

2023-2024

STUDENT SERVICES PLAN



**Pioneer Career and Technology Center
Shelby, Ohio**

2023-2024

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I. INTRODUCTION

A. Purpose:

The Student Services Plan for the Pioneer Career and Technology Center's Student Services Department was developed in order to formalize the guidance program and to provide a measure of accountability to all stakeholders (the Pioneer Board of Education, the Superintendent and administrative staff, the faculty, the parents and the student body). This measure of accountability is for the guidance function including the counselors and school nurse. The Student Services Department not only provides services within the Pioneer building but reaches out as an umbrella to the Pioneer districts.

We have described our programs in reference to the following dimensions of student services available at Pioneer:

- Counseling Service
- Consultant Service
- Group Guidance Service
- Information Service (Career and Post-Secondary Education)
- Parent Conference Service
- Student Record Service
- Resource and Referral Coordination Service
- Data Coordination Service

In addition, the following Pioneer programs fall under the umbrella of Student Services:

...**Career Development Department** provides career information and helps with interest and aptitude testing from junior high through high school throughout the Pioneer district schools.

...**Career Pathways** provides information to help students throughout the districts set up appropriate experiences and classes to correlate with their Individual Career Plans (ICP).

...**School Nurse** services the students as well as staff with medical information.

B. History:

A written Guidance Program for the Pioneer Joint Vocational School was presented to the Pioneer Board of Education for approval on June 21, 1982. Additional updates were accomplished during August 1987, September 1992, August 1996, August 2000, August 2002--2023.

C. Mission Statement:

The Pioneer Career and Technology Center's Student Services Plan is a comprehensive program based on individual and school needs. The program is pro-active and preventative by design and is based on human development concepts. The Student Services Plan is delivered through the eight dimensions of student services listed above. The Student Services Department is an integral part of the Pioneer Career and Technology Center's educational program and is planned, coordinated, managed, evaluated, and delivered by certificated counselors. Guidance services are available to all students.

II. COMMUNITY DESCRIPTION

The Pioneer Career and Technology Center is located in the Central Ohio Industrial Park, which formerly was the Wilkins Air Force Depot in Shelby, Ohio. The Pioneer District consists of 14 school districts from a seven-county area in North Central Ohio.

The following school districts are in the Pioneer district:

| | |
|------------------|-----------------|
| Buckeye Central | Lucas |
| Bucyrus | Northmor |
| Colonel Crawford | Ontario |
| Crestline | Plymouth/Shiloh |
| Crestview | Shelby |
| Galion | Willard |
| Lexington | Wynford |

These districts represent a mix of small to medium-sized rural towns which have both large industrial employers and an agricultural base. Medium to heavy industrial plants produce automotive parts, ball-bearings, glass products, road-grading equipment, lawn and garden equipment, temperature controls, steel tubing, transformers, printed materials and processed food products. A large vegetable farm operation is also located in the district. Numerous retail opportunities are available. Most of these companies and businesses are interested in hiring Pioneer graduates.

Also within the immediate area are several institutions of higher learning which are available to Pioneer graduates. The primary institutions include the North Central State College and The Ohio State University-Mansfield campus. Other schools include Ashland University, Ashland University School of Nursing, Marion Technical College and Terra Community College in Fremont. Agricultural students attend The Ohio State University Agricultural Technical College in Wooster.

Articulation Agreements have been negotiated with 10 community/technical colleges in our region which provide advanced standing and college credit for qualified graduates of selected Pioneer programs (see page 38). These colleges include the following:

Ashland University
Columbus State College
Hocking College
Lorain Community College
Marion Technical College
North Central State College
Ohio Technical College
Stark State College
The Ohio State University
University of Northwest Ohio

A. EDUCATIONAL PHILOSOPHY

The Pioneer Career and Technology Center Board of Education believes that the primary purpose of career-technical education is to equip all students for useful employment and to empower them with skills to take advantage of future opportunities to move through the workforce.

The Board believes that education is an active process of directed experiences and facilitation of the educational growth is the primary goal of administration, faculty and staff members. The individual student's growth is to be accomplished in three areas:

1. Technical knowledge including complementary work skills in the individual student's chosen career path;
2. Academic knowledge in the areas of science, social studies, mathematics and English language arts that pertain to the student's chosen occupation; and
3. General knowledge including those areas that will enable the individual to function successfully in the community and fulfill duties and responsibilities as a citizen.

We also believe it is our responsibility to guide students beyond high school training through desirable job advancements, or further technical training or higher education.

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.

B. STUDENT SERVICES PROGRAM PHILOSOPHY

Student Services are those special services designed to assist the individual student in obtaining the maximum benefits from the educational opportunities available according to abilities and interests. The services are concerned with the total school environment and the development of an educational program that is effective and realistic. The role of the Student Services staff is to support the efforts of the administration, faculty and parents in their work with and for our students. School counselors work in the overriding areas of academic, career and social/emotional development.

General Objectives:

- To provide educational counseling which assists students to acquire an adequate and satisfying understanding of themselves and to help them make realistic choices, decisions and plans.
- To develop awareness among students, parents, district school personnel and the general public of the Career Technical and College Credit Plus education opportunities available at the Pioneer Career and Technology Center.
- To provide consultative services which assist the school staff in facilitating the use of the school's resources in meeting the needs of all students.
- To assist parents in providing information that will contribute to the growth and development of their children.
- To serve as a liaison between Pioneer and the counselors in the fourteen associate school districts.
- To make referrals to social service agencies in the city, county or state as needed.
- To help provide post-secondary options on the high school level.
- To help unsuccessful academic students make the transition to a successful high school experience through the CBI Program.

**PIONEER DISTRICT SCHOOLS
SCHOOL COUNSELOR DIRECTORY
2023-2024**

BUCKEYE CENTRAL SCHOOLS

938 S. Kibler
New Washington, OH 44854
Phone: 419-492-2266
Christine Close, Counselor

BUCYRUS HIGH SCHOOL

900 W. Perry St.
Bucyrus, OH 44820
Phone: 419-562-7721
Paige Pond, Counselor

COLONEL CRAWFORD HIGH SCHOOL

5444 Crestline Road
Crestline, OH 44827
Phone: 419-562-4666
Michael Hurles, Counselor

CRESTLINE HIGH SCHOOL (7-12)

435 Oldfield Rd.
Crestline, OH 44827
Phone: 419-683-5350, ext. 45820
Mallory Adams-Iacobucci, Counselor

CRESTVIEW HIGH SCHOOL

1575 St. Rt. 96
Ashland, OH 44805
Phone: 419-895-1700
Lisa Brown, Counselor

GALION HIGH SCHOOL

472 Portland Way North
Galion, OH 44833
Phone: 419-468-6500
Amanda Courtright, Counselor
Christy Zender, Counselor

LEXINGTON HIGH SCHOOL

103 Clever Lane
Lexington, OH 44904
Phone: 419-884-2020
Whitney Eibon, Counselor
Kristen McPeck, Counselor

LUCAS HIGH SCHOOL

5 First Ave.
Lucas, OH 44843
Phone: 419-892-2338
Kelly Mongold, Counselor

NORTHMOR HIGH SCHOOL

7819 St. Rte. 19
Galion, OH 44833
Phone: 419-946-3946
Leigh Conant, Counselor

ONTARIO HIGH SCHOOL

467 Shelby-Ontario Rd.
Ontario, OH 44906
Phone: 419-529-7010
Veronica Cain, Counselor
Kelly Conn, Counselor

PLYMOUTH HIGH SCHOOL

400 Trux Street
Plymouth, OH 44865
Phone: 419-687-8200
Chuck Neal, Counselor

SHELBY HIGH SCHOOL

1 Whippet Way
Shelby, OH 44875
Phone: 419-342-5065
Edie Lerback, Counselor
Bobbi Weaver, Counselor

WILLARD HIGH SCHOOL

One Flashes Ave.
Willard, OH 44890
Phone: 419-935-0181
Michelle Aplin, Counselor
Steve Vipperman, Counselor

WYNFORD HIGH SCHOOL

3288 Holmes Center Rd.
Bucyrus, OH 44820
Phone: 419-562-7828
Shelli Ashley, Counselor

PIONEER CAREER AND TECHNOLOGY CENTER

27 Ryan Rd
Shelby, OH 44875
Phone: 419-347-7744
Crystal Escalera, Counselor Ext. 42254
Beth Heinlen, Counselor Ext. 42253
Tasha Lisle, Counselor Ext. 42256
Morgan Schumacher, Counselor Ext. 42257

PIONEER STUDENT SERVICES COORDINATOR

Dan Burtscher Ext. 42252

PIONEER STUDENT SERVICES SECRETARIES

Christina Niese Ext. 42250
Kathy Sabourin Ext. 42251

STUDENT SERVICES DEPARTMENT - PIONEER CAREER & TECHNOLOGY CENTER

2023-2024

Additional Duties & Partner School Assignments

| | | | |
|-----------------------------------|-----------------------------|----------------------------|--------------------------|
| Morgan Schumacher | Crystal Escalera | Beth Heinlen | Tasha Lisle |
| 42257 | 42254 | 42253 | 42256 |
| Partner School Assignments | | | |
| Buckeye Central | Ontario | Bucyrus | Colonel Crawford |
| Galion | Willard | Crestline | Crestview |
| Lucas | College NOW | Plymouth | Lexington |
| Shelby | | Wynford | Northmor |
| | | Outside Districts | |
| | | Performing Arts | |
| Additional Duties | | | |
| Live and Learn | CCP | Testing Coordinator | Purple Star Group |
| College Reps | Articulation Contact | 8th Grade Tours | ASVAB Testing |
| Red Ribbon Week | Scholarship Contact | | Military Reps |
| Dr. Patton | | | |
| | | | |
| FAX Number | Christina Niese | Kathy Sabourin | Dan Burtscher |
| 419-347-4977 | 42250 | 42251 | 42252 |

School Counselor Expectations

1. School counselors will serve the students of Pioneer, partner school counselors, community and staff with the utmost professionalism at all times.
2. School counselors are expected to be in professional attire at all times. Please refer to the Employee Handbook for details.
3. Counselors will be assigned an area of the building for AM supervision. Reporting time will be 8:00 a.m. and will remain until 8:10 a.m.
4. Each counselor will receive a 30 minute lunch each day. If you choose to purchase food off campus, your travel time is included in the 30 minutes.
5. Lunch Duty is a weekly duty that provides counselors an opportunity to connect with students and staff. Counselors are expected to be arrive at 10:27 a.m. and remain until 12:19 p.m. unless there is a student emergency. If you will be late, please call or text Dan Burtscher, Student Services Coordinator.
 - If you will be absent on your assigned day, you will be responsible to find coverage for your day by switching with another counselor.
 - Notify Dan Burtscher of all such changes
6. Counselors are expected to make monthly lab visits for the purpose of rapport building with students and staff, provide testing and scholarship information, early job placement information or to check in with students. Monthly topics for discussion will be provided by your supervisor.

LAB ASSIGNMENTS

| Schumacher | Escalera | Lisle | Heinlen |
|--|--|---|---|
| Carpentry Culinary Arts Home Remodeling Horticulture Masonry Precision Machining Teaching Professions Welding | College Now –Bus & Engineering Collision Repair Criminal Justice Exercise Science Homeland Security Industrial Electric Tech Meat and Animal Science | Auto Tech Cybersecurity Early Childhood Education Graphic Arts IT Support Level I – Auto Tech, Construction and Culinary Power Equipment | Cosmetology Dental Assisting Engineering Design Tech Health Assistant Industrial Diesel Media Communications Medical Assisting Medical Technology Performing Arts |

MONTHLY TOPICS

| | | |
|-----------|---|---|
| September | Juniors- Adjusting to Pioneer | Seniors- Welcome Back and Senior Year Reminders – Grading Policy Review |
| October | Juniors- Scholarships- looking ahead ASVAB or ACT information | Seniors- Scholarship and College Application Graduation/Credit Check Update |
| November | End of Course Update, Quick Check/ Grades, Questions | Quick Check/ Grades, Questions |
| December | Happy Holidays Visit/ EOC update | Happy Holidays Visit |
| January | Scheduling for Senior Year Information | Graduation Credit check/ Employment |
| February | ACT prep resources/Scheduling | Grades/Credit check and scholarship push |
| March | Mental Health Check in and resources | Mental Health Check in and resources |
| April | End of Course Exam Updates | Explanation of Passports and Awards nights |
| May | Considerations for Senior Year Planning | Graduation/ College/ Work Check in |

7. Counselors will perform quarterly grade checks with students of their assigned schools to monitor academic progress toward credit completion and graduation requirements.
 - a. Students failing to make adequate progress may be assigned to the Success Center for extra assistance on school work after lab teachers, academics and/or parents have been contacted.

8. In collaboration with lab instructors, supervisors and additional support staff, counselors will identify multiple graduation pathways for individual students providing each the best options for earning credentials and a high school diploma.
9. As counselors perform their daily duties, lab visits and conduct individual conferences with students, counselors will complete the student services tracker to record contact with students and data will be used to direct and determine future student services needs and program planning.

STUDENT SERVICES AVAILABLE AT THE PIONEER CAREER & TECHNOLOGY CENTER

- I. Counseling Service
 - A. Walk-ins
 - B. Referrals
- II. Consultant Service
 - A. Pioneer faculty and administration
 - B. Parents
 - C. Community resource agencies
- III. Information Service
 - A. Pioneer Program Notebook
 - B. Ohio Means Jobs
 - C. Individual Career Plans
 - D. Financial aid and scholarships
 - E. Career planning
 - F. Virtual learning opportunities
 - G. Pioneer video/Virtual Tour
 - H. Summer school opportunities
- IV. Health Clinic and Nursing Services
 - A. Walk-in clinic operation
 - B. Maintain emergency medical authorization forms
 - C. Administer approved medications as requested
 - D. Respond to emergency events in the building
 - E. Identify students with special health needs
 - F. Conduct communicable disease classes for Early Childhood Education
 - G. Bloodmobile coordination
 - H. Health and safety procedures
- V. Parent Conference Service
 - A. Semester parent conference in October and February school wide
 - B. As requested with student and/or instructors
 - C. Member of IEP/SIT teams
 - D. CCP meetings
- VI. Placement Service
 - A. Placement of students in Career/Tech Prep programs
 - B. Individual student scheduling
 - C. Process referrals for career work assessment
 - D. Attend Individual Educational Plan conferences
 - E. CCP programs
 - F. Schedule 504 meetings (SIT)
 - G. Assist with intervention and testing for special needs students
 - H. Assist with placement into the CBI Program
- VII. Student Appraisal and Record Service
 - A. Attendance checks and home visits as needed
 - B. Quarterly grade reporting
 - C. Process student withdrawals and transfers
 - D. Testing and interpretation: ACT, PSAT, Accuplacer & HSTW Assessment
 - E. Permanent records for graduates and withdrawals
 - F. Ohio End of Course Exams
- VIII. Resource Coordination Service
 - A. Educational institutions - update articulation agreements
 - B. Military service recruiters
 - C. City, county, state and federal agencies

STUDENT SERVICES
Orientation to the Pioneer Career and Technology Center

In order to provide as much information as possible to students and parents in the fourteen associate school districts concerning career technical opportunities available at the Pioneer Career and Technology Center, an Orientation Program for 8th and 10th grade students have been developed below:

| |
|--|
| 8th Grade |
| <p>A “walk-through” tour of the Pioneer Career/Tech Prep labs is held. The purpose of the tour is to acquaint all 8th graders with the opportunities available at Pioneer. The tours are scheduled by the Career Education staff and are coordinated by the Student Services Department with trained tour guides from the Student Ambassador Program.</p> <p>If a field trip is not possible, a video is shown along with a presentation from a Pioneer student at the associate school during the Winter/Spring. The presentation is made prior to freshman registration, so that interested students can plan their schedules with recommended courses. Pioneer student presenters discuss their educational experiences at Pioneer and answer student questions.</p> |
| |

PIONEER CAREER & TECHNOLOGY CENTER
"For Every Graduate, a Salable Skill"
SOPHOMORE ORIENTATION
"Class of 2026"

AGRICULTURAL

Horticulture
Meat and Animal Science

ARTS & COMMUNICATIONS

Graphic Arts
Media Communications
Performing Arts

BUSINESS & COMPUTER ACADEMY

College NOW Business
Cybersecurity
Information Technology Support

CONSTRUCTION

Carpentry
Home Remodeling
Masonry

HEALTH

Dental Assisting
Exercise Science and Sports Medicine
Health Assistant
Medical Assisting
Medical Technologies

HUMAN SERVICES AND EDUCATION

Cosmetology
Criminal Justice
Culinary Arts
Early Childhood Education
Homeland Security
Teaching Professions (housed at Shelby High School)

MANUFACTURING AND ENGINEERING

College NOW Engineering
Engineering Design Technologies
Industrial Electricity Technician
Precision Machining Technologies
Welding

TRANSPORTATION

Automotive Technology
Collision Repair
Industrial Diesel
Power Equipment Mechanics

MANAGEMENT

Career Based Intervention (CBI)
Project Search
STEP Program
Level 1 Programs (Auto tech, Construction, Culinary Arts)

SOPHOMORE/NEW STUDENT PLACEMENT SCHEDULE

| | |
|-------------------|--|
| November/December | A Pioneer counselor visits all Partner Districts to discuss the Career Technical Programs offered at Pioneer. Sophomores indicate interest in visiting three labs during the last week in January. Students will use a Google Form to make their selections. |
| January | Two days of Sophomore Visitation at Pioneer followed by an Open House on Thursday evening |
| February | Priority Deadline applications are due by the last day in February |
| March | Priority Deadline Applications are processed upon receipt and students are placed |
| April/May | Class registration/scheduling is completed for all incoming juniors from the associate schools. A New Student/Parent Orientation is held by Pioneer. The course of study and class requirements such as tools and uniforms are reviewed. |
| Mid-June | New students' final grades, credits and EOC test information are received in the Pioneer Student Services Department. All student credits are checked to meet graduation requirements of the partner school. |
| July/August | Late applicants (new and transfer students) are placed, if openings exist. |



OHIO'S GRADUATION REQUIREMENTS

CLASS OF 2023 AND BEYOND

Ohio's long-term graduation requirements take effect for the class of 2023. For students entering ninth grade on or after [July 1, 2019](#), Ohio's new high school graduation requirements provide more flexibility to choose a graduation pathway that builds on a student's strengths and passions – one that ensures students are ready for their next steps after high school. Students in the classes of 2018 through 2022 may also use these requirements as a pathway to graduation.

As a part of this pathway to graduation, students must show that they have completed all three parts of these requirements.

1. Credit Requirements:

Students must earn a [minimum total of 20 credits](#) in specified subjects and take your required tests. Schools can locally require more than 20 credits. Schools are still required to administer all the high school end-of-course assessments. These are: English Language Arts II, Algebra I (or Integrated Math I), Geometry (or Integrated Math II), Biology, American History, and American Government.

2. Competency:

Students can demonstrate competency by earning a passing score on Ohio's high school Algebra I (or Integrated Math I) and English language arts II tests. Students who do not pass the test will be offered additional support and must retake the test at least once. If students have not met the competency score on these tests, there are four additional ways to show competency.

| Option 1 | Option 2 | Option 3 | Option 4 | Option 5 |
|----------------------|------------------|---------------------|---------------------|------------|
| Algebra I and ELA II | Career Readiness | College Credit Plus | Military Enlistment | ACT or SAT |

Option 1. To demonstrate competency using Ohio’s state tests, students must earn a score of 684 or above on both the Algebra I (or Integrated Math I) and English language arts II end-of-course exams.

Option 2. To demonstrate competency by Career Readiness, students must demonstrate two career-focused activities, at least one must be a foundational option.

- Foundational options: 1. Cumulative score of proficient on 3 or more WebXams. 2. Earn 12-points of industry credential. 3. Complete a registered pre-apprenticeship, an apprenticeship, or show evidence of acceptance into an approved apprenticeship. 4. State-issued license for a practice in a vocation.
- Supporting options: 1. Work-Based Learning. 2. Earn the workforce readiness score on the Workkeys. 3. Earn the OhioMeansJobs Readiness Seal

Option 3. To demonstrate competency through the College Credit Plus Program, students must earn credit in a non-remedial math or English course for the subject area not passed.

Option 4. To demonstrate competency through Military Enlistment, students must provide evidence of enlistment in a branch of the armed forces to demonstrate competency.

Option 5. To demonstrate competency using the ACT or SAT, students must obtain a remediation-free score in the math and/or English subject area on the ACT or SAT. To demonstrate competency in English, a student must be remediation-free in the subjects of English and reading on the ACT or SAT.

3. Readiness:

Students can meet the readiness requirement by earning two diploma seals. In alignment with their graduation plan, students should be choosing seals that align with their goals and interests. These seals give students the chance to demonstrate academic, technical and professional skills and knowledge that align to their passions, interests and their post-high school pathway.

Of the two seals students are required to earn, at least one of the two must be State-Defined. Ohio’s 12 diploma seals are:

- | | |
|---|---|
| • OhioMeansJobs Readiness Seal (State-Defined) | • Honors Diploma Seal (State-Defined) |
| • Industry-Recognized Credential Seal (State-Defined) | • Seal of Biliteracy (State-Defined) |
| • College-Ready Seal (State-Defined) | • Technology Seal (State-Defined) |
| • Military Enlistment Seal (State-Defined) | • Community Service Seal (Locally-Defined) |
| • Citizenship Seal (State-Defined) | • Fine and Performing Arts Seal (Locally-Defined) |
| • Science Seal (State-Defined) | • Student Engagement Seal (Locally-Defined) |

COLLEGE CREDIT PLUS

Pioneer is pleased to assist with the College Credit Plus Program for qualified students. College Credit Plus was mandated by Ohio Legislators to provide college credit tuition free to high school students.

Ohio's College Credit Plus can help students earn college and high school credits at the same time by taking college courses from community colleges or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college ready students. Taking a college course from a public college or university through College Credit Plus is free. That means no cost for tuition, books, or fees. If a student chooses to attend a private college or university, there may be limited costs.

In Ohio, each college or university adopts its own requirements for admission. Admission standards range from college to college. Pioneer does not determine eligibility. Students must indicate if they wish to participate for the next school year. The Student Services Department has information in communication with the 2nd 9-week grades which are mailed to all junior level students.

To qualify for College Credit Plus:

1. A student must declare an interest in College Credit Plus by notifying the Student Services Department by April 1.
2. The student must complete a college application, including a high school transcript, and mail or deliver it to the college or university he or she hopes to attend. The high school transcript can be obtained from the student's associate school guidance office.
3. The student may be required to take a standardized test in order to qualify for college admission.

Pioneer is currently offering options for College Credit Plus:

Academic Period Option

College courses are offered during the Pioneer school day. No special transportation arrangements are needed for these courses.

Online Courses

Some colleges offer online courses as well, which may be taken by Pioneer students.

Qualified Pioneer students may enroll in college courses during the regular school day or in the evening at a local college. Students may be released from Pioneer to attend these classes. The student and his/her family must provide the necessary transportation.

CONCURRENT ENROLLMENT

Qualified students may take college courses during the evening. This would not affect the normal high school day or take the place of the high school courses.

WHAT SHOULD INTERESTED STUDENTS DO?

- Students should talk with the school counselor and discuss an interest in taking college courses and how they fit into the overall academic plan and career goals.
- Prior to March 1, districts will provide information about the College Credit Plus program to all students in grades 7-12. An informational session will be held before March 30.
- By April 1, students must notify the counselor if they wish to participate in College Credit Plus next year. After April 1, students will need permission from the school district superintendent to participate.
- Students should contact colleges for information, application forms and criteria for acceptance into College Credit Plus.
- A three or more credit college course will equal a 1.0 Carnegie credit at the high school level to meet graduation requirements.
- Note: Students who fail a class will receive an F on both the high school and college transcripts and it will be computed into the GPA for both. Districts may seek reimbursement for state funds paid to the college on the student's behalf for the college course.
- College credits at Ohio's public colleges will transfer to any other Ohio public college.
- Students are limited to 30 semester hours per academic year through Pioneer's agreements with participating colleges or universities. Students wishing to earn more than 30 semester credits per academic year will be responsible for all costs of attendance for each credit above the 30 semester hour limit.

Dear Pioneer Parents/Guardians of Junior Students:

Legislation passed by the Ohio General Assembly provides the opportunity for students to attend two- or four-year Ohio Colleges. The College Credit Plus permits students to choose to receive college credit only, or they may elect to receive high school graduation credit for college-level course work without a charge for tuition, books or fees. Transportation is the student's responsibility.

The Ohio Board of Regents recommends that students enrolled in career technical programs who intend to pursue a technical degree should strive to achieve the mastery of skills in the appropriate applied areas of mathematics, science, and communications.

We are required by law to notify you about this program. If you are interested in pursuing this option during the 2024-2025 school year, please attend the College Credit Plus meeting, which will be held at the Mid-Ohio ESC at a later date.

Students need to declare their intent in by April 1, 2024 if they wish to pursue College Credit Plus for the 2024-2025 school year of these sessions.

Sincerely,

Counselor,
Student Services

Enc.

cc: Greg Nickoli, Superintendent
Clay Frye, Director

PIONEER CAREER & TECHNOLOGY CENTER
College Credit Plus Participation
2024-2025

Letter of Intent to Participate in College Credit Plus

PLEASE PRINT

Date _____
AFTER APRIL 1, YOU WILL NEED PERMISSION FROM THE SCHOOL DISTRICT SUPERINTENDENT TO PARTICIPATE.

Student Name _____

Parent/Guardian Name _____

Home Address _____

PLEASE INDICATE PREFERRED METHOD OF CONTACT:

☐ Parent Phone Number (Day) _____ (Evening) _____

☐ Parent Email Address _____

Student Contact Info _____

School _____ Grade _____

I would like to declare my intent to participate in the College Credit Plus program. I understand that signing this form does not require that I participate during the coming school year and I may decide not to participate without consequence.

I also understand that it is my responsibility to notify my school if I do not gain admission to my selected institution of higher education or choose not to participate for some other reason.

In addition, I certify that I have received counseling about the College Credit Plus program concerning the rules and regulations for both my school and the college, and that I understand my responsibilities, the benefits and possible risks of participating in the College Credit Plus program.

Student Signature _____

Parent Signature _____

Early Job Placement Process

Seniors in good academic standing and on track for graduation have the opportunity to participate in the Early Job Placement (EJP) program. In order for seniors to participate the following criteria must be met;

- Seniors must have secured a job in their lab related field prior to inquiry of EJP.
- Seniors must meet with the lab instructor and Career Tech Supervisor to ensure the work resides in a lab related industry and qualifies to address the lab competencies.
- Seniors will acquire the Early Job Placement packet to be completed by student, parents, employer and Pioneer staff prior to approval for job placement.
- Counselors will ensure that the student is on track to graduate, is in good academic standing and any or all testing requirements have been met.
- Once students are approved for job placement, counselors will initiate a change in the students schedule and inform the students' academic instructors, lab instructors, assistant director and attendance office of the schedule change.

Senior CBI Program

Seniors who are interested in entering the workforce but no longer wish to continue in their lab may choose to apply for the CBI Program. This program allows seniors to earn up to 2 credits for hours worked outside of school in place of their lab.

- Students enrolled will hold senior status and be on-track to graduate at the start of the school year
- Students enrolled must have a job or be able to obtain employment during the school year and work a minimum of 15 hours per week.
- Students must provide their own transportation
- Students are able to complete their academic requirements for graduation at their home school or at Pioneer Career and Technology Center
- Students will be enrolled in a CBI Related Course through Pioneer Career and Technology Center's Edgenuity online coursework program
- Student employment will be supervised by Pioneer Career and Technology Center's CBI Coordinator

Student applications will be reviewed on an individual basis and space is limited. Please feel free to contact Dan Slaughter, CBI Supervisor with any questions concerning the CBI Senior Option for the 2023-2024 school year.

SCHOOL CRISIS

A crisis can impact a single class, lab, or an entire building. The most important consideration in dealing with a crisis is the health, safety and welfare of the students and staff at Pioneer. Because no one knows when a crisis can occur, it is imperative that everyone be prepared to deal with the crisis. To assist you, the following phone numbers are provided.

PIONEER PHONE NUMBER: 419-347-7744

| NAME | PIONEER EXTENSION | HOME PHONE |
|----------------|-------------------|--------------|
| Greg Nickoli | 42102 | 419-612-9027 |
| Kris Kowalski | 42103 | 419-571-9070 |
| Clay Frye | 42202 | 419-618-2283 |
| Jolene Young | 42203 | 419-631-5224 |
| Jerimiah Howe | 42205 | 419-631-8852 |
| Matt Parr | 42206 | 419-566-6071 |
| Shannon Sprang | 42252 | 567-203-7593 |
| Dan Slaughter | 42211 | 419-543-2021 |
| Kevin Varygas | 42204 | 440-570-0714 |
| Don Paullin | 42302 | 419-651-6954 |

CRISIS RESPONSE PLAN

By using a cooperative team of trained individuals, we can better serve our students and support our staff, reduce possible injury, and enhance the welfare and safety for everyone in the Pioneer building.

When a crisis occurs, our ability to control the situation will be determined by the level of our readiness. A crisis is an emotionally overwhelming event and the usual coping skills of the students and staff may break down.

Most schools are very influential in the daily lives of their students. Unfortunately, the traditional family is no longer the norm and many extended family members are no longer available to provide support in the time of crisis. Consequently, schools now play a major role in the life problems experienced by our students. Students bring their problems to school, and it is incumbent upon the Student Services Staff to try to assist our students to the best of our ability.

For further reference to situations, refer to the Board-adopted Action Plan for Emergency Situations and the Pioneer Counselor's Crisis Supplement - 2000. The purpose of this document is to assist classroom teachers and counselors in dealing with the aftermath of a crisis. Once the initial crisis is over it is typical to think that the students and staff will get back to normal. This is not the case. A crisis situation affects every person differently. Some students are able to move on relatively easily and some need more assistance. The crisis plan lists warning signals of students who need help and gives suggestions to classroom teachers on what to do to help their students overcome the emotional turmoil that follows a crisis.

CAREER DEVELOPMENT

A. Career Development Model:

The Career Development Program helps students relate classroom learning to skills needed for employment and provides students with career-related skills to survive in the world of work.

In addition, career development provides students with support and assistance in establishing career goals and educational plans through the Individual Academic and Career Plan (IACP). This includes the initial completion of an IACP document by students prior to the ninth grade with opportunities to review, validate and revise the document as a part of the process through graduation.

B. Services of the Pioneer Career Development Department:

Services are provided to the 14 districts in the Pioneer CTPD. Funding comes from Carl Perkins Grant and local funding.

The Career Development Coordinator plans special events, works with students in the classroom, and organizes staff development opportunities. Resources provided by Pioneer include the Ohio Means Jobs website, career assessments, career resource library, and career-related teaching packets.

Elementary School

Table Top Demonstrations – Training and transportation of Pioneer students to 3rd grade classrooms to give hands-on demonstrations of skills learned in the students' programs.

Middle School

Interest Assessments Portfolios—Administration and interpretation of an interest assessment and assistance with the individual career planning process. The interest assessment may be done online and stored as part of the OCIS system.

Pioneer tours – Eighth graders from 14 districts are invited to learn about career-technical opportunities by visiting Pioneer.

Career exploration activities—Coordination with guidance counselors and teachers to provide experiences such as career days and job shadowing.

High School

Career assessments and portfolios—Coordination with guidance counselors and teachers in using assessments to assist students in clarifying and achieving their goals.

Students may update their portfolios by completing a paper document or by completing sections of the online ICAP associated with Ohio Means Jobs.

Career exploration activities--Coordination with guidance counselors and teachers to provide successful experiences as career days, job shadowing, mock interviewing, career contests and classroom presentations.

CAREER PATHWAYS

A. Definition:

Career Pathways is a State of Ohio funded initiative begun in the 1997-1998 school year.

A career pathway is defined as a series of academic, technical and occupational coursework with other educational experiences which lead to a career specialty. Our Career Pathway Program correlates and works with the High Schools That Work education reform model.

B. Rationale:

All students need rigorous academics as well as technical skills to be prepared for post-secondary education and for a career. Individuals need to continuously update their technical knowledge and skills to remain competitive in the workforce. Career Pathways provides a strong academic foundation and a broad base of transferable skills to respond to this dynamic market.

C. Goals:

The goals of the Career Pathways initiative are based, in part, on the following critical components of design:

- The delivery of core, cluster and specialization competencies and, as appropriate, adherence to industry standards;
- Curriculum maps with a plan for depicting the career pathways by grade level from 9 through 12, post-secondary linkages, school-based and work-based activities, and content integration;
- High academic expectations for all students;
- Connection to and collaboration with related initiative (i.e., College Tech Prep, School-to-Work, Career Development, High Schools that Work, JOB)
- Career cluster organization and delivery resulting in inter- and intra-disciplinary practices.

Pioneer's Six Career Clusters:

Agricultural & Environmental Systems
Arts & Communications
Business & Computer Academy

Health Academy
Human Services
Industrial & Engineering Systems

D. Foundation classes:

It is Pioneer's desire to initiate and help design Foundation classes on the freshman and sophomore levels in the Pioneer Career and Technical Planning District. The objective of the foundation classes is to provide each student with an experience in one of the six career clusters with the introduction of career technical knowledge and skills and the connected academics. As a result of the foundation courses we hope students will make a more informed career choice and select academic courses to reflect that career choice.

The following Foundation classes have been or are planned to be held in the Pioneer District Associate High Schools during the 2023-2024 school year:

Agricultural and Environmental

- Wynford High School
- Colonel Crawford High School
- Lucas High School

Arts & Communications Foundation

- Bucyrus High School

Business & Management Foundations

- Bucyrus High School

Human Services/Resources

- Bucyrus High School
- Colonel Crawford High School
- Galion High School
- Shelby High School (Teaching Professions)

Industrial & Engineering Systems

- Colonel Crawford High School
- Crestline High School
- Shelby High School

A. Staff:

Brandi Jensen, R.N. — ext. 42951

B. Definition:

Pioneer Career and Technology Center maintains a contract with the Mansfield Ontario Richland County Health Department to provide a Public Health Nurse to function as the Pioneer School Nurse and also as the Early Childhood Education Preschool Nurse. The school nurse is available from 8 a.m. to 3 p.m. on days that school is in session.

C. Duties:

The school nurse provides the following for the high school students, Pioneer staff and children in child care and preschool:

1. Emergency response (including AED) and care for school injuries and sudden illnesses of infants, toddlers, preschoolers, high school students and staff. Will notify parents as needed and report accidents and major injuries to the Director of Operations.
2. Maintains and staffs the Health Clinic, keeping a daily log of students seen in the clinic.
3. Administers physician-approved medications to the high school students.
4. Collects and maintains on file the student and staff emergency medical forms.
5. Identifies high school and preschool students with special medical needs and provides information for the Pioneer staff.
6. Monitors childcare children and preschool staff for communicable diseases and informs parents if their child has been exposed.
7. Monitors childcare and preschool files for current physical exams and immunizations.
8. Coordinates preschool screening for speech, dental, hearing and vision, as appropriate for age. Performs vision and growth screenings. Assures that parents are notified of screening failures and take appropriate action.
9. Teach the Communicable Disease part of the Red Cross Child Care Course to the Early Childhood Education Juniors.
10. Helps the preschool faculty and students gather information on health and safety issues to teach the preschool students.
11. Serves as a member of the Early Childhood Education Advisory committee.
12. Coordinates the annual Red Cross Bloodmobile at Pioneer.
13. Performs vision and hearing screenings for IEP students.
14. Serves as a member of the Health and Safety Committee. Oversees the AED program, the Hepatitis Program, Bloodborne Pathogens Compliance and Exposure Control plan. The Bloodborne Pathogen Training Program and Health Promotion for Pioneer Staff.
15. Coordinates the Adolescent Hepatitis B program for Early Childhood Education, Criminal Justice, and the Health Academy. Also provides Tuberculin (Mantoux) skin test prior to clinicals to the Junior and Senior Health Academy students.
16. Performs other duties as assigned by the Superintendent.

ARTICULATION/ADVANCED STANDING
at Area Community College for Pioneer Completers

A minimum of C average or better is required in the Career/Technical Course of Study.

| Pioneer Program | Ashland University | Ohio Technical College | Columbus State College | Hocking College | Marion Technical College | North Central State College | Stark State College | Lorain Community College | The Ohio State University | University of Northwest Ohio |
|------------------------------------|--------------------|------------------------|------------------------|-----------------|--------------------------|-----------------------------|---------------------|--------------------------|---------------------------|------------------------------|
| *^Automotive Technology | | 2 credit hours | | 16 credit hours | | | 4 credit hours | | | 12 credit hours |
| Carpentry | | | 11 credit hours | 9 credit hours | | | | | | |
| *Collison | | 2 credit hours | | | | | 4 credit hours | | | |
| *Cosmetology | | | | 3 credit hours | | 17 credit hours | | | | |
| *Criminal Justice | | | | 7 credit hours | 7 credit hours | 12 credit hours | | | | |
| ^Culinary Arts | | | | 9 credit hours | | | | | | |
| Cybersecurity | | | | | | | | | | |
| *Dental Assisting | | | | | | 29 credit hours | | | | |
| Early Childhood Education | | | | 9 credit hours | | 3 credit hours. | | | | |
| *Engineering Design Technology | | | | | 3 credit hours | 6 credit hours | | | | |
| *Exercise Science | | | | | | 7 credit hours | | | | |
| *Graphic Arts | | | | | | 3 credit hours | | | | |
| *Health Assistant | | | | | | 10 credit hours | | | | |
| *Homeland Security | | | | 3 credit hours | 7 credit hours | 12 credit hours | | | | |
| Home Remodeling | | | 11 credit hours | 9 credit hours | | | | | | |
| Horticulture | | | | 6 credit hours | | | | | | |
| *Industrial Diesel | | 2 credit hours | | 8 credit hours | | | 4 credit hours | | | |
| *Industrial Electricity Technology | | | | | | 12 credit hours | | | | |
| *^Information Technology Support | | | | 7 credit hours | | | | | | |
| Masonry | | | 5 credit hours | 3 credit hours | | | | 2 credit hours | | |

| | | | | | | | | | | |
|-----------------------------------|-----------------|----------------|-----------------|----------------|--|------------------|----------------|--|----------------|-----------------|
| *^Media Communications | | | | | | 12 credit hours | | | | |
| *Medical Assisting | | | | | | 10 credit hours | | | | |
| *Medical Technologies | | | | | | 21 credit hours. | | | | |
| *Performing Arts | | | 11 credit hours | | | | | | 5 credit hours | |
| *Power Equipment | | | | | | | 4 credit hours | | | 12 Credit hours |
| *Precision Machining Technologies | | | | | | 6 credit hours | | | | |
| *^Teaching Professions | Waive 3 classes | | | 9 credit hours | | 6 credit hours | | | 3 credit hours | |
| Welding | | 2 credit hours | 7 credit hours | | | 2 credit hours | | | | |

Credit is granted by the college after the student passes the next higher-level class in their course sequence. Senior Career/College Tech Prep instructors certify the competencies achieved through use of the Career Passport issued to Career/College Tech Prep Completers. Students must be continuing in a related college program in order to be considered for advanced standing, i.e. Early Childhood Education to Early Childhood Education. The colleges make the final determination on credit to be granted toward their Associate Degree program.

***indicates College Tech Prep Programs. ^Indicates Career Transfer Assurance Guidelines (CTAGS).**