PIONEER TECHNOLOGY CENTER
2016-2017 SCHOOL CALENDAR

August 1 -11, 2016
August 9, 2016
August 12, 2016, Friday
September 5, 2016, Monday
October 18, 2016, Tuesday
October 19, 2016, Wednesday
October 20 & 21, 2016, Thursday & Friday
October 24, 2016, Monday
November 23 – 25, 2016, Wednesday - Friday
December 21, 2016, Wednesday
December 22, 2016 thru Jan. 3, 2017
January 4, 2017, Wednesday
January 13, 2017, Friday
January 16, 2017, Monday
February 16, 2017, Thursday
February 17, 2017, Friday
February 20, 2017, Monday
March 10, 2017, Friday
March 13 – 17, 2017, Mon.– Fri.
March 20, 2017, Monday
April 14, 2017, Friday
April 24-25, 2017, Monday & Tuesday
May 19, 2017, Friday
May 29, 2017, Monday

Inclement weather make-up days: April 14, 24-25, May 22-26, 30-31, 2017

PTC Staff In-Service/Staff Development

Evening – Back to School Night

First Day of School, First Grading Period

Labor Day Holiday (Campus Closed)

Evening Parent/Teacher Conferences

Parent/Teacher Conference Day – No Classes & End First Grading Period (47 class days/ 1 P/T Conf)

Student Fall Break – No Classes

First Day Second Grading Period

Thanksgiving Holiday (Campus Closed)

End Second Grading Period/End First Semester (40 class days / 87 class days / 1 P/T Conf first semester)

Christmas Break – No Classes

First Day Third Grading Period/Second Semester

Professional Day – No Classes

Martin Luther King Jr. Day Holiday (Campus Closed)

Evening Parent/Teacher Conferences

Parent/Teacher Conference Day – No Classes

Presidents’ Day Holiday (Campus Closed)

End Third Grading Period (44 class days / 1 P/T Conf)

Spring Break – No Classes

Begin Fourth Grading Period

Good Friday Holiday (Campus Closed)

Professional Days – No Classes

End Fourth Grading Period/Second Semester (42 class days / 86 class days / 1 P/T Conf second semester)

Memorial Day Holiday (Campus Closed)

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

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.
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)
Project Lead the Way

Oklahoma Department of Education
Oklahoma Board of Cosmetology
Oklahoma Board of Nursing
Oklahoma Dept. of Human Services

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 as a reference to questions that may arise during the school year.

www.pioneertech.edu

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 Kahle Goff (580)718-4297 or Pam Dickerson (580)718-4295, Co-compliance Officers.
PIONEER TECHNOLOGY CENTER

BUSINESS & INDUSTRY SERVICES STAFF
Adult Training & Development Coordinator/Compliance Officer ............................................. Pam Dickerson
Adult Training & Development Registrar .................................................................................. Linda Jones
Adult Training & Development Secretary .................................................................................. Marcie Close
BIS Coordinator—Agriculture Business Management ................................................................. Jeff Lockett
BIS Coordinator—Bid Assistance .................................................................................................. Dawn Brakey
BIS Coordinator—Industrial ......................................................................................................... Johnny Thornburg
BIS Coordinator—Outreach ........................................................................................................... Sylvia Urioste
BIS Coordinator—Small Business Management .......................................................................... Robert Howard
BIS Registrar ................................................................................................................................. Shelly Emmel
BIS Secretary .................................................................................................................................. Diane Griffin
Manufacturing Extension Agent .................................................................................................... Brian Lane
Safety Instructor .............................................................................................................................. Mason Parker
Safety Instructor .............................................................................................................................. Matthew Parker
Safety Instructor .............................................................................................................................. Carl Storm
Self-Employment Training & Incubator Manager ........................................................................ Bonnie Cook

FACULTY
Adult Basic Education Coordinator/Instructor .............................................................................. Wendy Terrazas
Automotive Service Technology Instructor .................................................................................... Kyle Renfrow
Biomedical Sciences Academy Instructor ...................................................................................... Mia Sweetman
Business and Information Technology Education Instructor .......................................................... Zac Ladner
Business and Information Technology Education Instructor .......................................................... Dana Pulley
Construction Technology Instructor .............................................................................................. James Kirkendall
Cosmetology Instructor .................................................................................................................. Kayla Randol
Culinary Arts Instructor .................................................................................................................... Brenda Pollak
Early Care and Education Instructor ............................................................................................... Vicki Braden
Fleet and Facilities Maintenance Instructor ..................................................................................... Steve Bookout
Health Careers Certification Instructor ............................................................................................. Brenda Bennett
Health Careers Certification Instructor ............................................................................................. Beth Frantz
Health Careers Certification—Medical Assisting Instructor ............................................................ Renae Orr
Machine Tool Technology Instructor .............................................................................................. Jared McMarten
Mathematics Instructor .................................................................................................................... Ryan Burkett
Industrial Technology Instructor ...................................................................................................... Richard Reese
Practical Nursing Instructor ............................................................................................................. Marie Roggow
Practical Nursing Instructor ............................................................................................................. Kathryn Sullins
Practical Nursing Instructor ............................................................................................................. Ginny Veal
SHARE Instructor/Coordinator ........................................................................................................ Karl Lynes
SHARE Instructor .............................................................................................................................. John Munger
Welding Technology Instructor ......................................................................................................... Ted Rowe

STUDENT SERVICES STAFF
Counselor/Student Services Coordinator ...................................................................................... Lori Evans
Career Development Facilitator ........................................................................................................ Whitney Edens
Administrative Assistant .................................................................................................................. Karen Ware
Academic Center Coordinator ............................................................................................................. Sheila Foxworthy
Learning Consultant .......................................................................................................................... Nancy Jones
Learning Consultant ............................................................................................................................. Lacey Smith
STAFF

Administrative Assistant/Finance ................................................................. LaNell Reed
Assistant Finance Director/Activity Fund Custodian ........................................ Mary Field
Bookstore Manager/Activity Fund Clerk ........................................................ Erin Mercer
Bus Driver/Custodian ................................................................................... Jay Hoogendoorn
Bus Driver/Custodian .................................................................................. Lisa Maupin
Bus Driver/Custodian ................................................................................... Connie Steele
Bus Driver/Custodian/Fleet Maintenance ....................................................... James Page
Bus Driver/Custodian/Inventory ................................................................... Debbie Johnstone
Bus Driver/Maintenance .............................................................................. Keith Burge
Communications & Marketing Coordinator .................................................. Terri Busch
Communications & Marketing Specialist ....................................................... TBD
Culinary Arts Production Coordinator ......................................................... Lori Brown
Culinary Arts Kitchen Assistant ................................................................. Melody Denke
Custodian (Evening) ...................................................................................... Brenda Costello
Custodian (Evening) ....................................................................................... Jim Kelly
Early Care Child Care Center Coordinator ................................................... Lora Walton
Early Care Kitchen Assistant ................................................................ ...... Holly Farmer
Early Care Lab Teacher ................................................................................ Danielle Cross
Early Care Lab Teacher ................................................................................ Amanda Jurina
Early Care Lab Teacher ............................................................................... TBD
Financial Aid Officer ..................................................................................... Lisa Jackson
Full-Time Programs Registrar/GED/HSE Examiner .......................................... Janice Karnish
Grounds/Maintenance (Part-Time) ................................................................. Kenny Karnish
Human Resources Manager/Administrative Assistant .................................... Allison Christy
HVAC Technician/Maintenance .................................................................... Russell Hollingsworth
Assistant Plant/Facilities Coordinator .............................................................. Jason Kubik
Network Administrator .................................................................................. Kevin Bell
Network Administrator ................................................................................... Scott Overman
New Beginning Coordinator ...................................................................... Wendy Burg
Plant/Facilities Coordinator .......................................................................... Michael Orr
Receptionist ..................................................................................................... Britny Cranford
Teaching Assistant—Business and Information Technology Education ........... Stephen Gory
Teaching Assistant—Cosmetology .................................................................. Vicki Mallory
Teaching Assistant/Cook—Culinary Arts ....................................................... Mandy Farmer
Teaching Assistant/Health Programs Secretary ............................................. Nancy Stevenson
Teaching Assistant—Practical Nursing/Medical Assisting ............................... LaRhonda Rudd
Teaching Assistant—SHARE ...................................................................... Fae Rabb
Teaching Assistant—SHARE ....................................................................... Celestine Hardiman
Teaching Assistant—Trade & Industry ............................................................. Steve Correll
Teaching Assistant—Trade & Industry ............................................................. Cindy Ivie
Teaching Assistant—Trade & Industry ............................................................. Art Kirchenbauer
High School Students—All high school students shall be enrolled through a cooperative effort of the sending comprehensive high school and the area CareerTech center except in such cases where the student has provided sufficient evidence that s/he is pursuing an alternative education plan in accordance with 1981 O.S. 70-10-105.

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

Students Under Age 18 without a High School Diploma or High School Equivalent (HSE)—Students under age 18 who have dropped out of high school or are at-risk of dropping out may be eligible to enroll with the high school student classification in both PTC SHARE and PTC Career Tech courses.

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

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

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

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

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

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

ADULT BASIC EDUCATION/HIGH SCHOOL EQUIVALENCY CLASSES

Pioneer Technology Center sponsors HSE classes. Classes are held Monday-Thursday from 8:30-11:30 a.m.; 12:30-3:30 p.m.; and Monday or Wednesday evenings from 5:00-8:00 p.m. There is no cost for the program and individuals may enroll by contacting the PTC ABE/HSE coordinator at (580) 718-4264. Pioneer Technology Center is a certified HSE/GED examination site. There is a fee for each section of the HSE assessment. Questions regarding costs or scheduling of assessments should be directed to the HSE/GED Examiner at (580) 718-4280.

REQUIREMENTS FOR CONTINUING ENROLLMENT

The voluntary entrance of a student into Pioneer Technology Center means that the student also voluntarily assumes obligations of academic performance and personal behavior according to the rules and regulations stated in the student handbook. A student is expected to make satisfactory academic progress toward completion of his/her course of study in order to be eligible for continuing enrollment. Satisfactory academic progress (SAP) is based on both qualitative and quantitative measures. A student who fails to make satisfactory academic progress may not be permitted to continue enrollment in the same course of study. Exceptions may be granted with the recommendation of the program instructor and approval by the Instructional Director. The student may change, with the permission of the Instructional Director(s), to another course of study, provided space is available and the program meets the student’s occupational/career goals. 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 80% 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 80% attendance.

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade Points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>4</td>
<td>90 - 100%</td>
</tr>
<tr>
<td>B</td>
<td>Excellent</td>
<td>3</td>
<td>80 - 89%</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
<td>70 - 79%</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>1</td>
<td>60 - 69%</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
<td>Below 60%</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit</td>
<td>0</td>
<td>0 - 59%</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdraw</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>Pass (Career Major)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AP</td>
<td>Advance Placement</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PRACTICAL NURSING GRADING SYSTEM

Evaluation of students’ comprehension and performance is ongoing and utilizes methods that include skills laboratory check-offs, critical skills demonstrations, clinical performance ratings, assignments, quizzes, and examinations. The following letter grades will appear in the student’s permanent record:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade Points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Outstanding</td>
<td>4</td>
<td>94 - 100%</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>3</td>
<td>87 - 93%</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
<td>80 - 86%</td>
</tr>
<tr>
<td>D</td>
<td>Unsatisfactory</td>
<td>1</td>
<td>70 - 79%</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
<td>0 - 69%</td>
</tr>
</tbody>
</table>

(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.)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade Points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>Unsatisfactory</td>
<td>1</td>
<td>70 - 79%</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
<td>0 - 69%</td>
</tr>
</tbody>
</table>

Note: This grading scale is used for transcripting advanced placement courses.

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 in which s/he is enrolled.
TUITION/FEES/STUDENT FINANCIAL AID

TUITION AND FEES – 2016-2017

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 high school (secondary) students has been established by the Oklahoma State Board of Career and Technology Education for 2016-2017 at $13,026.00 (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)

<table>
<thead>
<tr>
<th>Resident (in PTC District)</th>
<th>Nonresident (out of PTC District; in Oklahoma)</th>
<th>Out-of-State (out of Oklahoma)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2.00 per hour</td>
<td>$4.00 per hour</td>
<td>$8.00 per hour</td>
</tr>
</tbody>
</table>

TUITION PAYMENTS

A payment agreement will be generated for the purpose of establishing a timeline of tuition payments. Nonpayment may result in the student being dropped from class and/or a HOLD being placed on the student’s records.

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=1,005 hours—If, after 1,005 hours of enrolled instructional time has been offered, the student needs an additional 200 hours to complete the Career Major, a resident student will be charged an additional $400 (200 X $2.00); a nonresident student will be charged an additional $800 (200 X $4.00); an out-of-state student will be charged $1,600 (200 X $8.00).

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

INSTITUTIONAL REFUND

If a student withdraws from school after enrolling in a full-time program, a refund of tuition will be made according to PTC school board policy FDBA. This policy will not be used for students receiving Title IV federal aid. The federally mandated return of Title IV funds calculation will be utilized for that category of students. The Tuition Fees (Refund) Policy is provided in Appendix A. (Reference policy FDBA).

BOOKS AND SUPPLIES

Costs for books and supplies vary by Career Major. A complete list of books and supplies is available from the Bookstore Manager and on the Pioneer Technology Center website (www.pioneertech.edu). Bookstore charges funded through a financial assistance plan must be completed within the first two weeks of training.

STUDENT ACTIVITY FEE

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

UNIFORM FEE

A uniform fee may be required depending upon the enrolled program area. Costs are variable based upon program area requirements.
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. Additional financial aid and compliance information is available on the Pioneer Technology Center website: www.pioneertech.edu.

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

FINANCIAL AID 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.
Federal Work-Study
This program provides part-time jobs for students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student’s course of study.
Pell Grant
This is a federally funded grant program which provides funds for adult students to attend post-secondary education. Any post-secondary student may apply online at www.fafsa.ed.gov.
Veteran’s Vocational Rehabilitation
This program is for veterans who have a physical or mental disability that presents a handicap to employment. Assistance may include tuition, books and supply costs.

STATE PROGRAM(S)
Oklahoma Tuition Aid Grant Program (OTAG)
This is a federally funded program administered on the state level. A maximum of 75% tuition will be paid to those students who qualify for the maximum help. Applications should be submitted as early in the calendar year as possible (no later than March 1) because funds are awarded on a first come/first served basis. Students who have completed a Free Application for Federal Student Aid have automatically applied for OTAG since the state agency receives its information from the Central Processor.

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, Business and Professional Women’s Organization, and Beatty Foundation Trust (exclusively for recent Blackwell High School graduates). 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 are funded through generous donations by the Ralph Lester Trust and the Betty Huffman Memorial Education Fund, in addition to the monies raised annually by the Foundation. These scholarships vary in amounts and are awarded by the executive board of the Foundation in December. See the Financial Aid Officer for complete details.

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.

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

First Time Student Tuition Waiver
In May 2002, the Pioneer Technology Center Board of Education made another commitment to the residents of District #13. Qualifying graduates from any of PTC’s in-district high schools have the opportunity to attend school tuition free. Students may take advantage of this opportunity until the age of 21.
ELIGIBILITY FOR FINANCIAL AID PROGRAMS OFFERED BY PTC

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

1) Have a valid Institutional Student Information Report (ISIR);
2) Be a regular student enrolled in a program of at least 600 clock hours;
3) Be a U.S. citizen or eligible non-citizen. Eligible non-citizens may be required to furnish proof of their immigration status. The aid office will advise the student what type of documentation is needed;
4) Be in good standing and maintain satisfactory academic progress in the course of study s/he is pursuing according to the standards of PTC;
5) Not owe a refund on any grant, is not in default on any student loan, and has not borrowed in excess of loan limits under Title IV programs at any institution;
6) Agree to use all Title IV money received only for expenses related to study at PTC;
7) Have a valid social security number, except students from the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau;
8) Be registered with the Selective Service if required;
9) Have a high school diploma, HSE, home school affidavit, or have met the (ATB) ability to benefit requirements prior to July 1, 2012;
10) Is not simultaneously enrolled in an elementary or secondary school;
11) Certify, by signing a statement of Educational Purpose, that s/he will use federal student financial aid only to pay for educational costs;
12) Must not have any disqualifying drug convictions;
13) Have financial need, if applicable.

SATISFACTORY ACADEMIC PROGRESS (SAP)

All students at Pioneer Technology Center must be making satisfactory progress toward completion of their identified training goals. Therefore, in order for a student to remain eligible for federal financial aid, s/he must maintain Satisfactory Academic Progress (SAP). All students are considered to be making SAP at the time of enrollment. SAP is comprised of both qualitative and quantitative measures. A student is in compliance with Federal Student Aid SAP progress 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). 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 900-hour career major must be completed in 1350 hours (900 x 150% = 1350). 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 an academic plan; or 3) the student’s financial aid eligibility with be terminated. A student can regain eligibility by attending a minimum of 450 hours 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.
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. Teacher recommendation based on:
   - attitude / leadership / citizenship
   - behavior / personal appearance / ability to work well with others
4. Participate in at least one community service project
5. Minimum of Silver WorkKeys level
6. Maintain a "C" or above in all other classes during the current school year (no D's or F's)
7. 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 absences or fewer (three tardies/early outs will count as one absence)
3. Teacher recommendation based on:
   - attitude / leadership / citizenship
   - behavior / personal appearance / ability to work well with others
4. Participation in at least one community service project
5. Minimum of Silver WorkKeys level
6. 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. Teacher recommendation based on:
   - attitude / leadership / citizenship
   - behavior / personal appearance / ability to work well with others
5. Participate in at least one community service project
6. Minimum of Silver WorkKeys level
7. 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. The installation ceremony will be held in the spring semester of each school year.

SUPERINTENDENT’S & DIRECTOR’S HONOR ROLLS

The Superintendent’s and Director’s Honor Rolls are awarded 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.
GUARANTEED GRADUATES

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

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

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

- Verification of HS Diploma or High School Equivalent
- Completion of all Career Major course requirements
- Recommendation from teacher
- 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/LICENSEING EXAMINATIONS AND FEES

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

Pioneer Technology Center will reimburse the student for one examination or one fee per certification or license. Each student will be limited to two (2) certifications or licenses or a total accumulated assistance of $100 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 360 hours of full-time instruction;
2. Student must meet the requirements of the PTC attendance policy;
3. Student must have a grade of B or better in the represented career major;
4. Student must pass an instructor administered pre-test at 80% or better;
5. Student must complete application for assistance and have signature of instructor recommending him/her to take the certification or licensure test.
CAREERTECH STUDENT ORGANIZATIONS (CTSO)

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

- BPA (Business Professionals of America)
- HOSA (Future Health Professionals)
- FCCLA (Family Career & Community Leaders of America)
- SkillsUSA
- Business Students
- Health and Biomedical Science Students
- Early Care & Education and Culinary Arts Students
- Trade & Industry Students

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 and Oklahoma State University Institute of Technology. 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 Academic Center.

WORKKEYS

WorkKeys is a required part of PTC Career Majors and is a component of the Academic 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.

EMPLOYMENT TRAINING ACTIVITIES (ETA)

Pioneer Technology Center students are encouraged to experience “life in the workplace” through worksite learning opportunities. A student must meet the following requirements before s/he can be 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 for which s/he trained.
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.
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. **Pioneer Technology Center does not insure students.** If you do not have a family health and/or accident policy, please consider obtaining one.

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.

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.

FIRE DRILLS

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

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

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

TORNADO WARNING

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

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

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

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

INTRUDER ALERT

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.

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.
STUDENT ATTENDANCE/BEHAVIOR EXPECTATIONS

ATTENDANCE POLICY

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. Students should plan to attend Pioneer Technology Center according to the calendar published in the front of this handbook. Students are expected to attend PTC even if the partner school district in which they reside is not in session.

Students having less than 80% 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 80% 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 partner school for secondary students who have less than 80% attendance. Students who receive “No Credit” resulting from failure to attend may be ineligible for continued enrollment.

Secondary students will be allowed to be absent from the classroom to participate in authorized school-related activities (partner high school and Pioneer Technology Center). Verified absences due to school activities will not be counted against student attendance. School activity absences will not be counted in the accumulated hours present as shown on the permanent records.

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 School Messenger to all students via a preferred delivery method (i.e. phone, text, email). If there is no announcement regarding campus closure, PTC is open and students are expected to attend. In the event that Pioneer Technology Center is open and a partner school district is closed due to weather/road conditions, PTC will not run bus transportation to/from that district and high school students are not expected to attend.

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

LEAVE OF ABSENCE

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

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

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

RELEASE FROM CLASS/LEAVING CAMPUS

Under no conditions will any student leave the PTC campus during scheduled class times without gaining the instructor’s permission and signing out in the Full-Time Programs Office. High school students will not be allowed to leave campus until parent/guardian contact is made.
STUDENT CODE OF CONDUCT
All students are expected to act with due consideration for the rights and needs of others. Appropriate language, grooming, dress, and conduct of good taste are essential qualities of successful employees; therefore, only the best is expected of Pioneer Technology Center students.

The goal of the PTC disciplinary policy is to promote adherence to the policies and regulations of the district and to correct misconduct. Pioneer Technology Center, in order to provide quality education for all students, will not tolerate disruptive acts that would interfere with the tranquility of the school, the safety of students or the damaging of property. Students, while enrolled in Pioneer Technology Center, shall be under the supervision of, and accountable to, school personnel. 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 teacher has the responsibility and authority to establish a classroom atmosphere that is 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 in trips and activities.

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

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

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

APPROPRIATE SCHOOL ATTIRE
Appropriate attire (dress) and grooming are based on business and industry expectations. (Midriff tops; halter tops; tank tops; low cut tops; shorts; dresses/skirts above the knee; exposed undergarments; trench coats; 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 are not appropriate school attire.) 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, furnishings, 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, discrimination or bullying (including hazing) of any kind. Harassment, discrimination or bullying complaints will be treated with confidentiality and urgency. Kahle Goff, Instructional Director and Pam Dickerson, AT&D Coordinator are the designated Co-Compliance Officers; however, complaints may be taken to any Pioneer Technology Center employee. Policies related to harassment/discrimination and complaint procedures are included in Appendix A. (Reference policies, FNCC, FNCD-P, FNCD-R, FO, GJ-A, and GJ-P in Appendix A of this handbook.)

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

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

TOBACCO POLICY
Pioneer Technology Center is a "SMOKE-FREE AND TOBACCO-FREE ENVIRONMENT"
The use of any tobacco products and the use or possession of simulated tobacco products is specifically prohibited on the Pioneer Technology Center campus, which includes buildings, land and vehicles used by the school.
NOTE: The term “Tobacco Products” includes all forms of tobacco, but is not limited to cigarettes, cigars, pipes, chewing tobacco, snuff and all other forms of tobacco prepared in such a manner to be suitable for spit tobacco use, smoking, or both. This term also includes herbal tobacco products, simulated tobacco products that imitate or mimic tobacco products, including but not limited to e-cigarettes, “vapes”, cloves, bidis and kreteks. (Reference policy CKDA in Appendix A of this handbook; see also pg. 20—Legal Substances.)

POSSESSION OR SALE OF 3.2 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 a controlled dangerous substance, 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 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. 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 CENTER. ***

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 parking lot is the designated parking for all students; students are not allowed to park in any other locations on campus. Vehicles must be promptly parked upon arrival and not moved until the end of the class session. Students are not to be in the parking lot during class hours.

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

NO EXPECTATION OF PRIVACY

Students have no reasonable expectation of privacy from school administrators or teachers. School personnel shall have access at any and all times to any vehicle on school property. Locked containers 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. *(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 in the educational programs or activities which it operates.

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

CO-COMPLIANCE OFFICERS
Kahle Goff, Instructional Director  
2101 N. Ash Street  
Ponca City, OK 74601  
(580) 718-4297  
kahleg@pioneertech.edu

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

ACCESSIBLE FACILITIES
Pioneer Technology Center is situated on 40 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.

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 the facts before the appropriate administrator or teacher. 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 Kahle Goff, Instructional Director or Pam Dickerson, AT&D Coordinator.
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;
   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 Directors of Instruction are the only persons authorized to determine what is and what is not a part of the Cumulative Record.

4. Under no circumstance will any teacher, counselor, or administrator reveal any information concerning any student attending Pioneer Technology Center, except as is permitted by the Family Education Rights and Privacy Act (FERPA) of 1974. (See Title 70, Oklahoma Statutes, Section 7-115.)

5. The Full-Time Programs Registrar (under the supervision of the Directors of Instruction) is responsible for the storing, filing, distribution, certification, and maintenance of all student records.

6. All student Cumulative Records are private by their nature and accordingly are not subject to the provision of the Public Record Act of Oklahoma (Title 51, Oklahoma Statutes, and Section 24.)

7. The destruction of student records is not subject to the provision of Title 70, Oklahoma Statutes, Section 5-122, and accordingly will be effected at the discretion of the Directors of Instruction.

DIRECTORY INFORMATION

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

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

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 Instructional Director. The hearing shall be conducted promptly by the Instructional Director. 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 Instructional Director; 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 Instructional Director 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.
**Drug Abuse & Prevention Program Information**

**Statement on Substance Abuse Policy**

The Pioneer Technology Center school district prohibits the unlawful manufacture, consumption, distribution, dispensation, possession, OR use of controlled, dangerous substances (including 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 the district’s Substance Abuse Policy. Penalties may include one or more of the following:
- suspension;
- dismissal; and/or
- legal action including local, state, and federal prosecution.

**Student Responsibilities**

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

**Instructor and Instructional Director Responsibilities**

1. Instructors will be aware of and report to the Instructional Director reasonable suspicion that a student is under the influence of, in possession of, or distributing a controlled substance.
2. Instructional Directors will determine violations of the Substance Abuse 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 under the age of 18. Giving cigarettes or tobacco in any form to a minor under the age of 18 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.
WARNING SIGNS OF SUBSTANCE ABUSE

**Physical Signs**
- poor coordination
- slurred speech
- incoherent speech
- bloodshot eyes
- pinpoint pupils
- extreme sleepiness
- hyperactivity
- short attention span
- cannot concentrate
- memory lapses
- inattention to grooming
- poor hygiene
- unhealthy appearance
- weight loss
- weight gain
- persistent runny nose

**Behavioral Signs**
- low motivation
- low self-esteem
- inappropriate anger
- mood swings
- secretive attitude
- tardiness
- absenteism
- personality change
- change in friends
- drop in grades
- incomplete assignments
- forgetfulness
- irresponsible actions
- frequent rule breaking
- refusing to communicate

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

DANGEROUS EFFECTS OF CONTROLLED SUBSTANCES

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

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

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

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

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

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

**DRUG ADDICTION TREATMENT**

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

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

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

ACCESS TO CAMPUS FACILITIES
Pioneer Technology Center sits on 40 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 web sites to enable its campus community access to information about registered sex offenders:

www.doc.state.ok.us/DOCS/offender_info.htm  www.poncacityok.com/dept_index.htm

Computer resources and assistance are available through an Instructional Director.
# CAMPUS CRIME STATISTICS

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 NOTE: The complete Campus Security Report is posted to the Pioneer Technology Center website (www.pioneertech.edu). The report is updated annually on October 1.
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CKDA—Smoking and Tobacco Free Campus
EFBCA—Network Systems & Internet Acceptable Use
EFBCB—Internet Safety
FDBA—Tuition Fees
FFAB—Immunizations, Students
FFACA—Medication, Administering to Students
FFFF-R1—School Bus Program (Regulations)
FLE—Transfer and Release of Confidential Information
FNCA-R—Student Conduct, Dress Code
FNCC—Hazing
FNCD-P—Bullying (Investigation Procedures)
FNCD-R—Prohibiting Harassment, Intimidation and Bullying (Regulation)
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FNCGA—Weapons-Free Schools
FNG—Electronic Communication Devices
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FO-R4—Student Discipline
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*CONTACT INFORMATION*

Pioneer Technology Center Campus.................................580.762.8336
Pioneer Technology Center Toll Free Number .............1.866.612.4782

Extensions:
  Attendance/Registrar ..................................................280
  Counselor ........................................................................313
  Financial Aid.................................................................228
  Instructor ........................................................................____
  Instructor’s Direct Number .......................................580.718.____
  Instructional Director .....................................................____
Pioneer Technology Center Fax..............................................580.762.1175

Instructor’s E-mail Address........ ________________@pioneertech.edu
Pioneer Technology Center Website .................www.pioneertech.edu
PTC Financial Aid Institution Code..........................011206

*NOTES*
CKDA—TOBACCO USE

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 kretks.
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. 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 student to gain access to the Technology Center system, the student’s parent or guardian must be provided a copy of the Internet Acceptable Use Policy and sign the Internet Access Agreement requesting that their child be given Internet access under the terms and conditions described in this policy. Parents may withdraw their consent at any time. There is, however, a wide range of information available through the internet which either is not appropriate for access by minors, has no educational value or does not meet with the particular values of the families of the student. The technology center’s system and internet acceptable use policy contains devices and restrictions on use intended to prevent access to inappropriate material or information. It is impossible for the technology center to guarantee that students will not be exposed to inappropriate material through their use of the internet. The technology center believes that parents bear primary responsibility for communicating acceptable behavior and family values to their children. The technology center encourages parents to discuss with their children what material is and is not acceptable for their children to access through the technology center system.

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. All 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.** The Technology Center has taken available precautions, including but not limited to enforcing the use of filters that block access to obscenity, child pornography and other materials harmful to minors. However, on a global network, it is impossible to control all material and an industrious user may obtain access to inappropriate information or materials. The Technology Center firmly believes that the value of the information and interaction available on the Internet far outweighs the possibility that students and employees may procure material which is not consistent with our educational goals.

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:

(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.

9. **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.

10. **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.**
EFBCB—INTERNET SAFETY

Introduction
It is the policy of Pioneer Technology Center to:
   (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic
       mail, or other forms of direct electronic communications;
   (b) prevent unauthorized access and other unlawful online activity;
   (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
   (d) 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.

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:

   a. The standards and acceptable use of Internet services as set forth in the Pioneer Technology Center’s Internet Safety Policy;
   b. Student safety with regard to:
      i. safety on the Internet;
      ii. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
      iii. cyberbullying awareness and response.
   c. 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.
FDBA—TUITION FEES

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

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

ADULT TRAINING AND DEVELOPMENT PROGRAMS

Tuition and Refunds

1. Upon request, enrollments are refunded less $10.00, if the student cancels enrollment before the second class meeting. (This does not apply to 1 day or 3 hour courses). No refunds will be issued after the second class meeting, whether or not the student attends any classes. Special circumstances may be considered and will be at the discretion of the school administration (i.e. natural disaster, death of spouse, severe illness, etc.)

2. Tuition for out-of-district post-secondary students is double that of in-district students; however, out-of-district students may enroll with the following options: (1) they may pay double tuition and be assured of enrollment in the program; or, (2) they may choose to wait until one week prior to class starting and enroll at in-district rates only after the in-district needs have been met and if space is available.

3. If, one week prior to the beginning of class, space is available, the district is authorized to provide free tuition for full-time employees, board members, spouses and dependent children of full-time employees or board members desiring to attend Pioneer Technology Center courses. Full-time employees of sending school districts may attend courses for one-half of normal tuition rates. District employees, board members, and full-time employees of sending schools who receive this benefit are responsible for the cost of books and other non-tuition fees. Note: A PTC full-time employee, board member, spouse or dependent can guarantee a seat in any “high” demand course by paying for ½ of the tuition fee.

4. Pricing may be adjusted for special programs, promotions and referrals.

FULL-TIME PROGRAMS

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

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 five days of the defined payment period. After the fifth day of the defined payment period, there will be no refund for that period. (Note: Signing a withdrawal form will constitute formal withdrawal from school.)

   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 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.

2. **Pro Rata Refund of Tuition (Federal Financial Aid Recipients)**

The following applies to pro rata refunds for students who are attending Pioneer Technology Center, receive federal student aid and withdraw before completing more than 60% of the payment period for which they have been charged tuition. The calculation for a refund will be based upon the following:

A. The last day of attendance and the total number of class hours they could have completed.

B. The total number of hours they could have completed divided by the total hours in the payment period to obtain a percentage of clock hours completed. **NOTE:** If the student has completed more than 60% of the hours, this refund policy would not apply. The institutional refund policy would apply as described above.

C. If it is determined that the student is due a pro rata refund, the federally mandated formula will be used to determine the amount to be returned to the federal programs. At Pioneer Technology Center, the first priority refund will be to the Federal Pell Grant program.

For the purpose of this policy, out-of-district students are those who do not currently reside within the Pioneer Technology Center taxation district.
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
FFACA—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
   F. name of pharmacy

   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 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.

2. **Self-administration** means a student’s use of medication pursuant to prescription or written direction from a physician.

3. 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
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.
FLE—TRANSFER AND RELEASE OF CONFIDENTIAL INFORMATION

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

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

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

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

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

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.
FNCA-R—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. (Midriff tops; halter tops; tank tops; low-cut tops; shorts; dresses and skirts above the knee; exposed undergarments; trench coats; 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 are not appropriate school attire.) 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.
FNCC—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.
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
“Bullying” means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or 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, 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 harassment, intimidation, and bullying or threatening behavior, 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 or his/her designee shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.

4. The compliance officer(s) shall make a determination as to whether the conduct is actually occurring. 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.

5. Upon completion of the investigation, the compliance officer(s), 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 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.

7. Upon completion of an investigation, timely notification shall be provided to 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 within twenty-four (24) hours of any report of bullying. Upon completion of an investigation, the compliance officer(s) should notify the superintendent or his/her designee of the findings of the investigation. Documentation should also be provided to the superintendent or his/her designee to establish that timely notification was provided to the parents of the victim and the parents of the perpetrator.
FNCD-R—PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING (REGULATION)

The Pioneer Technology Center 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 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 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 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 harassment, intimidation, and 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.

    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**

**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 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 bullying. Employees, whether certified or noncertified, shall encourage students who tell them about acts that may constitute intimidation, harassment, 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 harassment, intimidation, or 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.

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.

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.

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. The policy will be included in all student and staff handbooks.
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 receipt of 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.
FNGCA—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.

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."

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.

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.
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.
FO—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.
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.
STUDENT CONDUCT, BEHAVIOR AND DISCIPLINE (Cont.)

5. Unlawful use, possession, distribution, sale, or trade of drugs, alcohol, or controlled substances, or any substance or material believed to be drugs, alcohol or controlled substances, 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):

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;
STUDENT CONDUCT, BEHAVIOR AND DISCIPLINE (Cont.)

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 controlled substances; (policies FO-R4, FNCE)
30. Possession or distribution of a controlled dangerous substance, as defined in the Uniform controlled Dangerous Substances Act; (see policy FNCE)
31. Possession of illegal and/or drug related paraphernalia;
32. Profanity;
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.
STUDENT CONDUCT, BEHAVIOR AND DISCIPLINE (Cont.)

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 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.
STUDENT CONDUCT, BEHAVIOR AND DISCIPLINE (Cont.)

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.

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

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.

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.

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
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
FO-R4 - STUDENT DISCIPLINE
POSSESSION OF ALCOHOLIC BEVERAGES OR
CONTROLLED DANGEROUS 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 alcoholic beverages or controlled dangerous substances.

   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.

**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, alcohol, controlled substances, hallucinatory drugs, marijuana, steroids, glue, paint, or materials expressly prohibited by federal, state, or local law.
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.
GJ-A – SEXUAL or OTHER HARASSMENT

State and federal law specifically prohibit sexual harassment of employees and students in connection with their employment by or enrollment in Pioneer Technology Center ("PTC"). This policy will set forth the rules and regulations to be followed by all students, employees and board members of PTC with regard to the issue of sexual harassment:

1. “Employee” means any person who is authorized to act in behalf of PTC, whether that person is acting on a temporary or permanent basis, with or without being compensated, or on a full-time or part-time basis and including board members and school volunteers.

2. “Student” means any person who is enrolled in any school or program of PTC.

3. Any student or employee of this school district who wishes to file a sexual harassment grievance against another student, an employee or third party vendor of the district may file a written or oral, if recorded, complaint with the compliance officer(s). The compliance officer taking the complaint will document the time, place, complainant, and incident for investigation.

4. In the case of an employee of PTC, “sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature by one employee towards another employee which:
   a. is made an explicit or implicit term or condition of an employee’s employment, or
   b. is used as a basis for employment decisions affecting that employee,
   c. has the purpose or effect of unreasonably interfering with an employee’s work performance, or creating an intimidating, hostile or offensive working environment.

5. In the case of a student of PTC, “sexual harassment” includes all forms of unwelcome conduct of a sexual nature by a student, an employee or any third person towards a student. Age appropriate examples of the kinds of things that can constitute prohibited sexual harassment shall be communicated to the students.

6. All students, employees and board members are strictly prohibited from engaging in any form of sexual or other harassment of any student, employee, applicant for employment, vendor representative or patron of PTC. Any employee engaging in sexual harassment is subject to disciplinary action, including but not limited to suspension, demotion, forfeiture of pay or benefits (as permitted by law) and termination. Such penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents.

7. Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under PTC’s Student Discipline Code for secondary or adult students.

8. Any employee or student who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment shall immediately report all such incidents to the superintendent, administrator, coordinator, counselor, or any board member of PTC. If the report of an incident needs to be made after normal school hours, the above listed individuals may be contacted at home. It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full, complete and immediate reporting of such prohibited activities any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of any of the above designated persons. All such reports should state the name of the alleged harassing student, employee or board member, the person(s) being harassed, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to a full report and investigation of the matter.
Sexual or Other Harassment (Cont.)


10. The superintendent, administrator, coordinator, counselor, teacher or any board member of PTC, upon receiving a report (formal or informal) of sexual harassment shall do the following as quickly as reasonably possible:

   a. obtain an oral or written statement, from the individual who is alleged to have been sexually harassed 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 harasser, 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;

   b. take reasonable and age appropriate, effective steps to separate and protect the individual who is allegedly being sexually harassed from the alleged harasser, until the matter can be fully investigated and the appropriate remedial steps taken;

   c. keep the individual who is allegedly being sexually harassed 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;

   d. conduct a full and complete investigation, to the extent reasonably possible and appropriate to the age of those involved, regarding the alleged sexual harassment, which would include, but not be limited to, interviewing the individual allegedly harassed, any witnesses, review of any supporting documents, and interviewing the alleged harasser;

   e. 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 harassment and prevent a reoccurrence, including but not limited to, as to employees, suspension, demotion, forfeiture of pay or benefits (as permitted by law), termination or reassignment. Students will be disciplined according to the PTC student conduct behavior and discipline policy which includes suspension and/or dismissal.

   f. If it is determined that the complaint is not sexual harassment, the compliance officers shall review the complaint for violations of policy GJ-P Grievance Procedures for Filing, Processing and Resolving Discrimination Complaints.

   g. If the Grievant or Respondent is not satisfied with the decision, he or she must notify the applicable compliance officer, 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.

   h. The applicable compliance officer 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.

   i. The Board will act as an appellate body by reviewing the decisions and the oral and written evidence 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.
SEXUAL or OTHER HARASSMENT (Cont.)

11. During and after the investigation, confidentiality shall be maintained, as far as reasonably possible; provided however, nothing in this policy shall preclude public disclosure of any information of a personal or confidential nature during the course of any suspension, dismissal or non-renewal hearing or in any litigation.

12. It is PTC’s position that any person filing or complaining of sexual harassment or participating in any way in any investigation of a sexual harassment claim under this policy shall not be subjected to any form of reprisal, retaliation, intimidation or harassment. PTC will discipline or take appropriate action against any student, employee, agent or representative who is determined to have engaged in such retaliatory behavior.
GJ-P - GRIEVANCE PROCEDURE FOR FILING, PROCESSING
AND RESOLVING DISCRIMINATION COMPLAINTS

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

B. Grievant: Any person enrolled in or employed by PTC who submits a complaint alleging discrimination based on race, color, national origin, sex/gender, age, religion, disability or veteran status. Complaints related to 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 grievances in this paragraph, members of the public may also be potential grievants. 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 building principal or 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.

3. Filing and Processing Discrimination Complaints

A. The Grievant 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 application 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 Grievant 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 Grievant, 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 Grievant’s requested action; and (c) outline alternatives.
GRIEVANCE PROCEDURE FOR FILING, PROCESSING AND RESOLVING DISCRIMINATION COMPLAINTS (Cont.)

As to complaints of discrimination by students and school employees, the Compliance Officer(s) will disclose the complaint, the identity of the Grievant 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 Grievant 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 Grievant, 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 Grievant, Respondent and applicable Compliance Officer(s).

G. If the Grievant 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.

H. 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.

I. 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.


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

D. Representation: The Grievant and the Respondent may have a representative assist them through the grievance process and accompany them to any hearing.

E. Retaliation: No reprimands 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. Section 504 Due Process Procedures: For information concerning due process procedures under Section 504, the Grievant should contact the 504 Compliance Officer(s).
DISCRIMINATION GRIEVANCE COMPLAINT FORM

Name and Address of Charging Party (Grievant):

________________________________________________________

Date: __________________________________________________

Phone numbers where Grievant may be reached:

Home: ___________________________ Office: ___________________________

Cell: ___________________________ Other: ___________________________

Statement of grievance (please provide as detailed a statement as is possible and attach supplemental pages so that we may have a complete understanding of your concerns):

________________________________________________________________

________________________________________________________________

________________________________________________________________

Please identify any documents or other materials which support your grievance. If documents or materials are in your possession, please attach copies to this grievance. If documents are not in your possession, please indicate where they are located.

________________________________________________________________

________________________________________________________________

________________________________________________________________

Please identify what action or relief you are seeking as a result of this grievance.

________________________________________________________________

________________________________________________________________

Signature of Grievant

If, as a result of a disability, you need assistance in completing this form, please contact the District’s ADA Compliance Officer(s) or Superintendent for assistance or accommodation.