



Name \_\_\_\_\_

Program \_\_\_\_\_

Lab Instructor \_\_\_\_\_

Supervisor \_\_\_\_\_

School Counselor \_\_\_\_\_



## **STUDENT HANDBOOK 2017-2018**

27 RYAN ROAD SHELBY, OHIO 44875  
419-347-7744  
877-818-PCTC (7282) \*Toll-Free  
419-347-4977 Fax

Superintendent – Gregory Nickoli, ext. 42102

Director of Operations – Kris Kowalski, ext. 42202

Assistant Director, High School – Jim Calhoon,  
ext. 42203

In accordance with Title VI, Title IX and Section 504 (to include Discrimination and Harassment) the Pioneer Career and Technology Center is an equal opportunity institution. Educational activities, employment practices, programs and services are offered without regard to race, color, national origin, sex, age, disability, military status or socio-economic status. Mary Lee Barr, Director of Business Affairs, Title VI Coordinator Civil Rights; or Kris Kowalski, Director of Operations, Section 504, Disability and Title IX, Sexual Harassment Coordinator, can be reached at 419-347-7744.

**PIONEER CAREER AND TECHNOLOGY CENTER**  
[www.go2pioneer.com](http://www.go2pioneer.com)

**VISION STATEMENT:** FOR EVERY GRADUATE A SALABLE SKILL.

**MISSION STATEMENT:** Partnering with our communities to deliver innovation and excellence in education by providing real skills and real knowledge for real world success.

Dear Students,

Welcome to Pioneer! On behalf of the Faculty, Staff, and Administration, it's a pleasure to greet you as we begin the 2017-2018 school year. This year promises to be one of the most exciting, challenging, and rewarding years of your life. While at Pioneer, you will be provided with the tools that, upon graduation, will allow you to move to the next phase of your lives well-prepared for college and a career.

Please carefully read the student handbook because it contains guidelines and recommendations that will allow you to take full advantage of the opportunities available here at Pioneer. The expectations and guidelines have been put in place to ensure that all behavior influences the school community in a positive way so that you and your fellow students can achieve your goals.

Pioneer is staffed by one of the finest groups of career-technical instructors, academic teachers, counselors, secretaries, and administrators in the nation. Our maintenance and food service departments are among the finest you will ever encounter. We are all here to assure that you have every opportunity to excel in your career-tech lab and in your rigorous academic classes. Also, you have the opportunity to be involved in a wide variety of extra and co-curricular clubs and activities during the year. Research shows that this involvement directly contributes to increased school success.

I encourage you and your parents to stay actively involved in your educational career at Pioneer. Good luck and have a great 2017-2018 school year!

Sincerely,

Kris Kowalski  
Director of Operations

**DAILY TIME SCHEDULE**

<b>Period</b> .....	<b>Time</b>
Warning tone .....	8:05 a.m.
1st Period .....	8:10 - 9:05
2nd Period .....	9:05 - 9:46
3rd Period .....	9:46 -10:27
<b>4A</b> .....	10:27 - 11:08
Lunch 2 .....	11:08 - 11:38
<b>4B</b> .....	10:57 - 11:38
Lunch 1 .....	10:27 - 10:57
<b>5A</b> .....	11:08 - 11:49
Lunch 3 .....	11:49 - 12:19
<b>5B</b> .....	11:38 - 12:19
Lunch 2 .....	11:08 - 11:38
6th Period .....	12:19 - 1:00
7th Period .....	1:00 - 1:41
8th Period .....	1:41 - 2:25
Morning Labs .....	8:10 -11:08
Afternoon Labs .....	11:38 - 2:25

**1st Friday "ICE" DAY SCHEDULE**

First Period .....	8:10-8:35
Advisee/Advisor (ICE group) .....	8:35-9:05
Follow normal schedule .....	9:05-2:25

**3<sup>rd</sup> Friday CTSO Activity Day Schedule**

<b>Period</b> .....	<b>Time</b>
Warning tone .....	8:05 a.m.
Report to 1 <sup>st</sup> period .....	8:10-8:25
ICE Activity .....	8:25-8:50
CTSO Activity .....	8:50-10:20
1st Period .....	10:20-10:45
2nd Period .....	10:45-11:10
3rd Period .....	11:10-11:35
<b>4A</b> .....	11:35-12:07
Lunch 2 .....	12:07-12:37
<b>4B</b> .....	12:05-12:37
Lunch 1 .....	11:35-12:05
<b>5A</b> .....	12:07-12:40
Lunch 3 .....	12:40-1:10
<b>5B</b> .....	12:37-1:10
Lunch 2 .....	12:07-12:37
6th Period .....	1:10-1:35
7th Period .....	1:35-2:00
8th Period .....	2:00-2:25
Morning Labs .....	10:20-12:07
Afternoon Labs .....	12:37-2:25

**WEATHER RELATED 2-HOUR DELAY SCHEDULE**

<b>Period</b> .....	<b>Time</b>
Warning tone .....	10:05 a.m.
1st Period .....	10:10 - 10:45
2nd Period .....	10:45 - 11:10
3rd Period .....	11:10 - 11:35
<b>4A</b> .....	11:35 - 12:07
Lunch 2 .....	12:07 - 12:37
<b>4B</b> .....	12:05 - 12:37
Lunch 1 .....	11:35 - 12:05
<b>5A</b> .....	12:07 - 12:40
Lunch 3 .....	12:40 - 1:10
<b>5B</b> .....	12:37 - 1:10
Lunch 2 .....	12:07 - 12:37
6th Period .....	1:10 - 1:35
7th Period .....	1:35 - 2:00
8th Period .....	2:00 - 2:25
<b>Morning Labs</b> .....	<b>10:10 - 12:07</b>
<b>Afternoon Labs</b> .....	<b>12:37 - 2:25</b>

**PIONEER CAREER AND TECHNOLOGY CENTER**  
**2017-2018 SCHOOL CALENDAR**

**AUGUST**

August 15 .....	New Teacher Orientation
August 16 .....	Returning Teacher First Day
August 17 .....	Juniors First Day
August 18 .....	Seniors First Day

**SEPTEMBER**

September 1 .....	1 <sup>st</sup> Friday ICE Day
September 4 .....	Labor Day – No School
September 15 .....	CTSO Activity Day
September 29 .....	Staff In-Service

**OCTOBER**

October 6 .....	1 <sup>st</sup> Friday ICE Day
October 12 & 17 .....	..... Parent Teacher Conferences (4:00 PM-7:30 PM)
October 13 .....	End of 1st Grading Period
October 20 .....	CTSO Activity Day

**NOVEMBER**

November 3 .....	1 <sup>st</sup> Friday ICE Day
November 17 .....	CTSO Activity Day
November 22 .....	P/T Exchange Day – No School
November 23-27 .....	Thanksgiving Break – No School
November 28 .....	School Resumes

**DECEMBER**

December 1 ..... 1<sup>st</sup> Friday ICE Day  
December 21 ..... End of 2nd Grading Period  
December 22 – 31 ..... Winter Break-No School

**JANUARY**

January 1-2 ..... Winter Break-No School  
January 3 ..... School Resumes  
January 5 ..... 1<sup>st</sup> Friday ICE Day  
January 15 ..... Martin Luther King, Jr. Day-No School  
January 19 ..... CTSO Activity Day  
January 23-25 ..... Sophomore Visitation  
January 25 ..... Open House – Sophomore Visitation  
January 26 ..... Staff In-Service

**FEBRUARY**

February 2 ..... 1<sup>st</sup> Friday ICE Day  
February 19 ..... Presidents Day-No School  
February 22 .....  
..... Parent Teacher Conferences (4:00 PM-7:30 PM)  
February 23 ..... CTSO Activity Day  
February 27 .....  
..... Parent Teacher Conferences (4:00 PM-6:00 PM)  
February 27 .....  
..... Sophomore “Second Look” Open House (6:00-7:30 PM)

**MARCH**

March 2 ..... 1<sup>st</sup> Friday ICE Day  
March 9 ..... End of 3<sup>rd</sup> Grading Period  
March 16 ..... CTSO Activity Day  
March 30 ..... Spring Break–No School

**APRIL**

April 2-5 ..... Spring Break – No School  
April 6 ..... P/T Exchange Day – No School  
April 20 ..... Community Service Day

**MAY**

May 4 ..... 1<sup>st</sup> Friday ICE Day  
May 18 ..... Student Appreciation Day  
May 24 ..... Students Last Day  
-End of 4th Grading Period  
May 25 ..... Teacher Workday  
May 28 ..... Memorial Day

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## **Tools for Student Success**

Pioneer students are provided many tools for student success. These include the Success Center (see page 11), Literacy Tools for Success and Sustained Silent Reading.

### **Literacy Tools for Success**

In all classes, the following five tools will be used to assist with reading the textbook.

**Anticipation Guide**—helps build prior knowledge for a new topic as well as develop purpose for reading.

**INSERT**—increases comprehension by using symbols to show thinking behaviors during reading.

**Previewing**—uses prediction to engage in what will be read in non-fiction text.

**Sensible Sentence Highlighting**—teaches strategies for finding the main idea and summarizing difficult text.

**Think-Pair-Share**—builds cooperation with classmates in solving problems.

### **Sustained Silent Reading**

All Pioneer students, teachers, and staff engage in Sustained Silent Reading every Friday morning at 8:10. Students should bring a book to read for Friday's SSR.



## **ATTENDANCE**

Attendance patterns established during school days are a major criteria utilized by employers in evaluating potential employees. Employers on Pioneer Advisory Committees specify they need employees who are at work and on time every day. Therefore, students are encouraged to establish a good attendance pattern. Students and parents will be required to sign a form at the beginning of the school year stating they have read and understood the Pioneer attendance policy and procedures.

**Accumulating excessive combined excused and unexcused absences may also result in the following:**

**Over 9 days - Loss of credit in a semester course**  
**Over 18 days - Loss of credit in a year-long course**  
**and/or Career/Tech Prep Certificate, recommendation for expulsion, withdrawal letter**

## **ABSENCE PROCEDURE**

**To excuse a student's absence, the parent or guardian must** notify the school attendance office at 419-347-7744, ext. 42230 or 1-877-818-7282, ext. 42230 by 10:00 am each day the student is absent. Speak to the attendance secretary or leave a message stating the student's name, date and reason for the absence.

OR

Send a written note or e-mail stating the student's name, date and reason for the absence to the school attendance office no later than two days after the student returns to school. Written notes are to be turned into the attendance office or faxed to 419-347-4977. E-mails may be sent to [niese.christina@pctc.k12.oh.us](mailto:niese.christina@pctc.k12.oh.us).

**To verify a student's absence, the parent or guardian must** send a note from a medical, legal, school or other

appropriate establishment within two days after the student returns to school. Written notes are to be turned in to the attendance office, faxed to 419-347-4977 or sent as an e-mail attachment to [niese.christina@pctc.k12.oh.us](mailto:niese.christina@pctc.k12.oh.us).

Parents will be notified by telephone or by mail when their son/daughter is absent. Students are responsible for all work missed for excused absences. The number of days absent will equal the number of days the student has to make up work. (Teachers may extend days for long-term assignments. This will be at the discretion of the individual teacher.)

#### **ABSENCE POLICY**

All absences are classified as either **Excused, Unexcused, or Verified:**

An **Excused** absence is for one of the following reasons:

- (1) personal illness
- (2) illness in the family
- (3) quarantine for contagious disease
- (4) death in immediate family (parent/step, siblings, grandparents, aunt, uncle, and cousin)
- (5) emergency work at home due to absence of parent
- (6) observance of a religious holiday
- (7) an emergency which may constitute a good and sufficient cause for absence. Permission to be absent for reasons 5, 6, and 7 must be secured from the Director of Operations/Assistant Director, High School.

#### **AND**

Is supported by a parent phone call by 10 am the day of the absence or by a note received within two school days of return (up to 10 occurrences minus truancies and unexcused absences).

An **Unexcused** absence includes (but is not limited to) one of the following reasons:

- (1) absence not supported by a parent note within two (2) days of returning to school
- (2) oversleeping
- (3) an absence supported by only a parent note after being placed on Medical Status
- (4) transportation issues
- (5) non-medical personal appointments
- (6) non-verified medical, legal, or school appointments
- (7) out-of-school suspensions
- (8) truancy

**Accumulating excessive combined excused and unexcused absences may result in the following:**

- |                     |  |
|---------------------|--|
| <b>Over 9 days</b>  | <b>- Loss of credit in a semester course</b>   |
| <b>At 10 days</b>   | <b>- Student will be placed on Medical Status (only verified absences will be excused)</b>   |
| <b>15 days</b>      | <b>- Warning of withdrawal/expulsion</b>   |
| <b>Over 18 days</b> | <b>- Loss of credit in a year-long course and/or Career/Tech Prep Certificate, recommendation for expulsion, withdrawal letter</b> |

A **Verified** absence is for one of the following reasons:

- (1) personal illness
- (2) illness in the family
- (3) quarantine for contagious disease
- (4) death in immediate family (parent/step, siblings, grandparents, aunt, uncle, and cousin)
- (5) emergency work at home due to absence of parent
- (6) observance of a religious holiday
- (7) an emergency which may constitute a good

and sufficient cause for absence. Permission to be absent for reasons 5, 6, and 7 must be secured from the Director of Operations/Assistant Director, High School.

**AND**

Is verified by a medical, legal, school or other appropriate note received within two school days of return.

School-related absences can be verified with the partner school or through Pioneer administration.

**All notes must include the dates and times for which a student is excused.** Students entering school after 1st period or leaving before 8th period will be counted absent for ½ day. Absences will be labeled “Absence” until they can be classified as Excused, Unexcused, or Verified. Any appeals concerning credit and attendance must be made to the Director/Assistant Director, High School.

**ADDITIONAL PROCEDURES FOR UNEXCUSED ABSENCES**

*The following procedures will be followed if a student accumulates excessive unexcused absences*

**2 unexcused days** -Letter to parent

**5 unexcused days** -Truancy Awareness Program

**10 excused days** -A student reaching a total of 10 excused days is placed on Medical Status. When a student is on Medical Status, only the following will be accepted as verified absences with documentation from: doctor, dentist, hospital, court, or funeral home in the event of the death of an immediate family member. Any other excuse must be approved by the Director of Operations/Assistant Director, High School. Once on Medical Status, notes from a parent/guardian will be considered unexcused absences.

**12 non-verified days** -Warning letter of possible loss of credit at 18 days

**18 non-verified days** -Possible loss of credit or withdrawal letter

### **STUDENT ABSENCE INTERVENTION PLAN**

Juvenile students will be given the designation of “habitual truant” if they have been absent without a legitimate excuse for:

- 30 or more consecutive hours, or
- 42 or more hours in a school month, or
- 72 or more hours in a year

Once a student has been designated a “habitual truant,” the school will assign the student to an absence intervention team in accordance with the Ohio Revised Code.

### **TRUANCY**

Students who are determined to be truant may receive the following penalties: 1) First Offense - assignment to one day of In-School Detention; 2) Second Offense - assignment to two days of In-School Detention; 3) Third and each subsequent Offense – referral to the Assistant Director and referral may be made to the proper authorities in Accordance with Compulsory School Attendance Laws, Sections 3321.01 to 3321.13 ORC, and/or may result in suspension and expulsion.

### **COLLEGE, TECHNICAL SCHOOLS, AND MILITARY VISITS**

Students may schedule one college or military visit per year without being marked absent. These must be prearranged with the Attendance Secretary at least 1 day before the visit. Seniors are encouraged to schedule these visits during Pioneer’s Sophomore Visitation Week in early February. Students must take a verification form and have it completed by proper authorities.

### **TARDINESS TO SCHOOL**

When entering school after 8:10 a.m., a student will sign in at the Attendance Office. Students entering class after the 8:10 a.m. bell during 1<sup>st</sup> period will be sent to the Attendance Office for a yellow pass.

Tardies will be counted from the first day of school and the following disciplinary procedures may be followed:

- At 3 tardies - Tuesday/Thursday School (7:15 to 8:05 a.m. or 2:30 to 3:30 p.m.)
- At 5 tardies - One day In-School Detention
- At 10 tardies - Assigned to ride partner school bus for 5 days
- At 15 tardies - Assigned to ride partner school bus for 10 days
- At 20 tardies - Assigned to ride the partner school bus for the remainder of the school year

Parents will be notified. Failure to serve Tuesday/Thursday School on the assigned date may result in an In-School Detention and/or suspension.

### **TARDINESS TO CLASS**

Students are expected to attend all classes during the school day. Hall passes/Agendas are required for students to be out of class/lab during the school day. Passes are printed in the back of the student agenda. Students tardy to a class without being excused may be assigned a Tuesday/Thursday School (7:15 to 8:05 a.m. or 2:30 to 3:30 p.m.) by the instructor after 3 tardies. Students are expected to go to the next period class without loitering.

### **MISSED CLASS**

Students missing a class (or portion of a class) without permission may be subject to disciplinary action as listed below:

1<sup>ST</sup> Offense – 1 Tuesday/Thursday School  
2<sup>nd</sup> Offense – 2 Tuesday/Thursday School  
3<sup>rd</sup> Offense – 1 Day ISD  
4<sup>th</sup> Offense – 2 Days ISD  
5<sup>th</sup> Offense – Referral to Assistant Director for discipline  
Skipped Tuesday/Thursday School – 1 Day ISD

#### **PERMISSION TO LEAVE SCHOOL DURING THE DAY**

Permission to leave the building during the school day will be granted only by the Director of Operations/Assistant Director, High School. This includes 18-year olds. **IN ALL CASES**, verification from home is necessary and students must sign out at the Attendance Office. Students failing to follow proper procedures will be considered truant. All notes requesting early dismissal must be turned in to the Attendance Office. All physician/dentist appointments should be scheduled well in advance and during after-school hours.

If appointments must be made during school hours, an excuse slip must be returned to the school from the physician or dentist within two days of student returning to school.

#### **ATTENDANCE AWARDS FOR THE CLASS...**

Pizza parties will be awarded to the 3 labs with the **BEST** attendance at the end of the 1<sup>st</sup> grading period. At the end of the 2nd and 3rd grading period: The two classes with the **BEST** attendance and the one **MOST IMPROVED CLASS** will receive pizza parties.

#### **FOR THE INDIVIDUAL STUDENT...**

Individual students having **PERFECT ATTENDANCE** during **ANY GRADING PERIOD** will receive special awards.

**For grading periods with perfect attendance:**

- |                           |                     |
|---------------------------|---------------------|
| 1. Pioneer T-shirt        | 5. \$10 Movie Pass  |
| 2. \$5 Subway Card        | 6. \$15 Gas Card    |
| 3. Pioneer Sweatshirt     | 7. Cedar Point Pass |
| 4. Career Exploration Day | 8. \$100 Check      |

Perfect attendance means NO ABSENCES and NO TARDIES. A student missing classes for a partner school function or a Pioneer function is NOT considered absent or tardy.

**SCHOOL CLOSING**

Should there be a need for Pioneer to be closed because of bad weather or other emergencies, this will be reported (if possible) to WBCO-WQEL(Bucyrus); 102.3 FM, The Fox(Galion); WLKR(Norwalk); WMAN(Mansfield); WMFD TV 68(Mansfield); WMFD(Mansfield); WOIO 19 & WUAB 43(Cleveland); 10TV NEWS- ONN (Columbus); Channel 3, WKYC (Cleveland); WNCO(Ashland/Mansfield); WSWR(Shelby/Mansfield); WVNO-WRGM(Mansfield); WXXF(Ashland/Loudonville); WXXR(Fredericktown); WYHT(Mansfield/Ashland); WYNT(Upper Sandusky); WEWS, Channel 5 (Cleveland); and [www.wmfd.com](http://www.wmfd.com) on the day of closing.

When a partner school is closed and does not provide transportation to Pioneer, those students enrolled at Pioneer and not in attendance will not be counted absent.

**STUDENT SERVICES**

Guidance services are available for all students. Your counselor may help you develop a better understanding of your abilities, attitudes, interests, and accomplishments. You may visit with your school counselor before or after school, during lunch, or during class with permission from your instructor. It is the student's responsibility to sign in and out of Student Services. No student will be denied access to any program for financial reasons.



**Mrs. Laurie Easler – Ext 42257**

Buckeye Central, Galion, Lucas, Shelby

**Mrs. Crystal Escalera – Ext. 42254**

Ontario, Plymouth, Willard, College NOW

**Mr. Dan Dornbirer – Ext. 42253**

Bucyrus, Crestline, Wynford, outside districts

**Mr. Randy Endsley – Ext 42256**

Colonel Crawford, Crestview, Lexington, Northmor,  
Performing Arts, STEP

**SCHEDULE CHANGES**

Schedule changes will be made the first two weeks of school. After September 8, no changes in career-technical programs or CCP courses will be approved.

**EVALUATING YOUR PROGRESS & EARNING CREDITS**

Grade reports will be issued at the end of each nine-week grading period. Grades are also posted on GradeBook and parents will be issued a password to access student records. The scale used to evaluate the level of achievement demonstrated in the course will be as follows:

<u>Percent</u>	<u>Numerical Value</u>
<u>Grading Scale</u>	
A+ 99-100 –	4.30
A 93-98 –	4.00
A- 90-92 –	3.70
B+ 87-89 –	3.30
B 83-86 –	3.00
B- 80-82 –	2.70
C+ 77-79 –	2.30
C 73-76 –	2.00
C- 70-72 –	1.70
D+ 67-69 –	1.30
D 63-66 –	1.00
D- 60-62 –	.85
F 0-59 –	0

**The requirement for earning credit in a year-long course is the following: students must earn a total of 3.4 grade-points for the four periods, pass two grading periods, and meet attendance requirements.**

**The requirement for earning credit in a semester course is the following: students must earn a total of 1.7 grade-points for the two periods and meet attendance requirements.**

#### **SUCCESS CENTER**

The Success Center is open for students who need extra help with schoolwork. Academic staff is available from 7:30 a.m. to 3:30 p.m. to assist students with their daily assignments. The Center may also be used to make up missed assignments, quizzes, and tests when absent. Students are referred to the Success Center by their teachers, but may also ask permission to visit from both their academic and lab instructors. Students may stop by on their own time before school, during lunch, and after school. It is the student's responsibility to sign in and out of the Success Center.

#### **LIBRARY/MEDIA CENTER**

The library is available during school hours to work on class research projects. The library is accessible during class/lab by a pass from the instructor or during student's lunch period. It is the student's responsibility to sign in and sign out of the Library/Media Center.

#### **EARLY JOB PLACEMENT AND INTERNSHIPS**

**EXCELLENT ATTENDANCE AND PASSING GRADES ARE NECESSARY TO BE CONSIDERED FOR EARLY JOB PLACEMENT AND INTERNSHIPS.** Students should discuss specific qualifications for each grading period with instructors. Instructors, School Counselors, and the Supervisor will determine when a student is qualified and

when a student leaves the building for employment. Early placement and Internship students who do not report to school may not report to work unless prior arrangements are made with the attendance office and their career/tech prep instructor. Excessive absence and/or falling grades may result in being taken off the job. **During out-of-school suspensions, the student is not to report to work and the employer must be notified. Participation is a privilege and may be revoked by the administration at any time.**

**STUDENT GUIDELINES FOR ENTRY INTO  
EARLY JOB PLACEMENT**

PHASE I – During the Second Grading Period of the Senior Year

- 1) Be on track for graduation pathway requirements
- 2) Have 5 or fewer total attendance entries (absences, tardies) and no more than 3 non-verified absences during the previous two grading periods
- 3) Earned a B or better during the previous two grading periods
- 4) No serious discipline issues during all phases

PHASE II – During the Third Grading Period of the Senior Year

- 1) Be on track for graduation pathway requirements
- 2) Have 10 or fewer total attendance entries (absences, tardies) and no more than 6 non-verified absences during the previous two grading periods
- 3) Earned a C or better during the previous two grading periods
- 4) No serious discipline issues during all phases

PHASE III – During the Fourth Grading Period of the Senior Year

- 1) Be on track for graduation pathway requirements
- 2) Have 20 or fewer total attendance entries (absences, tardies) and no more than 12 non-

- verified absences during the previous two grading periods
- 3) Have passed all courses during the 3<sup>rd</sup> grading period and currently passing all courses
  - 4) No serious discipline issues during all phases

### **JOB PLACEMENT SERVICES**

The Job LEADS Center will provide students who have earned the privilege of early job placement with assistance in securing a job. Students under 18 years of age who wish to secure employment must obtain a work permit from the Administrative Center.

### **RECOGNITION FOR OUTSTANDING CITIZENSHIP AND ACHIEVEMENT**

A year-end awards program will be held for the purpose of recognizing those students who have excelled during the year. Awards to be given include the following:

- \*Alumni Endowment Awards
- \*American Red Cross
- \*Bachrach Scholarship
- \*Glenna R. Cannon Excellence in Non-Traditional Field Scholarship
- \*Byron H. Carmean Award
- \*Citizenship Awards
- \*Civista Bank Scholarship
- \*Director's Attitude Scholarship
- \*Officer Brian D. Evans Memorial Scholarship
- \*Francisco M. Fabela Scholarship
- \*Gorman Family Foundation Scholarships
- \*Robert Janca Memorial Scholarship
- \*Ruth Klenke T & I Scholarship
- \*Kuhn-Ganyard Scholarship
- \*Walter & Mary Kumm Scholarship
- \*Dr. Gale & Joyce Leimbach Scholarship
- \*Jaycob D. Pearson Memorial Scholarship
- \*R.H. Phillips Family Scholarship
- \*Donald L. Plotts Attitude Scholarship

- \*Quality Performance Awards
- \*Dennis M. Rose Achievement Scholarship
- \*Work Ethic Endorsement Scholarship

**GRADUATION REQUIREMENTS**

It is the student's responsibility to be certain graduation requirements have been met at the partner school. At Pioneer, students can earn seven credits per year.

<u>Junior students:</u>		<u>Senior students:</u>
3 credits	Career/Tech Prep Lab	3 credits
1 credit	English	1 credit
1 credit	Math	1 credit
1 credit	Elective	1 credit
1 credit	Science	-----
-----	Government	1 credit

All academic classes must be completed for graduation. Career/Tech Prep laboratory work must be successfully completed in the junior year for a student to advance to the senior curriculum.

Students failing an academic class in their junior year may move into the senior program only with the approval of the Director of Operations. A one-year or a two-year Career/Tech Prep Certificate of Achievement will be awarded to seniors who have successfully completed all academic courses and the Career/Tech Prep laboratory. A Career Passport will be issued to all graduating senior completers.

**RESEARCH PROJECTS (JUNIOR/SENIOR)**

As part of the Pioneer Career and Technology Center curriculum, all students will be required to develop a research project through their career-tech program and English class.

This is a mandatory project graded throughout the school year by both their career-tech instructor and their English teacher. The student will be expected to complete some portions of the project outside of school.

Failure to complete the project may result in students not receiving their career-tech certificate or not returning to their career-tech program their senior year.

Senior projects may require the student to:

- develop a product or essential question related to their career-tech area
- design and create a product
- write a research paper with citations to support creation of product
- present findings to a panel of teachers and business/industry representatives

An information packet is available on Pioneer's website [www.go2pioneer.com](http://www.go2pioneer.com).

#### **PRESS RELEASES/PHOTOGRAPHY**

With prior approval of the administration, photographs and video tapes may be taken throughout the school year for publicity purposes. If parents do not wish to have a student's photograph used, please contact Student Services.

#### **FERPA DIRECTORY INFORMATION**

Pioneer follows the guidelines of the Family Educational Rights and Privacy Act (FERPA) regarding all student records. Under Ohio law, directory information includes information such as student name, address, telephone listing, birth date, etc. This information can be released to various colleges, recruiters, agencies, and employers, unless the parent or student 18 years or older notifies the school in writing by September 15 of each school year that (s)he will not permit distribution of the directory information.

If parents would like to "opt out" of releasing their child's directory information, the request will be honored. Please keep in mind that Pioneer will not be able to release information to any third party, including colleges and employers, once parents opt out. If parents wish to opt out, please contact Student Services.

### **PARTNER SCHOOL ANNOUNCEMENTS**

To keep students informed of events at their partner schools, the principals may send messages that may be read during morning announcements, viewed on PowerPoint screens, and posted on the appropriate bulletin board. No student has the authority to place articles or notices on the bulletin board without first obtaining permission.

### **EXTRA-CURRICULAR ACTIVITIES**

Students enrolled at Pioneer are members of their respective classes at their partner school. Thus, they are eligible to participate in athletics, music, class plays, dances, and other extra-curricular activities, provided these activities take place after the completion of the school day at Pioneer.

Athletic eligibility will be determined by the partner school. The Pioneer staff will cooperate in providing requested grades and other information in the same manner as is done by the partner school's faculty.

### **STUDENT COUNCIL**

The Student Council shall coordinate the Spring Formal, Senior Moments, and the various student activities. They meet regularly and act as the liaison to provide communication between the students and the Pioneer administration.

### **PIONEER CAREER/TECH PREP STUDENT ORGANIZATIONS**

Students are encouraged to take an active part in the organizations that are a part of their Career/Tech Prep program. The primary aim of these organizations is the

development of interest and leadership potential of students in their chosen vocation.

Agriculture.....FFA  
Business/Office.....BPA  
Marketing Ed.....DECA  
Family & Consumer Science .....FCCLA  
Industrial & Engineering/Health Occupations.....SkillsUSA  
Health Occupations Students of America .....HOSA  
Educators Rising

Students participating in any student organization activity, on or off the school premises, are subject to disciplinary action as dictated in the Pioneer Student Behavior Code. Continual discipline occurrences may result in denial of the privilege to participate in future student organization activities/events.

**ICE Curriculum (I Can Excel)**

- Leadership
- Preparing for College and Careers
  - Job Skills
  - Transcripts
  - Testing
- Goal Setting
- First Impressions
- Life Management
  - Stress
  - Bullying
  - Coping Skills
  - Time Management

**ICE MEETING DATES**

<u>1<sup>st</sup> Friday Dates</u>	<u>3<sup>rd</sup> Friday Dates</u>
9/1/17	9/15/17
10/6/17	10/20/17
11/3/17	11/17/17
12/1/17	1/19/18
1/5/18	2/23/18
2/2/18	3/16/18
3/2/18	
5/4/18	



### **SCHOOL & PERSONAL PROPERTY**

School Property – In order to maintain a safe and secure environment, it is expected that students will use and maintain the equipment and facilities as intended.

Personal Property – It is recommended that students keep personal valuables and large sums of money at home. Pioneer is not responsible for loss or theft of said items.

### **SECURITY CAMERAS**

Security cameras are present throughout the building and grounds for protection of staff, students and property. The information recorded is only available to Pioneer administrators and is not available to any outside sources, including parents and students.

### **STUDENT TECHNOLOGY ACCEPTABLE USE POLICY (AUP)**

Pioneer Career and Technology Center (Pioneer) provides students with access to the Internet and the district's electronic network and other Technology Resources with the purpose of assisting in preparing students for success in life and work in the 21st century. Internet access is given as a privilege to students who agree to conduct themselves in a responsible, efficient, ethical and legal manner.

In an effort to continue to provide relevant and useful technology Pioneer may provide a mobile device for use off premises. All of the following policies apply to Pioneer owned devices regardless of their physical location.

Pioneer retains the right to place reasonable restrictions on material that is accessed, posted, or saved on any of Pioneer's technologies, which include, but are not limited to, computers, laptops, tablets, Internet, networks and servers of Pioneer. We require that students and parents or

guardians read and abide by the rules for acceptable use of Technology Resources as listed below.

#### **A. GENERAL UNACCEPTABLE BEHAVIOR**

The following activities are considered unacceptable and will not be tolerated. Students should be aware that these rules apply whether they are at school or using the Pioneer owned equipment outside of school.

1. Posting information that, if acted upon, could cause damage or danger of disruption.
2. Engaging in personal attacks, threats to any person or entity, and harassment or cyber-bullying, which is defined as persistently acting in a manner that causes distress or annoys another person. This activity also includes, but is not limited to, knowingly or recklessly posting or communicating false or defamatory information about a person or entity.
3. Using criminal language or imagery, or language or imagery related to committing a crime, such as instructions on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang or violence-related activities, etc.
4. Saving, displaying, accessing, or sending files or communication on the Pioneer network or any Pioneer technology device that is not educationally related.
5. Attempting to access or "hack" into areas of the Pioneer network where the student has not been granted permission to access. Even if just for the purpose of "browsing," this activity violates this policy.
6. Making deliberate attempts to disrupt any Pioneer technology or destroy data by knowingly spreading technology viruses or by any other means. These actions violate this policy.
7. Revealing or distributing private information about yourself or others.
8. Using Pioneer technologies to acquire, download, run, install or store illegally acquired files, including, but not limited to music, video, and video game files.

9. Using Pioneer technologies to acquire, download, run, install, or store software of any type that is used to illegally share files or access prohibited areas of the Pioneer network. This activity violates this policy.

10. Accessing or installing any software that is not owned by Pioneer on any Pioneer technology without the express written permission of the Technology Coordinator.

a. Browser based apps such as Chrome Extensions are permitted as long as they do not conflict with any other policies.

11. Attempting to access personal web-based e-mail, chat or instant messaging during school unless instructor-led for classroom instruction.

12. Attempting to repair district technology or any action that voids the manufacturer's warranty.

#### **B. E-MAIL ACCESS**

E-mail accounts are provided to students for educational purposes. Use of e-mail to communicate with other students is to be used for educational purposes only. Student e-mail is a privilege, not a right, and access may be restricted or revoked due to misuse at Pioneer's discretion.

#### **C. CONNECTING PERSONAL ELECTRONIC DEVICES TO WIRELESS NETWORK**

Pioneer recognizes that the use of portable electronic devices (district or personally owned) in the classroom can add educational value when such devices deliver content and extend, enhance, or reinforce the student learning process. Students may connect at any one time, one of their personal wireless communication devices to Pioneer's wireless network, provided all guidelines are followed in the student handbook, which includes being used at the discretion of the instructor.

#### **D. SYSTEM SECURITY**

1. Students are responsible for their individual accounts and all material saved on their network drives and should take all reasonable precautions to prevent others from being

able to use them, which includes logging off a network account so others cannot access it. Under no conditions should students provide their password to another person.

2. Students will not attempt to access Websites blocked by district policy. The use of proxy software, proxy services, proxy websites, remote login technology or Virtual Private Networks (VPN) to attempt to bypass safeguards put in place by the district is not permitted.
3. Students will not use sniffing or remote access technology to monitor the network or other user's activity.

#### **E. SOFTWARE AND FILES**

1. Copyrighted material is considered illegal to download, copy or redistribute without the express permission of the author.
2. A student's network account may be limited or revoked if a student intentionally engages in the unacceptable uses covered in Section A above.

#### **F. PRIVACY**

1. Access to technology is provided as a tool for student educational purposes. Pioneer reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of Pioneer technologies, and any and all information and communications transmitted or received in connection with such usage. All information and communications shall be and remain the property of Pioneer and no user shall have any expectation of privacy regarding such materials.
2. Pioneer and/or its instructor may maintain one or more Facebook, Twitter, blog, or similar Internet pages for educational and marketing purposes. The identity of those individuals who are accessing, affiliating or commenting on these pages may be visible to third parties not affiliated with the district. Pioneer is not responsible for revealing the identity, profile, or personal information of the user, including minor students, by third parties. It is the express responsibility of the user, or his/her parent or guardian, to protect the user's identity, profile, and personal information.

### **G. LOSS OR DAMAGE**

If a student has damaged, lost or stolen any Pioneer technology, the student is responsible for the reasonable cost of repair or its fair market value on the date of the loss. Loss or theft of the property must be reported to Pioneer administration by the next school day after the occurrence. If the device in question is part of the Pioneer 1:1 program the cost to repair or replace will be determined by the 1:1 policy.

### **H. VANDALISM**

Any malicious attempt to harm or destroy data, hardware, or any infrastructure associated with the Pioneer network, network components connected to the network backbone, hardware or software may result in cancellation of network access indefinitely.

### **I. DUE PROCESS & DISCIPLINE**

1. Pioneer will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted via the use of its technologies.
2. Violations of Pioneer's Acceptable Use of Technology for Students Policy may result in a loss of access as well as other disciplinary or legal action.
3. If a student loses technology privileges of any sort, he/she is still responsible to complete all projects that require technology access outside of school.

### **J. LIMITATION OF LIABILITY**

1. Pioneer makes no guarantee that the functions or the services provided by or through its network will be error-free or without defect. Although the goal is to be error-free, Pioneer will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service.
2. Pioneer is not responsible for the accuracy or quality of the information obtained through or stored on the network and will not be responsible for financial obligations arising through the unauthorized use of the network.

3. Access to the Internet is filtered through the Pioneer network in accordance with the Children's Internet Protection Act (CIPA).
4. Access to the Internet is filtered on all 1:1 devices off-site. Filters are not 100% accurate so parental attentiveness to online usage outside of school is helpful and necessary.
5. Pioneer is not responsible for the actions of students who violate this agreement beyond the clarification of standards outlined in this agreement

### **ELECTRONIC DEVICES/WIRELESS COMMUNICATION DEVICES**

#### Procedures

1. Students may use Wireless Communication Devices (WCD), excluding ALL recording devices or recording functions on electronic devices during authorized times and in authorized locations.

**This means that no audio, video, or still picture recording is permitted without prior permission.**

- a. Authorized times are:
  - i. Before school
  - ii. Between classes per the student's schedule
  - iii. During the student's scheduled lunch time
  - iv. After school
  - v. When permitted by the classroom teacher during class time and in the manner authorized by the teacher
- b. Unauthorized times are:
  - i. Any time not listed above as being authorized
  - ii. Any time permission is denied by a Pioneer staff member

- c. Authorized locations are:
    - i. Hallways
    - ii. Cafeteria
    - iii. Outside during the student's lunch
    - iv. Classrooms and/or other spaces (When specifically authorized)
  - d. All other locations are considered unauthorized and the use of WCD's is strictly prohibited. (This includes restrooms, locker rooms, offices, and any other location not specifically permitted).
2. During the school day (8:10 – 2:25) the sound must be turned off.
  3. This availability does not release the student from liability for harassment, bullying, threatening, or other behavior prohibited by the student code of conduct. WCD's may not be used to violate the student code of conduct in any way.
  4. Additionally students are specifically forbidden to transmit text, quiz or other information in a manner constituting fraud, theft, cheating, or academic dishonesty.
  5. Wearing headphones or earbuds is allowed as long as one ear is accessible so that necessary instructions for student safety can be given.
  6. All other unauthorized use is specifically forbidden.
  7. Students are personally and solely responsible for the care and security of their wireless communication devices. The Board assumes no responsibility for theft, loss, damage or vandalism to WCD's brought onto its property or the unauthorized use of such devices.
  8. Violations of this policy will be considered a class disruption and/or insubordination and will result in disciplinary action and/or confiscation of the device. Law enforcement agencies may be notified in the event that the violation involves illegal activity.
  9. Repeated violations may result in the loss of the student's privilege to bring a wireless communication device

to school for a designated length of time or on a permanent basis.

10. Consequences for violations will include parent pick-up of WCD, assignment to ISD or Out-of-School Suspension.

The school reserves the right to inspect a student's personal electronic device if there is reason to believe that the student has violated Board policies, regulations, school rules, or has engaged in other misconduct while using their personal electronic device. Any search will be conducted in compliance with Board policies.

### **PIONEER 1 TO 1 POLICY**

In an effort to continue to provide Pioneer Career and Technology Center (Pioneer) students with the tools to succeed in today's ever-changing world of business and higher-education Pioneer may issue a Chromebook (device) for student use throughout the year, both on and off campus. Pioneer requires that students and parents or guardians read and abide by the guidelines and directions contained in this document.

#### **A. EXPECTATIONS**

The device provided by Pioneer is to be used for educational purposes only. Students are expected to use the device in accordance with the guidelines in this document and the student technology Acceptable Use Policy (AUP) both on and off campus. The student technology AUP can be found in the student handbook and on the Pioneer website.

#### **B. INSURANCE**

Insurance will cover up to 3 repairs or a single device replacement. If a device has been replaced under insurance, the cost for any additional repairs or replacements will be added in full to the student's fees.



1. A lost AC power adapter or case will count as repairs to calculate the cost to replace.
2. The following chart will be used to calculate the deductible for repairs and replacements.

	Charged Deductible
First Repair	\$20
Second Repair	\$30
Third Repair	\$45
Replace (Device Only)	\$60
Replace (Device and Case)	\$80

### **C. PROPER CARE AND USAGE**

The following proper care and usage guidelines must be followed to ensure a long-life expectancy of the student's Chromebook.

1. Only a microfiber cloth may be used to clean the screen.
2. Unless specifically designed for computer screens, no cleaning solvents may be used to clean the screen.
3. Keep food and drink away from the device.
4. Carry the device with two hands.
5. Never leave the device unattended.
6. Close the lid when carrying the device.
7. Make sure nothing is on the keyboard when shutting the lid.
8. Place the device in a secure location when in use.
9. Never leave the device on a space where it is likely to get stepped on or sat on.
10. When charging, place the device where the cord will not be snagged or tripped on.
11. Never move the device while it is plugged in.
12. Avoid placing weight or pressure on the lid.
13. Never transport the device in anything other than the provided protective bag.
14. Never place any other objects in the same compartment

in the bag as the device.

15. Keep the device out of extreme weather conditions. Do not leave it in a car.

16. Never attempt to repair the device, either by yourself or by using an outside source.

#### **D. PERSONALIZATION**

1. A business card will be provided to each student and must be placed in the business card slot of the protective bag at all times. This card will display the student's name, school name, school address and school phone number.

2. No stickers, markings, drawing or writing of any kind is permitted on the device, protective bag or power adapter.

3. Each device will be marked with a district asset tag. Removal of this tag is not permitted.

4. Each student will be issued a power adapter. Trading of adapters is not permitted and borrowing of adapters is strongly discouraged.

#### **E. REPAIR OR REPLACEMENT**

In the event that a student's issued device is damaged, the following policies will determine if the device qualifies for a reduced cost through the insurance program. If the damage is not covered, the full cost of repair or replacement will be charged.

1. Any damage must be reported as soon as possible to the Librarian and a brief form must be completed in order to work on the damaged device.

2. A lost or stolen device will result in the full cost of the device being charged to the student's fees.

3. Intentional damage will result in the full cost of the repair or replacement being charged to the student's fees.

4. Any inappropriate use, as deemed by the school district, which then requires the device to need repair or replacement will result in the full cost of the repair or

replacement being charged to the student's fees.

5. Any damage that would have been prevented by following the proper usage and care guidelines above will result in the full cost of the repair or replacement being charged to the student's fees.

6. Accidental physical and electrical damage is covered as long as proper usage and care guidelines are being followed.

7. Any damage or replacement that is not covered under insurance will not count against you when calculating deductible costs for future repairs that are covered.

8. If damage is determined to not be accidental and you wish to dispute, the final decision will be made by the Director or Superintendent.

9. If a device qualifies for warranty repair or replacement, per the manufacturer's warranty agreement with Pioneer, the device will be fixed at no cost to the student.

#### **F. SUPPORT PROCESS**

Follow the below procedures to receive timely and accurate support for any issues you may have with your Pioneer-issued device.

1. Never attempt to repair the device, either by yourself or by using an outside source.

2. Repair, replacement, and support requests must go through the Pioneer Media Center.

3. A form indicating the problem or damage must be completed for the technology department to work on a damaged device. This will be available in the Pioneer Media Center.

4. A loaner device may be issued while the device is being repaired.

5. Any peripherals (case, power adapter, etc.) included with the loaner device must also be returned when the loaner is returned.

6. If issued a loaner device, the student must sign an agreement accepting responsibility for the loaner device.
7. All repairs must be paid for before the device will be returned to the student.
8. The Media Center will notify the student when their issued device is available for pickup. If a loaner device was issued, it must be returned at the time of pickup.

#### **G. STUDENT USAGE**

1. Respect your teachers' instructions regarding usage of your device.
2. Usage of the device in the classroom is only permitted with the teacher's permission.
3. Usage at school is governed by each teacher separately based on whether the device is an appropriate tool for the lesson. As such, the device will not be used 100% of the time.
4. Make sure to charge your device so that it has a full charge for the beginning of each school day. There may be some opportunities to charge while at school, but these are no substitute for charging before coming to school each day.
5. Your issued device must be brought with you to your classes each day.
6. Only transport your device in the provided protective bag.
7. Adhere to the Pioneer student technology AUP (Acceptable Use Policy) at all times.
8. Never attempt to repair the device either by yourself or by using an outside source.
9. For support contact a librarian in the Pioneer Media Center.
10. Never access or share content that is inappropriate on your school-issued device.
11. Themes, Apps and Extensions may be installed on Chromebooks as long as they follow the policies detailed

here and in the student technology AUP.

12. Mice and headphones will not be provided.

#### **H. PARENTAL RESPONSIBILITIES**

Use of the issued device is provided to the student by the school district for educational purposes only. Unauthorized and/or inappropriate use will result in the withdrawal of this privilege. In the event that these privileges are revoked, the student will still be expected to complete assignments that may require access to a computer.

1. I will accept responsibility for my child's use of the device while at home.
2. I will supervise the storage of the device while at home, and make sure the device is charged nightly and brought to school each day.
3. I will not attempt to repair the device, or clean it with anything other than a microfiber cloth and specially formulated screen cleaning solution. I will not use cleaning solvents on the device.
4. I understand that the device's internet access will be filtered both in and out of school. Filters are not 100% accurate so parental attentiveness to online usage outside of school is helpful and necessary.
5. I will make sure that the device is returned when requested or upon withdrawal from Pioneer Career and Technology Center.

#### **I. PRIVACY POLICY**

Pioneer reserves the right to monitor, inspect, copy, review and store, at any time and without prior notice, any and all usage of Pioneer technologies, and any and all information and communications transmitted or received in connection with such usage. All information and communications shall be and remain the property of Pioneer and no user shall have any expectation of privacy regarding such materials.

## **USE OF LOCKERS**

At the beginning of the school year students will be assigned a hall locker. This locker will remain the student's responsibility during the entire school year. Students are expected to use only the lockers assigned. Contents of the locker are the responsibility of the student assigned to that locker. All lockers are equipped with built-in combination locks and are required to be locked at all times. Hall lockers are primarily for books, backpacks/book bags, and outerwear.

Students in some career-technical areas will be assigned a lab locker in which to store their lab clothing and lab equipment. Lockers and appropriate changing areas are provided for male and female students for labs which require a clothing change.

**Lockers are the property of the Board of Education. Lockers carry no expectation of privacy for the students who occupy them.** School lockers, desks, cabinets, rented tool kits, etc. and their contents are subject to search by school authorities at any time and without warning using whatever methods are available to Pioneer.

Pioneer participates with local authorities in random canine drug searches.

## **TOOL KITS**

The school will provide reasonable security for tool kits; however, the Board of Education cannot legally assume liability for lost or stolen tools personally owned or rented. Students are advised to be certain that homeowner's insurance will cover loss or theft or to purchase appropriate

insurance coverage. No tools are to be taken from Pioneer until they are paid for in full. Rental tools may not be removed from Lab.

#### **USE OF THE SCHOOL PHONES**

Students will not be called to the telephone except in an emergency, but an important message may be taken for later delivery to a student. **Telephones in classrooms and labs are not for student use.**

#### **VISITORS TO PIONEER**

Visitors with authorized business are permitted on Pioneer school property. All persons are to register at the Central Entrance High School Office and be granted a visitor's pass by an authorized representative.

#### **ILLNESS AND MEDICAL CARE**

A clinic is provided for emergency treatment and illness which may occur during the school day. Should a student become ill during the school day, he/she may obtain a pass and report to the school nurse.

If the nurse feels that it is necessary for the student to be sent home, the nurse will first contact the student's parent/guardian. Under normal circumstances, the parent will be expected to pick up the student. A health folder will be maintained on each student. If the student has information which should be included in this file, he/she must contact the school nurse. Abuse of clinic privileges will be monitored.

**Students should not be carrying prescribed or non-prescribed drugs or medication. These MUST be left with the nurse in the clinic.** Students are encouraged to take all medications at home. For example, to be able to administer three doses to the student it may be given before school, immediately after school and before bedtime. If it becomes necessary for a student to take medication at school an **“Authorization for Medication Administration,”** form must be obtained from the clinic prior to the administration of any medication.

This complies with section 3313.713 of the Ohio Revised Code and the policy of the Pioneer Board of Education. These forms, along with the medication, must be given to the school nurse prior to administration and will be kept in the clinic. **NO NARCOTIC MEDICATION WILL BE ADMINISTERED AT SCHOOL.**

Students returning to school after having surgery, an extended illness or an accident should see the school nurse before reporting to class.

**Student Accident Insurance:** Insurance will be offered to students attending Pioneer. Both a school-day and 24-hour coverage plan will be offered. Students participating in athletics should carry accident insurance with their partner school. Students must either carry the school insurance or be covered by a home policy to participate in the career/technical lab including job placement work experience.

### **TEXTBOOKS AND WORKBOOKS**

Textbooks are the property of the Board of Education and are loaned to students, who will be charged for loss or damaged. The cost will be determined by the librarian.

Workbooks required in some courses will be purchased by students. The Cosmetology State Board Testing Fees that



are paid by Senior Cosmetology students are not refundable.

### **SAFE SCHOOL TIPLINE**

In order to provide as safe a learning environment as possible, Pioneer operates a voice mail Safe School Tipline. Any information that might jeopardize the safety and well being of students or staff can be reported anonymously on this system. Call the school and leave a message on extension 42222. E-mail messages can also be left on the Safe School Tipline site on the Pioneer Web Page: [pct-mail-tipline@pctc.k12.oh.us](mailto:pct-mail-tipline@pctc.k12.oh.us)

## **EMERGENCY PROCEDURES**

### **LOCKDOWN/SHELTER IN PLACE**

Lockdown or Shelter In Place will take place in emergency situations if it is determined that it is safer inside the building than outside, generally when conditions involve severe weather, community emergencies, intruders, or a hazardous material release outside of the school building. Instructions will be announced over the P.A. system. Students in the restroom or hallway should move into the nearest occupied classroom.

### **FIRE DRILL**

Fire drills will be held throughout the school year. Directions are posted in each room. Students will walk to the posted exit and proceed from there as directed by the teacher. If that exit is blocked, the nearest alternate route should be taken. It is essential that fire drills be conducted in a quiet and orderly fashion.

### **TORNADO/SEVERE WEATHER ALERT**

Tornado drills will be indicated by a siren alert from the P.A. system. Students are to follow directions given by their instructor and proceed to the designated area of safety.

### **BUILDING EVACUATION**

Evacuation will take place if it is determined that it is safer outside the building (fire, explosion, intruder, hazardous material spill inside the building) and staff, students and visitors can safely reach the evacuation location without danger. Instructions will be announced over the P.A. system.

### **STUDENT TRANSPORTATION**

Students are urged to use transportation provided by the partner school. Pioneer **cannot** grant permission for students to ride other buses. Students wishing to drive to school must complete a vehicle registration form and have a valid driver's license. All students must park in the student parking lot. Parking in any other lot is prohibited.

The student parking fee for the school year will be \$10.00. This will entitle the student to a maximum of 2 stickers for their personal or family vehicles, including motorcycles. Additional stickers may be purchased for \$1.00 each. This sticker should be completely affixed in the lower left corner of the front windshield (driver's side) or a visible location on the motorcycle.

If a student purchases two stickers and shares stickers with another student, both students may lose their parking/driving privilege. Vehicles without appropriate authorization, or parked in unauthorized parking spaces, may be towed at the owner's expense. The Director of Operations/Assistant Director, High School may remove the

driving privilege of students who abuse this privilege through unsafe driving, disregard of parking rules, tardiness, cutting through the industrial park, etc. This includes unsafe driving observed to and from Pioneer.

Students are not permitted in cars or in the parking lot at any time except to park on arrival or to leave the school grounds. Once a student has arrived on school grounds for school in the morning, the student may not leave the grounds without permission.

Vehicles parked on school property are subject to searches at any time for reasonable suspicion. **DRIVING TO SCHOOL IS A PRIVILEGE, NOT A REQUIREMENT.**

For security purposes the student parking lot is monitored by electronic surveillance equipment. The Board of Education cannot legally assume liability for loss of articles or damage to cars in the parking lot.

#### **WATER**

Students may carry a clear, non-colored water bottle of 32 oz. or less. The only liquid allowed in the water bottle is clear water. **Any colored or non-clear containers or containers holding any liquid other than clear water will be confiscated.** Teachers will have lab or classroom policies pertaining to water use in their classrooms.

#### **LUNCH/FOOD CONSUMPTION**

All students will eat in the cafeteria, even if the student brings lunch from home. (Drinks brought from home must be in sealed CANS OR PLASTIC BOTTLES.)

Food and drink must not be taken from the cafeteria or consumed any place other than the cafeteria. **Our lunch period is considered closed and students are not**

**permitted to leave the school grounds or go to the parking lot during this time.**

Food is not to be purchased and brought in from the outside during the lunch period. During your lunch period you should remain at one of three places: (1) the cafeteria; (2) the Library/Media Center; or (3) out-of-doors (west main entrance), weather permitting, in the designated area.

**Students should not be in the hallways where classes are held during the lunch period or go to the parking lot without permission from the Director of Operations; Assistant Director, High School; or Supervisor.**

### **GENERAL DRESS-SAFETY-HEALTH REGULATIONS**

#### **I. General Appearance**

There is a definite relationship between good dress habits, good work habits, and proper school behavior. Our main concerns are with conditions affecting health, safety and dress standards that might affect the future employment of the individual.

Prospective employers will constantly be touring this facility to acquaint themselves with the skill training opportunities being offered at Pioneer. You can be sure that when they view the skill aspects of this program, they will notice such things as the individual's grooming, proper attire, and adherence to safety standards, etc.

In the best interest of our students, industrial safety standards and procedures will be closely adhered to. Students will be required to wear the appropriate protective devices including safety glasses and protective apparel including proper shoes. In many lab areas, jewelry is not acceptable. Lab regulations will be reviewed by the lab instructor and must be followed.

The dress code policy for all students requiring uniforms will be regulated by the rules and regulations of each Career/Tech Prep program. In general, student dress in class and in the lab should be acceptable for the type of job for which the student is training.

Any clothing or dress including jewelry, accessories, or contact lenses which attracts undue attention to the wearer or causes potential safety hazards (and thus causes a disturbance in the school) is not acceptable. **Garments with provocative or sexually suggestive pictures and/or language/logos with profane language and/or references or inferences to alcoholic beverages, drugs or tobacco, or violence cannot be worn.**

**Pioneer administration reserves the right to final decisions regarding student attire, not limited to those listed below.**

## **II. Students**

A. Program attire is officially distributed by Pioneer and is required at all times and should be the topmost layer of clothing. Zippered and button shirts/sweatshirts should be fastened so as not to display clothing worn underneath. Program attire cannot be altered.

B. Closed toed shoes are required to be worn at all times. All other footwear is prohibited. Labs may have specific shoe requirements.

C. Students should not wear jeans or slacks that are poorly fitted, drag on the floor, ragged, torn, have holes, or patched in any way. Cargo pants or pants with hanging straps, chains, or metal ornamentation are prohibited. Sweatpants,

leggings, yoga pants, nylon jogging pants, tear-away pants, are not permitted unless part of approved, designated program attire. Shorts or cut off pants are not permitted.

D. Coats, hats, other outer garments and oversized bags must be kept in the student's hall locker during the entire school day. Students having an academic class during the last period may carry their coat to last period class. (Exceptions may be made on an individual basis, such as students traveling to Shelby over the lunch period for classes held there.)

E. Jewelry should be worn in good taste and not to distract. Stud and small hoop earrings, for example, may be worn outside the lab area. Pocket chains are prohibited. Facial jewelry other than earrings is not permitted. (Clear spacers and band aids covering a piercing are not allowed.)

F. NO headgear such as hats, sweatshirt hoods, or bandanas are to be worn in the halls or classrooms of the building without permission from the administration.

G. Students should not wear, carry, or display gang-related paraphernalia.

H. Shirts must have sleeves. Shirts with holes, sheer blouses, spaghetti strap/camisole-like tops/dresses, strapless tops, bare midriffs, and provocative, body-hugging garments are not permitted.

I. For reasons of health, safety, and job readiness, hair must be under control, should not cover the eyes, and should always be neat and clean. Students will not be permitted to have alternative hair colors that create distraction; colors that are permitted include brown, blond, black, and natural reds. Mohawk hairstyles and haircuts that include clipper designs, lines, shapes or areas shaved out are prohibited.

J. Each student and staff member will be photographed for a Pioneer photo ID card. These **must** be worn at all times in the building on a lanyard or other approved device around the neck with the name facing outward. Lost IDs will be replaced for a \$5.00 fee. Failure to wear the ID, defacing the ID, or wearing another student's ID will result in disciplinary action. Student IDs are to be worn as issued.

K. Public displays of affection should be limited to hand holding.

### **III. Men**

A. Students shall be cleanly shaven. No beard or under-lip hair is permitted. Neatly trimmed sideburns may extend downward to a horizontal line even with the corner of the mouth. Neatly trimmed moustaches are permitted as long as they do not extend beyond the width of the mouth or cover the lips.

B. The hair must be off the collar of a normal dress shirt and no longer than the bottom of the ear lobes. If the hair falls below the collar of a normal dress shirt, it must be pulled back in a ponytail or braid.

### **IV. Women**

A. Skirt length should be proper when both sitting and standing. Skirts shorter than mid-thigh while seated are not permitted. Skirts with slits should not extend beyond the mid-thigh. In questionable situations, the Director/Assistant Director, High School will make the final determination.

B. Extremely low necklines are not tasteful for a Career/Tech Prep atmosphere and should not be worn.

**V. Enforcement** - Violations will be dealt with in the following manner: Students violating the dress code are sent to the Administrative Center to be dealt with by the immediate supervisor. Corrective action will be taken and then the student's name will be entered into the Accountability Book. Students will not be permitted to attend classes, but will be assigned to an alternative setting to complete their school work until their dress is in compliance. Further violations will result in a misconduct notice. Continual offenders may be suspended or expelled in accordance with the codes adopted by the Board of Education (see STUDENT BEHAVIOR CODE).

#### **TOBACCO USE/POSSESSION**

Student tobacco use or possession is not permitted on high school campuses in the State of Ohio. Tobacco use at Pioneer is regarded as a definite health and/or fire hazard. Students are not permitted to use or possess tobacco in the building or on school property at any time. Alternative nicotine delivery device or "e-cigarettes" and/or alternative nicotine products will be treated as tobacco. **This includes vehicles in the student parking lot and those traveling on Ryan Road.**

Use of tobacco or possession of tobacco visible to any staff member may result in out-of-school suspension.

**In compliance with state law, students under the age of 18 found to be in possession of tobacco will be reported to the School Resource Officer.**

Hazards of Tobacco Program - On the first offense, the student may opt to attend the Hazards of Tobacco Program, to reduce the suspension by one day. The program will be held in the ISD room. Students may return to their regularly scheduled classes after completing the required class work.



### **DRUGS AND ALCOHOL**

Possession, use, concealment, or showing evidence of having used any alcoholic beverage, narcotic, drug paraphernalia, mood-altering chemical or drug not specifically authorized by a physician may result in the following penalties:

First offense - up to a ten-day out-of-school suspension and notification of the local authorities; (2) Second Offense or Selling/Attempting to Sell - a ten-day out-of-school suspension plus recommendation to the Superintendent for expulsion and notification to the Police. Pioneer does have a formal drug and alcohol policy with provisions for help and assistance for the student body. Pioneer participates with the local authorities in random canine drug searches.

### **EIGHTEEN YEAR OLD STATUS**

Eighteen year olds will be treated the same as all other students and will be expected to conform to all the school rules and regulations. The school reserves the right to file charges with the appropriate authorities. If residing at home, adult students should include their parents in their educational program.

**STUDENT BEHAVIOR CODE - ADOPTED BY THE PIONEER BOARD OF EDUCATION - AUGUST, 2017** In accordance with ORC 3313.66 and ORC 3313.661, the Pioneer District Board of Education hereby adopts the following as the Student Behavior Code of the said district:  
**A VIOLATION OF ANY RULE MAY RESULT IN DISCIPLINARY ACTION, INCLUDING SUSPENSION AND EXPULSION BASED UPON THE SCHOOL-WIDE DISCIPLINE PLAN.**

Results of violating the code of conduct can be verbal or written warning, referral to school counselor, parental contact or conference, detention (in or after school),

emergency removal, referral to law enforcement agencies, suspension, or expulsion. The hallways and parking lot are monitored by electronic surveillance equipment.

If suspension or expulsion from Pioneer occurs, it will be recognized by the partner school and if suspension or expulsion from the partner school occurs, it will be recognized by Pioneer.

In each case, the suspended or expelled student will not be permitted to attend either Pioneer or the partner school during the time of suspension or expulsion. High school credit will be denied for college courses taken while expelled.

All rules contained in this handbook also apply to Pioneer students while attending the Kehoe Center Campus of North Central State College, the Performing Arts building, or students who are off school grounds at a school activity, function, event, job site, or field trip.

1. **Disruption of School:** A student shall not, by use of violence, force, coercion or threat (verbal or physical), cause material disruption or obstruction to the normal operation of Pioneer. Such disruptions shall include, but are not limited to, false fire alarms, false bomb threats, false natural disaster alarms, gang activities, student disturbances, and confrontations.

2. **Theft/ Possession of and/or Damage to School or Private Property:** A student shall not steal, attempt to steal, possess, or damage any property privately owned or belonging to the Pioneer Board of Education on the school premises, at a school activity, function, or an event off school grounds. Theft and damage may include but are not limited to copyright infringement, unauthorized copying, and deletion of computer files, introduction of computer viruses,

and forgery or hacking. With regards to the Internet, proper authorization must be obtained and sites which provide information with regard to provocative/suggestive pictures or language are prohibited.

**3. Bullying/Harassment:** A student shall not engage in any act which frightens, harasses, degrades, disgraces, or tends to frighten, degrade or disgrace, any person by written, verbal, or gesture means during any period of time when the student is properly under the authority of school personnel. No student shall engage in any form of sexual harassment which consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any student to another student when such conduct has the purpose or effect of substantially interfering with an individual's educational performance or creating an intimidating hostile educational environment.

"Dating violence" is defined as "a pattern of behavior where a person uses or threatens physical, sexual, verbal, or emotional abuse to control the person's dating partner."

A "dating partner" is "any person, regardless of gender, involved in an intimate relationship with another [person] primarily characterized by the expectation of affectionate involvement whether casual, serious, or long-term."

The provisions in items listed above also apply to student conduct towards staff members and their families on and off campus. Pioneer does have a Board policy relating to sexual harassment.

Harassment reporting forms may be picked up from any administrator. Initial harassment reports should be directed to the program supervisor. Repeat or serious situations will be referred to the appropriate Assistant Director/Director.

**4. Unauthorized Bodily Contact:** A student shall not physically touch, hit, or behave in such a manner as to cause physical injury to a student or employee of the school

system or any other person while on school property or while attending a school-sponsored event.

**5. Dangerous Weapons and Instruments:** A student shall not possess, handle, transmit, or conceal any object or dangerous chemicals or sprays which could cause damage to any person or the property of the Pioneer Board of Education, any of its employees, or any student or person on the school premises or other school property including student vehicles. This shall include pocket knives and box cutters. The same is true during any official school-organized and sponsored activity that takes place off the school grounds. Unauthorized use of fire is also prohibited.

Section 2923.122 of the ORC makes it a **felony** for any person to knowingly convey, attempt to convey, or possess any deadly weapon or dangerous ordinance onto or on any property owned by or controlled by, or to any activity held under the auspices of, a school. A knife with a blade more than 2 ½" in length is considered a weapon.

**6. Tobacco:** ORC3313.751 Prohibits smoking, use or possession of tobacco, look-alike substances, alternative nicotine delivery devices, and alternative nicotine products by any student in areas under the control of school districts or activities supervised by the school district. Therefore, the use or possession of tobacco in any form is strictly forbidden.

Pioneer has adopted a policy that students shall not possess, consume, purchase, or attempt to purchase and/or use tobacco products in school building, on school grounds, on school buses or vehicles and at any competition, extra-curricular event, or other school sponsored activity. No smoking is permitted in vehicles while on school property.

**In compliance with state law, students under the age of 18 found to be in possession of tobacco will be reported to the Shelby Police. Students who serve as lookouts will receive the same discipline as those students who are smoking.**

**7. Insubordination:** A student shall not fail to comply with the directions of teachers; student teachers; substitute teachers; teacher aides; Supervisors; Assistant Director, High School; Director of Operations; Superintendent; or other authorized school personnel during any period of time when the student is properly under the authority of school personnel. Attempts in disciplining the student will be done through efforts by the teacher, the parents of the student, the supervisor and the Assistant Director, High School/Director of Operations.

**8. Rules and Regulations as Adopted in Student Handbook:** A student shall not violate rules and regulations in the Student Handbook including Dress, Health & Safety, wearing of student ID, attendance, public displays of affection, wireless communication device rules, and the acceptable use policy of technology. A staff member may request a student sign the Accountability Book in the Administrative Center for minor disciplinary infractions that occur in the hall or cafeteria. The third time the student's name appears in the book, the Supervisor will meet with the student and may assign additional consequences.

**9. Making, Selling, Attempting to Sell, or Possessing Drugs/Look-Alike/Synthetic Drugs Narcotics, Alcoholic Beverages, and Related Tools:** A student shall not possess, use, transmit, conceal, show evidence of having used, make, attempt to make, sell, attempt to sell, or possess drugs/look-alike drugs, narcotics, alcoholic beverages, gas inhalants, or related tools not specifically

authorized by a physician while under the authority of school officials. Odor of a drug on student's person will constitute possession for school disciplinary action. Whenever a student is suspended or expelled from school in accordance with ORC 3313.66 for the use or possession of alcohol or drugs, the Superintendent may notify the registrar of motor vehicles and the juvenile judge of the county of the suspension or expulsion.

**10. Possession of Illegal Images:** A student shall not possess, take, disseminate, transfer or share nude, obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfers or otherwise (commonly called texting, e-mailing or sexting, etc.). The above actions may constitute a crime under state and/or federal law. Students found in violation of this section may be reported to the appropriate law enforcement agencies.

**11. Other Acts:** A student shall not commit any act which represents gross misconduct, fraudulent behavior, cheating, or any act that poses a danger to any person or property or causes disruption of the academic process. Unauthorized use of school equipment is prohibited. This includes computers.

#### **ADMISSION AND PLACEMENT GRIEVANCE PROCEDURE**

Parents and students have the right to request a review of the admission and vocational placement procedure or other procedural matters. If a concern involving possible discrimination based on sex, race, color, national origin, or disability exists, a parent and/or student may contact the Director of Business Affairs in the Pioneer Board of Education Office to initiate the grievance process.

When appropriate, the Director of Business Affairs may arrange a conference involving all interested parties to resolve the grievance.

The Director of Business Affairs, acting as the designated hearing officer, will endeavor to resolve a parent and/or student grievance within five (5) school days upon receipt of the grievance. Grievances not resolved to the satisfaction of the parent/student may be appealed to the Pioneer Board of Education through the Superintendent. All grievances will be heard within a 30-day period upon receipt in the Pioneer Board of Education office.

Alleged discrimination complaints regardless of race, color, national origin, sex, age, disability, or socio-economic status may be directed to Mary Lee Barr, Director of Business Affairs, Title VI Coordinator at (419) 347-7926 or 1-877-818-PCTC (7282); Alleged harassment complaints (sexual or otherwise) by other students, school employees, or third parties may be directed to Kris Kowalski, Director of Operations, Title IX and Section 504 Coordinator (disability) at (419) 347-7744 or 1-877-818-PCTC (7282) at 27 Ryan Road, Shelby, OH 44875-0309.

#### **Auditor of State's Fraud Reporting System**

The Ohio Auditor of State's office maintains a system for the reporting of fraud, including misuse of public money by any official or office. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll free number, the Auditor of State's website, or through the United States mail.

Auditor of State's fraud contact information:  
Telephone: 1-866-FRAUD OH (1-866-372-8364)  
US Mail: Ohio Auditor of State's Office  
Special Investigations Unit 88 East Broad Street  
P.O. Box 1140 Columbus, OH 43215  
Web: [www.ohioauditor.gov](http://www.ohioauditor.gov)