



Student Handbook

2018

www.pioneertech.edu

2019



PIONEER TECHNOLOGY CENTER

2018 – 2019 School Calendar

August 7, 2018, Tuesday	Evening – Back to School Night
August 10, 2018, Friday	First Day of School, First Grading Period
September 3, 2018, Monday	Labor Day Holiday (Campus Closed)
October 16, 2018, Tuesday	Evening Parent/Teacher Conferences
October 17, 2018, Wednesday	Parent/Teacher Conference Day – No Classes
October 18 & 19, 2018, Thursday & Friday	Student Fall Break – No Classes
October 22, 2018, Monday	First Day Second Grading Period
November 1, 2018, Thursday	Evening – Advisory Committee Banquet
November 9, 2018 Friday	Professional Day – No Classes
November 21 – 23, 2018, Wednesday - Friday	Thanksgiving Holiday (Campus Closed)
December 20, 2018, Thursday	End Second Grading Period/End First Semester
December 24, 2018 thru Jan. 4, 2019	Christmas Break – No Classes
January 7, 2019, Monday	First Day Third Grading Period/Second Semester
January 18, 2019, Friday	Professional Day – No Classes
January 21, 2019, Monday	Martin Luther King Jr. Day Holiday (Campus Closed)
February 11, 2019, Monday	Evening Parent/Teacher Conferences
February 15, 2019, Friday	Parent/Teacher Conference Day – No Classes
February 18, 2019, Monday	Presidents’ Day Holiday (Campus Closed)
March 15, 2019, Friday	End Third Grading Period
March 18– 22, 2019, Mon. – Fri.	Spring Break – No Classes
March 25, 2019, Monday	Begin Fourth Grading Period
April 19, 2019, Friday	Good Friday Holiday (Campus Closed)
May 22, 2019, Wednesday	End Fourth Grading Period/Second Semester
May 27, 2019, Monday	Memorial Day Holiday (Campus Closed)
Inclement weather make-up days: May 23-24, 28-31, 2019	

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.

BOARD OF EDUCATION

Larry Buck
Clerk
Ponca City, Oklahoma

Mary Rigdon
Vice President
Newkirk, Oklahoma

Orva Rothgeb
President
Tonkawa, Oklahoma

Gay Norris
Member
Ponca City, Oklahoma

J.D. Soulek
Deputy Clerk
Nardin, Oklahoma

ADMINISTRATIVE STAFF

Traci Thorpe
Superintendent/CEO

Molly Kyler
Executive Director, BIS

Mary Allan
Instructional Director

Kahle Goff
Executive Director, FTP

Stacey Rush
Chief Financial Officer

Kendra Keelin
Instructional Director

Dr. Ryan Burkett
Instructional Director

MISSION STATEMENT

ENHANCING LIVES/SECURING FUTURES

ACCREDITING AGENCIES

Oklahoma State Board of Career & Technology Education

United States Department of Education

National Association for the Education of Young Children

National Automotive Technicians Education Foundation

Southern Region Education Board (Technology Centers That Work)

Oklahoma Department of Education

Oklahoma Board of Cosmetology

Project Lead the Way

Oklahoma Dept. of Human Services

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

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 (www.pioneertech.edu) as a reference to questions that may arise during the school year. Please note that student handbook policies are subject to review and change by PTC Board of Education at any time. Therefore, PTC Board of Education policy supersedes student handbook policy.

Pioneer Technology Center (2101 N. Ash, Ponca City, OK 74601) does not discriminate on the basis of race, color, national origin, sex/gender, age, religion, disability, or veteran status. For inquiries concerning the application of this policy contact either Karl Lynes (580) 718-4281 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 Thornburgh
BIS Coordinator	Sylvia Urioste
BIS Coordinator - SBM/Incubator Manager	Robert Howard
BIS Coordinator - Leadership Development	Corbin Dewitt
BIS Coordinator - Entrepreneurial Services	Ben Evans
Safety Registrar.....	Shelly Emmel
BIS Administrative Assistant / Registrar	Diane Griffin
Manufacturing Extension Agent.....	TBD
Safety Instructor.....	Mason Parker
Safety Instructor.....	TBD
Safety Instructor.....	Carl Storm

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
Criminal Justice-Emergency Services Instructor	Tom Burg
Culinary Arts Instructor	Brenda Pollak
Emergency Services Instructor	Gary Vap
Fleet and Facilities Maintenance Instructor	Steve Bookout
Health Careers Certification Instructor	Brenda Bennett
Health Careers Certification Instructor	Amber Feaster
Health Careers Certification—Medical Assisting Instructor	Kelley McConnell
Machine Tool Technology Instructor	Jared McMartin
Mathematics Instructor	Erika Johnson
Industrial Technology / Pre-Engineering Instructor	Chuck Rector
Practical Nursing Instructor	TBD
Practical Nursing Instructor	Kathryn Sullins
Practical Nursing Instructor	Robbin Seymour
SHARE Instructor/Coordinator/Co-Compliance Officer	Karl Lynes
SHARE Instructor	John Munger
Teacher Preparation Instructor	Vicki Braden
Welding Technology Instructor	Ian Freeman

STUDENT SERVICES STAFF

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

PIONEER TECHNOLOGY CENTER STAFF

Administrative Assistant/Finance	LaNell Reed
Assistant Financial Officer/Activity Fund Custodian	Mary Field
Bursar/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	Steve Correll
Bus Driver/Custodian/Inventory	Debbie Johnstone
Bus Driver/Maintenance.....	Keith Burge
Communications & Marketing Coordinator	Terri Busch
Graphic Design/Marketing Specialist.....	Angela Ogden
Culinary Arts Production Coordinator	Lori Brown
Culinary Arts Kitchen Assistant	Melody Denke
Custodian (Evening).....	Tamara Ake
Custodian (Evening).....	Jim Kelly
Children’s Lab and Preschool Coordinator	Lora Walton
Children’s Lab and Preschool Kitchen Assistant	Kindal Eller
Children’s Lab and Preschool Teacher	Danielle Cross
Children’s Lab and Preschool Teacher	Amanda Jurina
Children’s Lab and Preschool Teacher	Chalyssa Nelson
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.....	Ashlee Logan
Teaching Assistant—Business and Information Technology Education	Holly Farmer
Teaching Assistant—Cosmetology.....	TBD
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.....	Tyler Evans
Teaching Assistant—Trade & Industry.....	Cindy Ivie
Teaching Assistant—Trade & Industry.....	Art Kirchenbauer

PIONEER TECHNOLOGY CENTER (PTC)
ADMISSION/PLACEMENT/WITHDRAWAL/GRADING
ADMISSIONS POLICY

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

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

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

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

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

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

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

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

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

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

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

ADULT BASIC EDUCATION/HIGH SCHOOL EQUIVALENCY CLASSES

Pioneer Technology Center sponsors HSE classes. Classes are held Monday-Thursday from 8:30-11:30 a.m.; 12:30-3:30 p.m.; and Monday or Wednesday evenings from 5:00-8:00 p.m. There is no initial cost for the program and individuals may enroll by contacting the PTC ABE/HSE coordinator at (580) 718-4319. Students exiting the program and desiring to re-enter may be assessed a re-enrollment fee. Pioneer Technology Center is a certified HSE/GED examination site. There is a fee for each section of the HSE assessment. Questions regarding costs or scheduling of assessments should be directed to the HSE/GED Examiner at (580) 718-4279.

REQUIREMENTS FOR CONTINUING ENROLLMENT

The voluntary entrance of a student into Pioneer Technology Center means that the student also voluntarily assumes obligations of academic performance and personal behavior according to the rules and regulations stated in the student handbook. A student is expected to make satisfactory academic progress toward completion of his/her course of study in order to be eligible for continuing enrollment. Satisfactory academic progress (SAP - See also pg. 10) is based on both qualitative and quantitative measures. A student who fails to make satisfactory academic progress may not be permitted to continue enrollment. Exceptions may be granted with the recommendation of the program instructor, approval by the Instructional Director, and Financial Aid officer, if applicable. A student who fails to attend class regularly or otherwise demonstrates a lack of appropriate concern for satisfactory academic progress and personal conduct will be dismissed from Pioneer Technology Center. A student may apply for reinstatement at the beginning of the new class or grading period.

CO-ENROLLMENT IN HS/ADULT CLASSES

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

WITHDRAWAL FROM PIONEER TECHNOLOGY CENTER

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

GRADING SYSTEM

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

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

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

PRACTICAL NURSING GRADING SYSTEM

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

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

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

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

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

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 – 2018-2019

Tuition for adult (post-secondary) students is based on the career major in which they are enrolled. Career majors that qualify for financial assistance range from 600 to 1500 hours. A \$25.00 (nonrefundable) enrollment fee is required of all enrolling adult students. This enrollment fee is not applied toward tuition costs. A complete list of career majors offered at Pioneer Technology Center is available from the Counselor and/or Financial Aid Officer. Tuition for nonresident / out-of-district high school (secondary) students has been established by the Oklahoma State Board of Career and Technology Education for 2018-2019 at \$12,522.00 (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)

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

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*. In addition to Pioneer Tech's refund policy, students receiving Federal and State financial aid are subject to the Federal and State financial aid refund policies as published by the Department of Education and the Oklahoma State Regents for Higher Education and referred to in the Consumer Information Guide. The Tuition Fees (Refund) Policy is provided in Appendix A. (*Reference policy FDBA*).

BOOKS / SUPPLIES / UNIFORMS

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

STUDENT ACTIVITY FEE

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

FINANCIAL AID/ASSISTANCE

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

FINANCIAL AID INFORMATION PROVIDER

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

FINANCIAL AID PROGRAMS OFFERED BY PTC

FEDERAL PROGRAM(S)

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

Pell Grant

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

STATE PROGRAM(S)

Oklahoma Tuition Aid Grant Program (OTAG)

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

Oklahoma's Promise

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

SCHOLARSHIPS/TUITION WAIVERS

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

Pioneer Technology Center Foundation Scholarship

In 1998, a group of Kay County individual, dedicated to helping PTC students, formed a foundation to provide scholarships. These scholarships 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.

Olin and Paula Branstetter Memorial Nursing Scholarship

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

Oklahoma CareerTech Foundation Scholarship

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

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

SATISFACTORY ACADEMIC PROGRESS (SAP)

All students at Pioneer Technology Center must be making satisfactory progress toward completion of their identified training goals. Therefore, in order for a student to remain eligible for federal financial aid, s/he must maintain Satisfactory Academic Progress (SAP). All students are considered to be making SAP at the time of enrollment. SAP is comprised of both qualitative and quantitative measures. A student is in compliance with Federal Student Aid SAP requirements if the percent of curriculum hours completed meets or exceeds the percent of clock hours completed (quantitative standard) and maintains a cumulative grade of "C" or better (qualitative standard). 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 ($900 \times 150\% = 1350$). 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 will 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.

OPPORTUNITIES/PROGRAMS/SERVICES

NATIONAL TECHNICAL HONOR SOCIETY

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

Criteria for Membership

PIONEER TECHNOLOGY CENTER

National Technical Honor Society

I. Secondary Students

1. An "A" student at Pioneer Technology Center
2. Three unexcused absences or fewer (three tardies/early outs will count as one absence)
3. Instructor recommendation based on:
attitude / leadership / citizenship|behavior / 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 unexcused absences or fewer (three tardies/early outs will count as one absence)
3. Instructor 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. Instructor 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.

SUPERINTENDENT'S & DIRECTOR'S HONOR ROLLS

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

GUARANTEED GRADUATES

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

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

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

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

If the employer experiences issues or concerns with a Guaranteed Graduate's performance at any time during the first 90 days of employment, the employer can contact PTC to give us the opportunity to coach the graduate and provide additional support. PTC will provide re-training, coaching and support for the Guaranteed Graduate at no cost to the graduate or the employer. PTC stands by our graduates!

STUDENT CERTIFICATION/LICENSING EXAMINATIONS AND FEES

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

Pioneer Technology Center will reimburse the student for one examination or one fee per certification or license. Each student will be limited to a total accumulated assistance of \$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)	Business Students
HOSA-Future Health Professionals	Health and Biomedical Science Students
FCCLA (Family Career & Community Leaders of America)	Teacher Preparation and Culinary Arts Students
SkillsUSA	Trade & Industry and Culinary Arts Students
ProStart	Culinary Arts Students
Educators Rising	Teacher Preparation 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 OSUIT. These agreements allow Pioneer Technology Center students the opportunity to receive college credit for specific courses taken within PTC Career Major options. Each agreement is unique. Specific information is available from each college representative. Contacts may be initiated through the PTC Student Services office.

WORKKEYS

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

WORK-BASED LEARNING ACTIVITIES (WBL)

Pioneer Technology Center students are encouraged to experience “life in the workplace” through work-based learning opportunities. A student must meet the following requirements before 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. Eye protection is required in industrial shop areas. Hearing protection is required in specific shop areas. **Pioneer Technology Center does not insure students.** If you do not have a family health and/or accident policy, please consider obtaining one.

ASBESTOS INSPECTION

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

THREATS / ORDER OF PROTECTION

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

DRILLS

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

FIRE DRILLS

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

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

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

TORNADO WARNING

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

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

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

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

ARMED SCHOOL EMPLOYEES

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

INTRUDER ALERT / ACTIVE SHOOTER

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

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

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

IF YOU CAN ESCAPE

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

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

IF YOU MUST HIDE OUT

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

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

TAKE ACTION AGAINST THE ACTIVE SHOOTER

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

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

LOCKDOWN

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

VISITORS/ACCESS TO STUDENTS

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

STUDENT ATTENDANCE/BEHAVIOR EXPECTATIONS

ATTENDANCE POLICY

The Pioneer Technology Center Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes if possible.

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

Excused absences will be granted for the following reasons:

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

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

Secondary students will be allowed to be absent to participate in authorized sending school activities (SSA, Pioneer Tech School Activities (PSA) and Employment Training Activities (ETA) Work-Based Learning (WBL). Absences due to school activities shall be recorded as SSA, PSA, or ETA WBL and are not counted against student attendance. School activity absences shall not be counted in the accumulated hours present as shown on the permanent records.

Unexcused absences are any absences that do not fall within one of the above categories.

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

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

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

INCLEMENT WEATHER

Pioneer Technology Center campus closures due to hazardous weather conditions are reported to area television and radio stations. In addition, a message is sent through a student notification system to all students via 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. All staff members have the responsibility to monitor for and address inappropriate student conduct. This includes travel to/from campus and school-related activities as well as time spent on campus and/or at the location of any school-related activity. In addition, each instructor has the

responsibility and authority to establish a classroom atmosphere conducive to quality education and training. Students are expected to adhere to classroom rules and procedures as set forth by PTC instructors.

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

TERMS AND CONDITIONS FOR NETWORK SYSTEMS & INTERNET USE

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

ACTIVITIES ELIGIBILITY

CLASS-RELATED EXCURSIONS, FIELD TRIPS AND OFF CAMPUS ACTIVITIES

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

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

TELEPHONE USE

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

ELECTRONIC COMMUNICATION DEVICE

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

APPROPRIATE SCHOOL ATTIRE

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

CARE OF SCHOOL-OWNED PROPERTY

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

HARASSMENT/DISCRIMINATION/BULLYING

Pioneer Technology Center will not tolerate harassment, discrimination or bullying (including hazing) of any kind. Harassment, discrimination or bullying complaints will be treated with confidentiality and urgency. Karl Lynes, SHARE Coordinator / Instructor and Pam Dickerson, AT&D Coordinator are the designated Co-Compliance Officers; 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. 21—Legal Substances.*)

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

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

Any student found to be in possession of, or to have sold or transferred alcoholic beverages, nonalcoholic beverages, beer of any type, or controlled dangerous substance, 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 OFFICE. *****

PRIVATE TRANSPORTATION

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

All students must register the vehicle(s) they are driving to PTC. A parking decal will be issued for each vehicle registered and must be displayed in the required location. The north 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. It is the policy of the Board, that the superintendent, program administrator(s), instructor(s), and security personnel shall have the authority to search a student and a student's property when there is reasonable suspicion for such searches. School personnel shall have access at any and all times to any vehicle on school property. Locked containers (school lockers and other storage areas or compartments) are subject to being forcibly opened.

DISCIPLINARY ACTION

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

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

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

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

LEGAL & REGULATORY INFORMATION

COMPLIANCE NOTICE (NON-DISCRIMINATION/504/ADA)

This is to notify all applicants for admission or employment, students and parents, employees, unions or professional organizations, that Pioneer Technology Center 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

Karl Lynes, Instructor/Coordinator, SHARE
2101 N. Ash Street
Ponca City, OK 74601
(580) 718-4281
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 46 acres. It is constructed on one level making the entire facility wheelchair accessible. Although Pioneer Technology Center is in compliance with the Americans with Disabilities Act, a self-study has been completed and the school is in an ongoing transition of making the facility more accommodating to individuals with disabilities. TDD has been installed, as well as fire alarms that are both strobe and sound, automatic wheelchair doors have been installed at the two main entrances, and accessible door handles will be installed as necessary. A well-planned safety program is conducted at Pioneer Technology Center and each area of instruction follows safety practices appropriate to that program and in compliance with the Occupational Safety and Health Act (OSHA). Any handicapped person requiring specific information regarding special services or facilities should contact a PTC Compliance Officer between 8:00 a.m. and 4:00 p.m., Monday through Friday.

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 instructor. There must be an orderly administration of any system of discipline. An accusation or the lodging of a charge is not the equivalent of guilt. Guilt must be determined in an evidentiary hearing.

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

TRANSFER AND RELEASE OF CONFIDENTIAL INFORMATION

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

ACCESS TO STUDENT RECORDS

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

CLASSIFICATION OF STUDENT RECORDS CUMULATIVE RECORDS

1. The Cumulative Record exists as the official file record of each student enrolled in Pioneer Technology Center. Said records will include, but are not limited to, the following items:
 - A. Identifying data;
 - B. Academic work completed;
 - C. Grades;
 - D. Achievement test scores;
 - E. Attendance data;
 - F. Health data;
 - G. Family background information; and
 - H. Disciplinary records.
2. The Cumulative Record is the only record that is accessible pursuant to the circumstances delineated in the Family Education Rights and Privacy Act (FERPA) of 1974.
3. The Executive Director, Full Time Programs is the only persons authorized to determine what is and what is not a part of the Cumulative Record.
4. Under no circumstance will any instructor, counselor, or administrator reveal any information concerning any student attending Pioneer Technology Center, except as is permitted by the Family Education Rights and Privacy Act (FERPA) of 1974. (See Title 70, Oklahoma Statutes, Section 7-115.)
5. The Full-Time Programs Registrar (under the supervision of the Directors of Instruction) is responsible for the storing, filing, distribution, certification, and maintenance of all student records.
6. All student Cumulative Records are private by their nature and accordingly are not subject to the provision of the Public Record Act of Oklahoma (Title 51, Oklahoma Statutes, and Section 24.)
7. The destruction of student records is not subject to the provision of Title 70, Oklahoma Statutes, Section 5-122, and accordingly will be effected at the discretion of the Executive Director, Full Time Programs.

DIRECTORY INFORMATION

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

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

CHALLENGE PROCEDURE

In the event that the content of a student's school record is inaccurate, misleading, or in violation of the privacy or other rights of the student, the student or the parent of a student under the age of 18 shall have an opportunity for a hearing on otherwise inappropriate data. In order to request a hearing for such purpose, the student or parent shall submit a written request to the Executive Director, Full Time Programs. The hearing shall be conducted

promptly by the Executive Director, Full Time Programs. The decision of the hearing shall be made in writing and shall be communicated promptly to the student or parent. In the event the student or parent does not concur in the decision, the student or parent shall have a right to appeal the decision of the Executive Director, Full Time Programs; the appeal shall be heard by the Superintendent/CEO. A student or parent desiring to appeal the decision of the Superintendent/CEO shall notify school officials in writing of a desire to appeal within ten (10) days after receipt of the decision. The Executive Director, Full Time Programs shall forward all necessary documents in connection with the appeal to the Board of Education. Upon receipt of such documents, the Board shall notify the student or parent in writing of the time and place of said hearing. The appeal hearing shall be held promptly. The Board shall render its decision in writing. This decision shall be communicated to the student or parent and will be final.

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.

PREVENTION PROGRAM

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

PROCEDURE

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

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

PENALTY

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

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

STUDENT RESPONSIBILITIES

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

INSTRUCTOR AND INSTRUCTIONAL DIRECTOR RESPONSIBILITIES

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

LEGAL SUBSTANCES

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

TOBACCO—Cigarettes and tobacco in any form are illegal for minors 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
dilated pupils
pinpoint pupils
extreme sleepiness
hyperactivity
short attention span
cannot concentrate
memory lapses
inattention to grooming
poor hygiene
unhealthy appearance
weight loss
weight gain
persistent runny nose

Behavioral Signs

low motivation
low self-esteem
low energy levels
inappropriate anger
mood swings
secretive attitude
tardiness
absenteeism
personality change
dishonesty
change in friends
drop in grades
incomplete assignments
forgetfulness
irresponsible actions
frequent rule breaking
refusing to communicate

Cultural Signs

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

DANGEROUS EFFECTS OF CONTROLLED SUBSTANCES

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

NARCOTICS (*Opium, Heroin, Morphine, Codeine, Dilaudid, 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 ~~or~~ suspicious or criminal activity while on the Pioneer Technology Center campus should report directly to an administrator. Pioneer Technology Center officials will notify the proper local authorities and/or place emergency telephone calls if needed. A campus security report form will be completed as a follow-up to the suspected crime. These forms can be obtained from the Receptionist in either building. The completed form should be turned in to any Instructional Director.

ACCESS TO CAMPUS FACILITIES

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

INFORMATION PROGRAMS ON CAMPUS SECURITY/CRIME PREVENTION

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

HOW TO AVOID VICTIMIZATION

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

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

CAMPUS SEX CRIMES PREVENTION ACT COMPLIANCE

In compliance with the Campus Sex Crimes Prevention Act, Pioneer Technology Center provides the following 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.

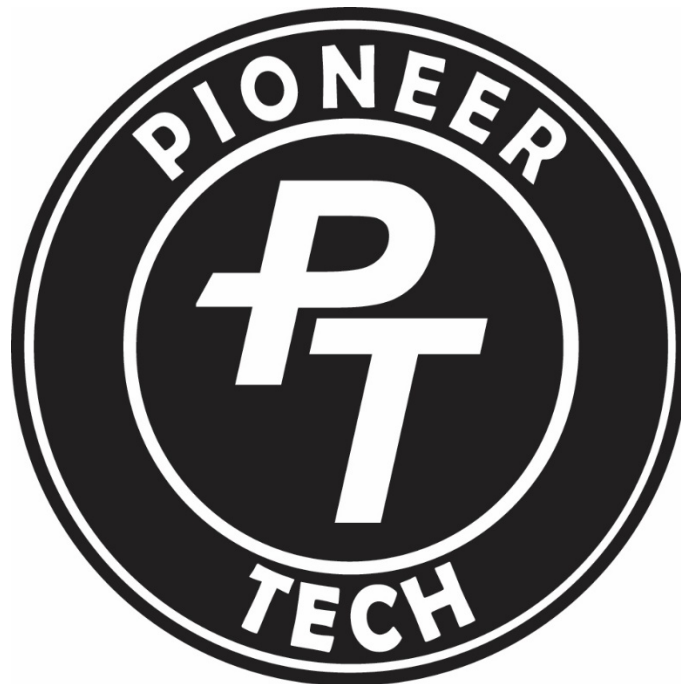
CAMPUS CRIME STATISTICS

<i>Crimes on Campus</i>	<i>2012</i>	<i>2013</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>2017</i>
Murder	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Sexual Offenses Forcible and Non-forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Motor Vehicle Theft on Campus	0	0	0	0	0	0
Arrests for Drug Abuse Violations	0	0	3	2	0	0
Arrests for Weapons Possessions	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0
Stalking			0	0	0	0
Domestic Assault			0	0	0	0
Dating Violence			0	0	0	0

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.

**PIONEER TECHNOLOGY CENTER
2018-2019 STUDENT HANDBOOK
APPENDIX A—School Board Policies**

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



SMOKING AND TOBACCO FREE CAMPUS

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

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

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

Adoption Date: 7/14/1998

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

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NETWORK SYSTEMS & INTERNET ACCEPTABLE USE

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

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

- B. Internet Access – Terms and Conditions

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

NETWORK SYSTEMS & INTERNET ACCEPTABLE USE (Cont.)

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

Adoption Date: 8/14/2001

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

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NETWORK SYSTEMS & INTERNET ACCEPTABLE USE (Cont.)

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

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

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

STUDENT SECTION:

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

School _____

Home Address _____ Home Phone No. _____

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

Student's Signature _____ Date _____

SPONSORING PARENT OR GUARDIAN SECTION (Required):

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

Parent's Signature _____ Date _____

Home Address _____ Home Phone No. _____

Student Access Agreement must be renewed each academic year.

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

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

School or Site _____

Home Address _____ Home Phone No. _____

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

Employee's Signature _____ Date _____

INTERNET SAFETY

Introduction

It is the policy of Pioneer Technology Center to:

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

Definitions

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

Access to Inappropriate Material

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

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

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

Inappropriate Network Usage

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

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

Education, Supervision and Monitoring

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

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

INTERNET SAFETY (Cont.)

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

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

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

TUITION FEES

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

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

ADULT TRAINING AND DEVELOPMENT PROGRAMS

Tuition and Refunds

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

FULL-TIME PROGRAMS

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

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

TUITION FEES (Cont.)

Refunds

1. Institutional Refund of Tuition

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

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

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

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

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

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

Adoption Date: 7/14/1998

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

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**IMMUNIZATIONS
STUDENTS**

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

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

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

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

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

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

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

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

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

**MEDICATION:
ADMINISTERING TO STUDENTS**

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

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

1. Prescription medication must be in a container that indicates the following:
 - A. student's name
 - B. name and strength of medication
 - C. dosage and directions for administration
 - D. name of physician or dentist
 - E. date
 - 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.

Adoption Date:

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

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

SEE ALSO:

Policy:

FO – Student Conduct, Behavior and Discipline

FOD – Suspension of Students

FNCE – Reporting Students Under the Influence

FNCF – Drug-Free Schools

Forms:

Medication Administration Authorization Form – Administered by School Personnel

Medication Administration Authorization Form – Administered by Student

Authorization to Self-Carry/Self-Administration of Medication and/or Procedures at School and After School Activities

THIS POLICY REQUIRED BY LAW

**SCHOOL BUS PROGRAM
(REGULATIONS)**

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

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

**TRANSFER AND RELEASE OF
CONFIDENTIAL INFORMATION**

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

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

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

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

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

TRANSFER AND RELEASE OF CONFIDENTIAL INFORMATION (Cont.)

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

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

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

**STUDENT CONDUCT
DRESS CODE
(REGULATION)**

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

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

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

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

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

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

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

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

HAZING

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

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

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

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

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

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

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

REFERENCE: 21 O.S. §1190

**BULLYING
(INVESTIGATION PROCEDURES)**

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

Definitions

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

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

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

Procedures

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

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

BULLYING, INVESTIGATION PROCEDURES (Cont.)

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

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

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

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

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

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

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

Statement of Board Purpose in Adopting Policy

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

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

BULLYING, REGULATION (Cont.)

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

Definition of Terms

1. Statutory definition of bullying:

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

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

2. The "Reasonable Person" Standard

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

3. General Display of Bullying Acts

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

BULLYING, REGULATION (Cont.)

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

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

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

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

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

1. Student and Staff Education and Training

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

BULLYING, REGULATION (Cont.)

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

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

Student Reporting

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

Staff Reporting

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

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

Parental Responsibilities

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

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

Discipline of Students

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

BULLYING, REGULATION (Cont.)

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

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

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

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

Publication of Policy

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

DRUG-FREE SCHOOLS

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

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

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

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

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

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

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

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

POLICIES:

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

WEAPONS-FREE SCHOOLS

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

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

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

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

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

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

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

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

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

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

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

WEAPONS-FREE SCHOOLS (Cont.)

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

ELECTRONIC COMMUNICATION DEVICES

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

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

STUDENT CONDUCT, BEHAVIOR AND DISCIPLINE

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

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

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

General Expectations

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

Student Conduct

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

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

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

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

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

STUDENT CONDUCT, BEHAVIOR AND DISCIPLINE (Cont.)

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

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

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

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

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

Behavior and Discipline Code

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

STUDENT CONDUCT, BEHAVIOR AND DISCIPLINE (Cont.)

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

Adoption Date: 9/11/2001

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

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STUDENT CONDUCT, BEHAVIOR AND DISCIPLINE (Cont.)

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

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

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

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

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

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

STUDENT CONDUCT, BEHAVIOR AND DISCIPLINE (Cont.)

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

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

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

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

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

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

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

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

STUDENT CONDUCT, BEHAVIOR AND DISCIPLINE (Cont.)

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

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

Immediate Removal of a Student

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

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

Readmission

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

Notification of Policy

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

STUDENT CONDUCT, BEHAVIOR AND DISCIPLINE (Cont.)

Administrative Actions

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

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

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

THIS POLICY REQUIRED BY LAW.

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

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

Violation of This Policy Will Result in The Following Consequences:

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

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

These consequences will be imposed independently of court action

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

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

Students suspected of violating this policy should be referred for counseling and parents should be notified.

Due Process will be observed in the administration of this policy.

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

Definitions

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

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

REFERENCE:

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

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

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

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

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

Reference Policies:

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

SEXUAL 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, or
 - 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 compliance officer(s), 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. All reports should be forwarded to the compliance officer(s) for review and investigation. (Complaints submitted to Board Members will be forwarded to the superintendent.)

9. Any employee who is subjected to job related sexual harassment is entitled to protection under Title VII of the Civil Rights Acts of 1964 and the Oklahoma Anti-Discrimination Act and may report such incidents to the United State Equal Employment Opportunity Commission or the Oklahoma Human Rights Commission.
10. The superintendent, administrator, coordinator, counselor, or teacher of PTC, upon receiving a report (formal or informal) of sexual harassment shall, as quickly as reasonably possible:
 - a. Transfer all records of the report to the compliance officer(s) for review and investigation. (If the compliance officer(s) is the person alleged to have committed sexual or other harassing act(s), then the complaint should be submitted to the superintendent for assignment.)
11. Complaint review and investigation will include the following steps:
 - 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.
12. 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.
13. 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.

**REFERENCE: Policy GJ-P, Grievance Procedure for Filing, Processing and Resolving Discrimination complaints
Policy FO, Student Conduct, Behavior And Discipline**

**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, (including sexual harassment), 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 grievants 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.

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

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 applicable Compliance Officer(s) is the person alleged to have committed the discriminatory act(s), then the complaint should be submitted to the Superintendent for assignment. If neither the Superintendent or Compliance Officer(s) is an appropriate person to receive the grievance it may be submitted to the President or a member of the Board of Education. Complaints must be submitted within 30 days of alleged violation or date 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.

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).

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

- 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.

4. General Provisions

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

**REFERENCE: Policy GJ, Nondiscrimination
Policy GJ-A, Sexual and Other Harassment**

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

Adoption Date: 7/14/1998

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

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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.

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*** CONTACT INFORMATION ***

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