orally, or through other means.

All misrepresentations should be avoided; however, this procedure specifically applies to the three areas stated above covered by statute 20 USC § 1094(c)(3).

Concerns about possible misrepresentation may be reported to the Pioneer Technology Center Communications and Marketing Coordinator at (580)762-8336 or at info@pioneertech.edu .