

**PIONEER CAREER AND TECHNOLOGY CENTER  
EMPLOYEE HANDBOOK  
2023-2024**

Adopted by the Board of Education, July, 2023

**TABLE OF CONTENTS**

Introduction	Page 2
Vision/Mission Statement	Page 3
Board of Education/Administration	Page 3
Calendars	Page 4, 5, 6
Partner Districts	Page 7
Expectations of Staff	Page 8
• General Expectations	
• Covid-19 Related Policies & Procedures	
• Responsibilities for Child Abuse/Neglect Reporting	
• Responsibilities for Title IX Reporting	
• Responsibilities of Food Service Employees/Applicants	
• Completion of all assigned online training courses through PublicSchoolWORKS	
• Instructor Review of Student IEP's and 504 Plans	
 Pioneer General Procedures	 Page 12

## INTRODUCTION

We are very fortunate to provide high-level career-technical training to the students and adults in the Pioneer Career and Technology Center District. The intention of this employee handbook is to communicate important information to all employees about Pioneer operations and procedures that will enable us to continue to provide a world-class career-technical training environment.

Employees should also know and understand that, in addition to this handbook, there are additional sources of important information. They include:

1. Policy Manual of the Pioneer Career and Technology Board of Education. Board approved policies are available online at [www.go2pioneer.com](http://www.go2pioneer.com) under the Board of Education tab (NEOLA Policy).
2. Pioneer Career and Technology Center Treasurer's Handbook
3. Pioneer Career and Technology Student Handbook
4. For our Satellite Instructors, Employee and Student Handbooks of their assigned schools.

This handbook has been provided to you as a means of communicating general district information, rules, policies, and procedures. It is not intended to alter any Board Policy or Administrative Guideline. Additionally, information in this handbook may be superseded by Board Policy, administrative directive, or changes to federal or state laws. Any information contained in this staff handbook is subject to unilateral revision or elimination without notice at the discretion of the administration.

Please see your Supervisor or me should you have any questions about the material in this employee handbook.

Sincerely,  
Gregory D. Nickoli, Superintendent  
Pioneer Career and Technology Center

## **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.

## **PIONEER BOARD OF EDUCATION**

Mr. Doug Theaker, Board President  
Mr. Dennis Long, Board Vice President  
Mrs. Robyn Almanson, Board Member  
Mr. Bill McFarland, Board Member  
Mr. Mike Grady, Board Member  
Mr. Bill Hope, Board Member  
Mr. Spencer Shipman, Board Member  
Mrs. Erin Stine, Board Member  
Mrs. Morgan Jones, Board Member  
Mr. Royden Smith, Board Member  
Mrs. Mary Jean Theaker, Board Member

## **PIONEER ADMINISTRATION**

Mr. Greg Nickoli, Superintendent  
Mrs. Linda Schumacher, Treasurer  
Mr. Kris Kowalski, Director of Business Affairs  
Mr. Clay Frye, Director of Operations  
Mrs. Jolene Young, Assistant Director, High School  
Mr. Don Paullin, Assistant Director, Adult Education  
Mr. Kevin Vargyas, Supervisor, Career-Technical Programs  
Mr. Jeremiah Howe, Supervisor, Career-Technical Programs  
Mr. Daniel Slaughter, Supervisor, Career-Technical Programs  
Mrs. Shannon Sprang, Supervisor, Academics  
Mr. Matt Parr, Supervisor, Satellite Programs  
Mr. Jason Fortman, Food Service Manager

## 2023

JULY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4 Independence Day

AUGUST						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

14 New Teacher Orientation  
16 Returning Teacher 1st Day  
17 JR 1st Day  
18 SR 1st Day

SEPTEMBER						
S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4 Labor Day - No School  
22 Teacher Inservice Day

OCTOBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Parent-Teacher Conferences  
13 End of 1st Grading Period  
23 All-Advisory Committee Dinner

NOVEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

22 P/T Exchange - No School  
23-27 Thanksgiving Break

DECEMBER						
S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

31  
21 End of 1st Semester  
22-29 Winter Recess

## 2024

JANUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1-2 Winter Recess  
15 Martin Luther King Jr. Day  
Sophomore Visitation  
26 Teacher Inservice Day

FEBRUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Parent-Teacher Conferences  
19 President's Day

MARCH						
S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

31  
8 End of 3rd Grading Period  
25-29 Spring Break - No School

APRIL						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

8 P/T Exchange - No School

MAY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

23 Last Day for Students  
24 Teacher Work Day  
27 Memorial Day

JUNE						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

30  
19 Juneteenth

### Tentative Board Approved - 03/20/23

The first 5 calamity days will not be made up. Days 6-8 will be made up using "Blizzard Bags" Any other hours below the required minimum will be made up at the end of the school calendar year.

**Adult Education**

**2023**

JULY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4 Independence Day

AUGUST						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

10 Instructor Meeting  
21 Welding Orientation  
28 CCMA Orientation

SEPTEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4 Labor Day - No School  
5 STNA Orientation  
6 Phlebotomy Orientation

OCTOBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

5/12 Open House  
19 Welding Orientation-2nd Session  
23 Advisory Meetings-No School

NOVEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

23-27 Thanksgiving Break

DECEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

5 STNA Orientation  
22-29 Winter Recess

**2024**

JANUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1-2 Winter Recess  
8 Welding Orientation-3rd Session  
15 Martin Luther King Jr. Day

FEBRUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

5 Phlebotomy Orientation  
8/15 Open House  
19 President's Day

MARCH						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

5 STNA Orientation  
11 Welding Orientation-4th Session  
25-29 Spring Break - No School

APRIL						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

23 Graduation

JUNE						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

30  
3 STNA, Phlebotomy, Welding Orientation  
19 Juneteenth

Tentative Board Approved - 03/20/23

**CLASSIFIED EMPLOYEE  
CALENDAR OF PAID HOLIDAYS  
2023-2024**

The list of Classified Employee Calendar of Paid Holidays is no longer Board Approved. Please refer to Section 601-L /Classified Working Conditions - Holidays of the Master Agreement.

**PIONEER PAY DATES  
ALL PERSONNEL – 2023-2024**

For the 2023-2024 contract year, salaries will be paid over twenty-four (24) pay periods, occurring on the 10<sup>th</sup> and 25<sup>th</sup> of each month. If the 10<sup>th</sup> or 25<sup>th</sup> falls on a Saturday or Sunday, the pay will be made on the Friday before.

September	8 25	March	8 25
October	10 25	April	10 25
November	10 24	May	10 24
December	8 22	June	10 25
<b>(2024)</b>			
January	10 25	July	10 25
February	9 23	August	9 23

## **PARTNER SCHOOL DISTRICTS**

Pioneer partners with the following districts to provide Career-Technical Training to Middle School, High School, and Adult students.

Buckeye Central Local Schools  
Bucyrus City Schools  
Colonel Crawford Local Schools  
Crestline Exempted Village Schools  
Crestview Local Schools  
Galion City Schools  
Lexington Local Schools  
Lucas Local Schools  
Northmor Local Schools  
Ontario Local Schools  
Plymouth Local Schools  
Shelby City Schools  
Willard City Schools  
Wynford Local Schools

## **EXPECTATIONS OF STAFF**

### **General Expectations for All Staff**

The Pioneer Career and Technology Center believes that world-class career-technical training is a collaborative effort that involves students, parents, teachers, administrators, business and industry leaders, and the community in a process of planning, implementing, evaluating, and adjusting to the needs of our students and our local business and industry partners.

Recognizing that each student and program has unique needs, we strive to provide a learning environment that prepares students for further training and education or entry directly into the workforce.

To accomplish this, it is expected that we will:

1. Promote a positive work ethic to our students
2. Display honesty and respect for others
3. Demonstrate professionalism at all times
4. Promote a safe learning atmosphere
5. Encourage community, partner school, business/industry and parental involvement

In addition to these professional obligations, all staff members are expected to meet the legal and ethical obligations associated with their positions and licensing as outlined below and according to the Ohio Revised Code and the Ohio Administrative Code. This includes the following:

### **Covid-19 Policies and Procedures**

It is the goal of the Board of Education and Administration to the greatest extent possible, to provide a safest work place and educational environment while providing the best education possible for our students. May 11, 2023 marked the end of the federal COVID-19 PHE declaration.



Questions should be addressed to the employees Supervisor, the Director of Operations, or the Superintendent.

### **Reporting Suspected Child Abuse or Neglect**

As specified in Board Policy 8462 and ORC 2151.421, 3313.60, and 3319.073 every Board official and employee who, in connection with his/her position, knows or suspects child abuse or neglect must immediately report that knowledge or suspicion to a public children's services or local law enforcement agency. Such reporting is required in every case that reasonably indicates that a child under the age of eighteen (18) or a physically or mentally disabled child under the age of twenty-one (21) has been abused (physically or mentally) or neglected or faces the threat of being abused or neglected.

The Board official and employee making the report shall also notify the appropriate administrator according to the District's Reporting Procedure for Student Abuse or Neglect and shall secure prompt medical attention to any such injuries reported.

### **Reporting Title IX Violations**

As specified in Board Policy 2266 every Board official and employee who, in connection with his/her position, knows or suspects child abuse or neglect must notify the Title IX Coordinator (Clay Frye, Director of Operations) **within two days** of learning the information or receiving the report. The Board employee must also comply with mandatory reporting responsibility pursuant to R.C. 2151.412 and Policy 8462 – Student Abuse and Neglect, if applicable. If the Board employee's knowledge is based on another individual bringing the information to the Board employee's attention and the reporting individual submitted a written complaint to the Board employee, the Board employee must provide the written complaint to the Title IX Coordinator. Board employees are hereby notified that they are

prohibited from knowingly making false statements or knowingly submitting false information during the grievance process, including intentionally making a false report of sexual harassment or submitting a false formal complaint.

### **Food Employees or Food Employee Applicants**

A food employee or food employee applicant, after receiving a conditional offer of employment, is required to report the following conditions to the person in charge:

1. Diagnosis of an illness due to an infectious agent specified in 3717-1-02.1(A)(1).
2. Symptoms caused by illness, infection, or another source specified in 3717-1-02.1(A)(2).
3. Past illnesses from an infectious agent specified in 3717-1-02.1(A)(1).
4. Meeting one or more of the high-risk conditions as specified in 3717-1-02.1(A)(4).

A food employee or food employee applicant, after receiving a conditional offer of employment, is also required to comply with exclusions and restrictions as specified in 3717-1-02.1(B).

### **Staff Communication**

Pioneer Career and Technology Center Staff are encouraged to practice effective communication and address non-contractual concerns with their peers and Supervisors in a collegial manner before their concerns become issues addressed between the EAP and the Administrative Team. Should concerns not be resolved during communications at the peer or Supervisor level, concerns should be directed to the Director of Operations for resolution.

### **Completion of all assigned online training courses through PublicSchoolWORKS**

Staff members will receive emails through their Pioneer provided email account from PublicSchoolWORKS requesting that they complete online training courses as required by Board Policy, State or Federal Law or the Ohio Administrative Code. Successful completion of each assigned course is a requirement of each employee at Pioneer. PublicSchoolWORKS can be accessed through a link provided in the email assigning the course or by going to the Employee's MyNCOCC Dashboard, scrolling down and clicking on the link on the left entitled **Safety Training / MSDS**. Employees are reminded that their username and password are as follows:

**User Name:** Enter your name as it appears on your paycheck

**Password:** Enter the last 4 digits of your social security number

#### **Instructor review of student IEPs and 504 Plans**

All instructors are required to review and document their review of the Individualized Education Plans (IEPs) of all Students with Disabilities assigned to their classes. Instructors may identify which students have IEPs in one of two ways.

First, the Special Needs Coordinator, Jennifer Magers, will provide each instructor with a list of all students assigned to their classes who have IEPs.

Secondly, instructors may identify which students have IEPs by noticing the "eyeglasses" at the top of the student's page in Gradebook. This icon does not appear for our Bucyrus and Buckeye Central students because those districts use a different student information system.

It should also be noted that the classroom/lab instructor is responsible for the comprehensive implementation of all accommodations as documented in the IEP or 504 Plan.

Should an instructor have questions regarding the IEP or implementation process, he/she should contact Jennifer Magers, Special Needs Coordinator, at extension 42501.

### **PIONEER GENERAL PROCEDURES**

ANNOUNCEMENTS	14
ARENA AND CAFETERIA USAGE	14
ASSEMBLIES	14
AUDIOVISUALS	15
BOARD POLICY MANUAL	15
BORROWING TOOLS AND EQUIPMENT	15
BEGINNING YEAR STUDENT FORMS	15
CARE OF SCHOOL PROPERTY	16
CLINIC USE	17
COMPUTER ACCESS	18
COPIER EQUIPMENT	19
COUNSELING AND PARENT CONFERENCES	19
DANCE POLICY	20
CLASSROOM MANAGEMENT (DISCIPLINE)	21
EDUCATIONAL SUPPLY BUDGETS	23
EMERGENCY SITUATIONS AT PIONEER	23
EMPLOYEE EVALUATION	23
FACULTY WORKROOMS AND LOUNGES	24
FAMILY AND MEDICAL LEAVE ACT OF 1993	24
FIELD TRIPS	24
FINANCIAL PROCEDURES	25
FIRE DRILL	26
FORMS	26
GRADING PROCEDURE	28
GRADE NOTIFICATION	32
GRADUATION	33
GRANTS	33
HALL SUPERVISION	34
IDENTIFICATION BADGES	35
INVESTIGATION & LAW ENFORCEMENT	35
LIABILITY	35
LESSON PLANS AND GRADEBOOK	36
MEETINGS, FACULTY AND DEPARTMENT	37

MENTOR PROGRAM	38
NEWS RELEASES	38
OSHA	38
OVERTIME/COMPENSATORY TIME	38
PARENT/STUDENT RIGHTS AND GRIEVANCE PROCEDURES	39
PARKING	39
PAYMENT POLICIES CONCERNING EMPLOYEE	40
PAYMENT SYSTEM/STUDENT SUPPLIES/ CUSTOMER SERVICES	
PRIVACY PRACTICES	43
PROFESSIONAL CODE OF CONDUCT	47
PUBLIC'S RIGHT TO KNOW	49
REQUESTS FOR SUPPLIES & EQUIPMENT	51
SAFE SCHOOL TIPLINE	53
SECURITY	53
SECURITY SYSTEM	54
SOCIAL MEDIA	54
STAFF DRESS CODE	55
STATE OF OHIO CERTIFICATE OF EXEMPTION	57
STUDENT ATTENDANCE	57
STUDENT/CLUB ACTIVITIES	57
STUDENT FEES AND COSTS	57
STUDENT HEALTH AND SAFETY	58
STUDENT INTERVENTION TEAM REFERRAL	60
STUDENT RECOGNITION	60
SUCCESS CENTER	62
SUSPENSION & EXPULSION OF STUDENT	63
TEACHER ABSENCE	63
TELEPHONES	65
TEXTBOOKS	65
TOOLBOX CHECKS	66
TORNADO WARNING INSTRUCTIONS	66
USE OF FORCE	68
VISITORS	68
WEATHER CLOSINGS & EMERGENCIES	69
WINDOW COVERINGS	69
WORK DAY	70
WHERE DO I GO FOR HELP?	70

## **ANNOUNCEMENTS**

Daily announcements will be made each morning at 8:10 a.m. during first period. Announcements from the partner schools are posted in the main hall and projected in a slideshow presentation in the cafeteria which can be viewed during breakfast and lunch. This information is also available on the Pioneer website and is emailed to the students each day.

Instructors and/or advisors who have an announcement that should be made are to give the announcement to the Assistant Director, High School in the Administrative Center. It is to be **TYPED** and signed by the instructor or advisor. Announcement forms are available on Pioneer Docs. Some announcements may be put in the slideshow presentation instead of being read on the PA. No student announcements will be made unless signed by an instructor or supervisor and approved by the Assistant Director, High School.

## **INTERNAL PROCEDURE FOR ARENA AND CAFETERIA USAGE**

- A. Complete a Building Utilization Form and turn in to Tina Hurst in the Administrative Office. Please check the Building Calendar to determine availability.
- B. Cafeteria can only be scheduled for usage twice a year. When using the cafeteria tie it to an educational event or reward for specific behaviors.
- C. Food is not allowed in classrooms and labs – drinks brought from home must be in a sealed can or plastic bottle and consumed in the cafeteria. Only clear, non-colored water bottles of 32 oz. or less containing clear water are permitted outside of the cafeteria and subject to classroom/lab rules.
- D. Students must be under supervision at all times without exception.

## **ASSEMBLIES**

Assemblies can play a vital role in the complete education

provided to all students at Pioneer. For the most part, assemblies are club meetings and are scheduled as such. On occasion, a need arises to have the student body together. Such assemblies are to be scheduled with the approval of the Assistant Director, High School.

### **AUDIOVISUALS**

All audiovisual equipment is to be maintained in and signed out from the Schumann Learning Center. All equipment is to be returned on schedule so that others may use it.

### **BOARD POLICY MANUAL**

The Board of Education has adopted and keeps current a policy manual having policies regarding all aspect of the Pioneer operation. It is available online or for any employee to sign out in the library.

### **BORROWING TOOLS AND EQUIPMENT**

Tools and equipment will not be loaned to staff or students from any classroom or lab at Pioneer for personal use.

### **BEGINNING YEAR STUDENT FORMS**

Online forms will be made available through the Pioneer website at [www.go2pioneer.com](http://www.go2pioneer.com) for the beginning year package and will include the following forms:

Emergency Medical Form, Free or Reduced Lunch Form, Insurance/Insurance Waiver, Required Signature Form (covering the Attendance Policy, Discipline Policy, General Dress-Safety-Health Regulations Policy, Acceptable Use, One to One Chromebook Policies)

The online forms must be completed by the parent/guardian before the assigned date. The exact date will be set by the Assistant Director, High School. **Any student who does not complete the required online forms by the assigned date will**

**not be allowed to participate in lab until all forms are completed.**

### **CARE OF SCHOOL PROPERTY**

We are sharing one of the finest educational facilities built in this area and in Ohio. Such a facility can remain in excellent condition only if the responsibility for its maintenance and repair is shared equally by all employees. It may at some time be desirable to enhance the teaching situation by rearranging or even removing items of equipment from the room, but for purposes of inventory and the efficient operation of mechanical facilities this alternation or removal of school property should be done only with the approval of the supervisor. Items needing attention or repair should be referred to the proper supervisor.

To aid in the care, operation, and efficiency of our school, the following should be considered:

1. In rooms equipped with air conditioning, keep all doors and windows closed while the air conditioning is in operation.
2. Walls should be protected from damage.
3. Broken furniture, missing chair glides, or other defects should be reported immediately to the Director of Business Affairs.
4. At the end of the school day, student chairs should be placed on top of desks, lights should be turned out, windows closed, and doors locked.
5. Cleaning labs--the general responsibility for cleaning, maintenance, and repair of each lab shall rest with the instructor in charge of the lab. Custodial service will be provided to the office, restrooms, and reference room.
6. Everyone must assume the responsibility for general neatness and cleanliness.
7. As a general rule items should not be taped to walls. On special occasions, masking tape can be used to post on windows, glazed, or ceramic tile (not painted walls). Please remove all posters and clean the wall when the event is completed.



Security procedures should be in place to prevent theft. A planned routine for checking supplies, tools, and equipment in and out for each class should be conducted daily. Should loss occur, report it to the supervisor who in turn will report such losses to the Director of Operations.

Misuse of books and missing books should be handled by the same procedure. It is advisable to do a textbook-care check near the end of each grading period so fees for damages are paid prior to the distribution of grades. The Library/Media Specialist can assist with replacement costs to students.

## **CLINIC USE**

### **Student Use of Clinic**

The following reasons would justify a student's need to use the clinic:

1. Needed treatment resulting from an injury.
2. Illness of an individual occurring after one has come to school.
3. Other such reasons as deemed necessary and essential by the nurse.

Use of the clinic for other reasons is to be discouraged. The following procedure should be followed in an effort to control clinic misuse:

1. Students are not to stop at the clinic between classes. Students need to ask the instructor for permission to go the clinic. A Hall Pass should be used to allow the student to go to the clinic.
2. A student who spends time in the clinic without permission of the instructor should not be admitted to class until the student has been reinstated by their supervisor.
3. Instructors should use discretion in allowing students to go to the clinic. An excuse to use the clinic can be a good excuse to get out of a class.
4. The clinic will only be used to hold students who are being sent home.
5. A daily log will be recorded of visitors to the clinic. This log is

available to any instructor for viewing in the clinic.

6. Habitual users of the clinic should be referred to their supervisor.

7. Students should not be sent to the clinic for over-the-counter medications since the nurse cannot administer these items.

8. If a student is not on the absence list and not in your class, check the clinic list at the end of the day, then take any action required.

9. Students needing juice, crackers, etc. due to illness must consume these items before leaving the clinic.

**NOTE:** The clinic is closed to evening education classes. Emergency situations require the staff member to call 911 and the Pioneer Adult Education secretary and/or the night facilitator.

#### **Accident / Injury involving staff member**

In the event of a staff member being involved in an incident which resulted in possible injury to either themselves or another party while performing duties as an employee of Pioneer the following procedures must be followed:

1. All incidents involving possible injury to self or others **must be reported immediately to the school nurse**, no exceptions. A School Accident Report Form must be completed describing the circumstances and filed with the school nurse immediately following the incident or following emergency care if required. This form is a requirement to all incidents on or off campus while completing work-related activities.

2. Incidents / accidents which occur while in the operation of a Pioneer owned vehicle **must be reported immediately to the appropriate law enforcement authority and to the immediate supervisor or other administrator if the supervisor is not readily available.**

#### **COMPUTER ACCESS**

Pioneer believes in promoting technology with students and staff. Please limit student computer access to educational uses only.

Staff use is for job-related purposes only.

### **COPIER EQUIPMENT**

Coded copiers are provided for instructor use in the teacher's workrooms in each of the buildings. When supplies are low, please notify the Administrative Center so that the situation can be corrected.

If you have technical difficulties, please ask for help from the secretary. **DO NOT** attempt to repair the machine yourself. To receive your code number, you need to take a short training session.

### **COUNSELING AND PARENT CONFERENCES**

The instructor plays an important role in the guidance and counseling of students. Daily contact with the student places instructors in a strategic position to aid the students who are experiencing adjustment problems. Many students have resolved their conflicts and confusions just by having someone who will give them an attentive ear.

The training and experience of an instructor in a particular career area allows him/her to provide valuable guidance to the students pursuing that particular career.

The school counselor is available for personal conferences to assist in developing an understanding of individual differences of students and the dynamics of group behavior. The guidance counselor will conduct individual student interviews upon request or referral in order to help the student develop insight into solving educational, Career-Technical, and personal/social problems. Upon request, the counselor will participate in parent-teacher conferences and, when appropriate, assist them in contacting public or private agencies whose services may meet the needs of the individual or the family.

The parent-teacher conference is one of the best methods of

cementing good relationships between the parents and school. Instructors are encouraged to schedule such conferences, keeping in mind the following points that contribute to well-planned conferences.

1. Plan for the conference after notifying the parent that a conference is available and necessary.
2. Arrange for the conference when you have free time so that you will have the necessary time to talk at length with parents.
3. Conduct the conference in privacy where there will be a minimum of interruptions.
4. Be tactful. Accept the parents' reasons for the student's behavior and lead the discussion to other possible causes and possible steps to correct the problem.
5. Close the conference in a pleasant and constructive atmosphere giving the parent a definite statement of encouragement and giving the details of your plan for helping the student.
6. Follow through with plans made for helping the student.

#### **DANCE POLICY**

Approval for all student-sponsored dances, parties, or other extracurricular activities must be secured from the Assistant Director, High School at least ten days before the event is to take place.

The following policy was approved for dances sponsored by organizations of Pioneer:

1. Dances shall be limited to one a month.
2. Dances shall be chaperoned by at least two faculty members and two other adults.
3. All evening functions shall be over by 11:00 p.m. and students shall be out of the building by 11:30 p.m.
4. Uniformed police must be present at all evening functions and shall be paid for by the sponsoring organization.
5. A custodian shall be present during the entire time of the event

and shall be paid for by the sponsoring organization.

### **CLASSROOM MANAGEMENT**

When supervising students, the instructor stands "in loco parentis" to the children in his/her charge. That is, he/she assumes the position of a parent, and thereby acquires not only authority over the child, but responsibility to the child as well. In order to be fair and consistent to all students **each staff member should familiarize him/herself with Pioneer's Student Handbook.**

Pioneer has adopted the Simmons' Classroom Management System. Teachers should refer to the discipline cohort or administration for assistance. Each instructor is responsible for developing a classroom behavior management plan that is in line with the school-wide plan.

1. Good discipline is usually positive rather than negative in nature. It consists of providing engaging lessons that are constructive and related to real world experiences.
2. Good discipline is always fair, dignified, and in good temper.
3. Discipline problems normally can be recognized before they happen. Instructors must learn to use judgment in determining which items are to be ignored and which require disciplinary action. (Remember little things make big things happen.)
4. Corporal punishment (paddling, slapping, or striking pupils in any manner) is prohibited in our school.
5. Instructors should develop the ability to handle their own disciplinary problems in accordance with the school-wide plan.
6. Pupils should not be ridiculed at any time. Sarcasm, unkind remarks, and displays of temper should be avoided. Be professional. Treat students the way you would expect to be treated in front of your peers.
7. Be at your door at 8:00 a.m. to greet students. The first attendance bell rings at 8:05 a.m. and students must not remain in the hallways.
8. Step into the hallway during class changes to assist with

student supervision.

9. Cell phone use is permitted in accordance with the posted policy.

### **Levels of Discipline**

#### **Mischievous Behaviors**

Those behaviors create only minor disruptions to class functioning, disrupt the educational process for only a few students, create no immediate safety issues within the classroom and/or do not fall within the definitions of the Severe Level. These behaviors should be addressed using the Simmons' Classroom Management Plan as approved by the Administration.

#### **Severe Behaviors**

Any misconduct so listed or that creates an immediate danger to the student or others. Examples of Severe Behaviors include but are not limited to: fighting, vandalism, overt defiance, tobacco, alcohol, drugs, and weapons.

#### **Dress Code**

If a student is in violation of any portion of the dress code, he/she should be given an opportunity to correct it (ex. Retrieve a program shirt from his/her locker or borrow one from a friend; go to the Attendance Office to get another ID, etc.) and his/her name should be recorded in the accountability book. If he/she is unable to immediately correct the violation, he/she should be sent to the Administrative Center. Students getting an ID after 8:10 a.m. will have their names placed in the Accountability Book.

Additional violations may result in more severe consequences. Continual offenders may be suspended or expelled.

#### **Alternative Disciplinary Measures**

Student Detention: The instructor may keep the student after school under his/her supervision until 3:00 PM with

parent/guardian permission. Transportation must be provided by student/parent. The detention should be recorded on a detention notice with the date and time of the detention. Students failing to attend the assigned detention will be referred to the immediate Supervisor with the misconduct notice.

### **EDUCATIONAL SUPPLY BUDGETS**

Budgets for educational supplies are made available each school year to career/technical and academic instructors for the purpose of purchasing items required for instruction for that given year. Instructors will receive copies of requisitions and monthly account updates for their recordkeeping. The ordering deadline each year is the end of April.

### **EMERGENCY SITUATIONS AT PIONEER CAREER AND TECHNOLOGY CENTER**

The health and welfare of students must be a constant concern. For that reason, all staff members should familiarize themselves with Fire Drill and Tornado Drill procedures. Any other emergency situations that may arise will be addressed and instructions will be given over the PA system.

### **EMPLOYEE EVALUATION**

The Pioneer Career and Technology Center Staff values the importance of promoting professional growth that leads to improved instructional performance and student learning. OTES 2.0 is a professional growth model and is intended to be used to continually assist educators in enhancing teacher performance. An effective professional growth model considers a teacher's instructional strengths, while supporting identified areas for improvement according to the profile of each educator. The OTES 2.0 process is to be collaborative, ongoing and supportive of the professional growth of the teacher.

All employee performance will be evaluated in accordance with the process outlined in the Negotiated Agreement between the

Pioneer Career and Technology Board of Education and the Education Associate of Pioneer. Details of the process may be located in Section 301 and the evaluation documents may be located under the Forms section, located on pages 79-115 of the Negotiated Agreement.

### **FACULTY WORKROOMS AND LOUNGES**

Faculty lounges and teacher restrooms are provided for the comfort of the Pioneer staff. The staff is free to use the lounges at any time other than class time. Adult students may use the Adult Student Lounge in the West building. Faculty restrooms and the Faculty Lounge are not open to Adult students. Tobacco use is not permitted anywhere on the campus by any person.

### **FAMILY AND MEDICAL LEAVE ACT OF 1993**

Family and Medical Leave Act requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1250 hours over the previous 12 months, and if there are at least 50 employees.

For Additional Information: Contact the nearest office of wage and hour division, listed in most telephone directories under U.S. Government, Department of Labor. For details related to the Family First Coronavirus Response Act please go to <https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>

### **FIELD TRIPS**

Educational trips, when properly planned in advance, are an important part of the learning situation and can add greatly to the interest of a course. Such trips should be encouraged after proper preparation has been made in advance. Follow-up should be made after the trip. These steps should be considered:

1. Will the trip make a significant contribution to the class?



2. Are the students properly prepared, and do they understand the purpose of the trip? Have the students been alerted to special items of interest to be observed?
3. Have arrangements been made with the host as to date, time of arrival, number in the group, and special items of interest to be observe?
4. Have arrangements been cleared with the Assistant Director, High School for release of time and arrangements for the bus or vans? The Pioneer bus will carry 38 students comfortably. (The school bus or a commercial bus should be used for all field trips when feasible.)
5. YOU MUST follow the required procedures checklist (located in Pioneer Docs-Request Forms).
6. Was sufficient follow-up made after returning and was something worthwhile gained from the trip?

Educational trips should be planned so that they will not extend beyond the Career-Technical classes. No more than one all-day trip will be approved per year.

Students should be expected to act as they would during a normal day at Pioneer and should always remember they are representing Pioneer while on the trip.

ALL FIELD TRIP requests for the months of April and May MUST BE SUBMITTED no later than March 30. **No field trips are to be scheduled during test weeks without prior approval of the Director** (reference the online district calendar.) No field trips are to be scheduled after the first week of May.

Pioneer encourages you to take field trips early in the year when introducing lessons to avoid a late year rush for buses.

### **FINANCIAL PROCEDURES**

Procedures concerning numerous activities involving finances are given in the Treasurer's Handbook. This handbook is available through administrators, secretaries, or in the library.

### **FIRE DRILL PROCEDURE**

1. KNOW YOUR ESCAPE ROUTE IN ADVANCE AND WHERE TO MEET OUTSIDE THE BUILDING.
2. WHEN THE ALARM SOUNDS - CLASS LINES UP SINGLE FILE AT THE EXIT DOOR.
3. ASSIGN SOMEONE TO BE CERTAIN THAT ALL ELECTRICAL POWER EQUIPMENT IS OFF, LIGHTS ARE LEFT ON, ENTRANCE DOORS CLOSED AND UNLOCKED, AND ALL WINDOWS ARE CLOSED.
4. ASSIGN CLASS MEMBERS TO BE RESPONSIBLE FOR HELPING ANY PHYSICALLY HANDICAPPED INDIVIDUAL FROM LEAVING THE AREA FIRST.
5. AT THE INSTRUCTORS COMMAND, CLASS LEAVES THE ROOM OR LAB - SINGLE FILE - WITHOUT TALKING, TO THE DESIGNATED AREA OUTSIDE AND AWAY FROM THE BUILDING.
6. THE INSTRUCTOR IS THE LAST ONE TO LEAVE THE ROOM OR LAB MAKING CERTAIN THAT ENTIRE CLASS IS OUT AND THE DOOR(S) IS UNLOCKED BUT CLOSED. INSTRUCTORS SHOULD TAKE THE CLASS ROSTER AND DAILY ATTENDANCE REPORT.
7. OUTSIDE THE BUILDING THE CLASS REMAINS IN SINGLE FILE LINES, QUIETLY, WHILE THE INSTRUCTOR TAKES THE ATTENDANCE.
8. ON THE ALL CLEAR SIGNAL, CLASSES REPORT BACK TO THEIR RESPECTIVE AREAS.

### **FORMS**

**The following forms are available on Pioneer Docs.**

- ✓ Advisory Committee Minutes
- ✓ Behavior Management Log
- ✓ Building Utilization Form
- ✓ Class Absence
- ✓ Early Job Placement Application
- ✓ Early Job Placement Grade Sheet
- ✓ Educational Field Trip Request Form
- ✓ Equipment Transfer/Disposition
- ✓ Fax Cover Sheet
- ✓ Harassment Report
- ✓ Hourly Time Sheet
- ✓ Job Site - Home Visit Reimbursement
- ✓ Key Request
- ✓ LPDC Forms
- ✓ Mileage to Common Points-Round Trip
- ✓ Mileage Report
- ✓ Misconduct Notice
- ✓ Professional Development and New Technology Extended Service Request
- ✓ Purchase Card Requisition- Delivered to Distribution
- ✓ Requisition Form - Non-Purchase Card
- ✓ SIT Request - Student Intervention Team
- ✓ SUCCESS Center Referral Form
- ✓ Technology Request Form
- ✓ Tuition Reimbursement - Administrative
- ✓ Tuition Reimbursement - Certificated /Classified

**The following forms are available from the Receptionist in the High School Office:**

- ✓ Emergency Call List
- ✓ Faculty Parking Permit
- ✓ Substitute Packet
- ✓ Visitor Pass
- ✓ Visitor Form

**The following forms are available from the Secretary in the Attendance Office:**

- ✓ Admit Slips

- ✓ Class Absence
- ✓ Pre-Arranged Absence
- ✓ Student Parking Permit

**The following forms are available from the Secretary in the Student Services Office:**

- ✓ Child Abuse Report
- ✓ Grade Information
- ✓ Observed Student Behavior
- ✓ Student Enrollment
- ✓ Request for Financial Assistance

**The following forms are available from the Receptionist in the Board Office:**

- ✓ Change of Address Form
- ✓ Employee Insurance/Dental
- ✓ Employee Applications
- ✓ Worker Compensation Injury Form

### **GRADING PROCEDURE**

Evaluation of student progress must be an ever-continuing process. Instructors at Pioneer should attempt to accurately evaluate all students on the basis of actual course achievement, reflection of attitude, and development of favorable characteristics of citizenship. While the marking system employed at Pioneer is not proposed to be the ultimate in marking systems, it does seem to fit our particular need and philosophy. Students should be evaluated based on tests and quizzes, competency material, homework, and daily performance. Based upon total points possible each grading period the school-wide grading scale is as follows:

<u>Percent Grading Scale</u>	<u>Numerical Value</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 (the four nine-weeks grades are averaged) is the following: students must earn a total of 3.4 grade-points for the four periods and pass two grading periods, one of which must be in each semester.**

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

To determine the yearly grade average, the four nine-week grades will be totaled and averaged. To measure the level of achievement, tests should be given periodically. At least once during each nine-week period a major exam should be given over the material covered and a portion of questions extending back over previous nine-week periods.

### **Incomplete Grades**

Pioneer's Incomplete Policy is established to enable our instructors to expect requirements for their courses to be at least attempted by all students in order to maintain the integrity of said courses. However, it also needs to allow our partner schools to establish class rankings necessary for scholarships and admittance to honor societies, etc.

1. Incompletes should only be given for the following reasons:

- Approved extended absences excused by Assistant Director, High School
- A student has enrolled after the start of school

2. Incompletes will change to an "F" 5 days after the student's receipt of grades at the end of semester and end of year. All requirements must be made up within 5 school days of the student's return to be considered for a passing grade. The number of days to make up will be equal to the number of days missed. (i.e. 5 days missed = 5 days to make up the work).

3. When a student enrolls after the school year has started, if no grades are available from previous school, an "I" will be given until assignments have been satisfactorily completed for material covered in the program prior to one's enrollment. If a student withdraws before the end of the school year, he/she will receive an "I" as the yearly grade for the course unless arrangements have been made with the Pioneer Administration in advance and all coursework and major exams have been completed. An exception to this would be if student transfers during the school year to another district, grades should be given.

4. Incomplete grade changes should be turned into Student Services using the Grade Change form. This grade change should be made by the instructor as soon as the student's work is made up.

### **Grade Changes**

All grade changes in an academic subject or lab must be submitted no later than ten (10) days after grades are due. All other grade changes must be approved by the Director of Operations.

Permanent record cards and other pertinent information concerning each student are filed in individual student folders in the Student Services Department. Permanent records cannot be

released to be taken home, but may be signed out for study in the office. Folders signed out are to be returned the same day. It is advisable that instructors familiarize themselves with the information as early in the school year as possible. Seek the assistance of the Student Services Department for interpretation of the data. The minimum parts of the permanent record system consist of:

1. An attendance record.
2. Standardized test results.
3. Permanent record of grades

A copy of the student's final grades is placed in the student's cumulative record file, and a copy sent to the partner school.

Credit may be granted on a student's progress report for a nine-week period to indicate satisfactory progress has been made in an area of study that does lend itself to the traditional or typical grading system. For example, S Credit in English may be granted when a student has spent most or all of a nine-week period in Reading Laboratory. Improvement work, which may be a part of the English, however, will still be evaluated and recorded in the traditional way--A, B, C, etc.

In determining lab grades, the point of view will be taken that sound grading can be accomplished using very different approaches or systems so long as the system is administered consistently, and with the progress and/or achievement of the student being the primary consideration.

In lab where objective tests are difficult to make and apply, the various points of workmanship, safety standards, and industry skill standards that exist with each trade are the items from which the instructor sets his/her grade standards.

A Completion Certificate and Career Passport will be given to

each Pioneer student successfully completing a Career-Technical program. To receive a Completion Certificate, successful completion will include at least 90% attendance rate (excused) and the completion of the senior project. Competency tests will be given by the instructor during the year verifying student skill proficiency.

### **GRADE NOTIFICATION**

Throughout the school year it is the responsibility of the school to notify parents of their son's/daughter's progress. To help facilitate this communication, all parents will have access to grades throughout the year with GradeBook and are provided nine-week grade reports. Parents will be notified at the mid-point of each grading period. **The instructor is responsible for notifying parents via phone call or email regularly when their child's progress in any subject area is less than satisfactory.**

Teachers calling parents are expected to keep a log of calls made. Less than satisfactory is defined as a current grade of D+, D, D- or F.

It is highly recommended that those students who are doing extremely well be recognized for their work. There is nothing more pleasing to a parent than to receive a note or phone call from an instructor commending the achievements of their son or daughter. E-mail communication can be established through GradeBook.

**Any student who is failing midway through a nine-week grading period or at the end of a grading period must be referred for extra help.**

The Special Needs Department will monitor academic progress of students with IEPs through GradeBook. However, if you follow up with an additional academic progress report or phone call on a special needs student it is imperative that you also notify the Special Needs Department.



## **GRADUATION**

It is the student's responsibility to be certain that graduation requirements at the time of enrolling at Pioneer have been satisfied with the partner school. At Pioneer, students can earn seven credits per year. Junior students can earn three credits in Academics, three credits in Career-Technical lab, one credit in Career-Technical related or one credit in an elective class. Senior students can earn one credit in History/Government, three credits in Career-Technical lab, two credits in academic courses, and one credit in an elective class. All required academic classes must be completed for graduation. Career-Technical lab work must be successfully completed in the junior year for a student to progress to his/her senior curriculum. Since Career-Technical and academic courses are correlated, failure to meet academic requirements may result in a student being denied entrance into the second year of the Career-Technical program. A Certificate of Completion will be awarded by Pioneer to students successfully completing at least their senior year at Pioneer.

Passing grades are required in the Career-Technical lab and academic classes for the certificate of completion to be awarded. All credit earned is transferable to the partner school.

Although a certificate will be presented to those successfully completing their work at Pioneer, students will graduate with their class at their partner school and receive the same high school diploma as the other students in their partner school and a Career Passport from Pioneer.

## **GRANTS**

Grant opportunities are available through state and federal agencies, foundations, and/or local sources. Secondary employees interested in applying for grants should contact the Director of Operations. Adult Education employees interested in applying for grants should contact the Adult Education Supervisor. Management of funded grants is handled within the respective

departments addressed by the grant.

### **HALL SUPERVISION**

The halls of a school are often the only contact that the local public and most visitors have with the building outside of the Administrative Center, Pioneer Room, Community Room or Arena. Therefore, the condition of the halls and the procedures for moving between classes become very important factors in creating the opinion many people have of the job we, as a faculty, are doing.

1. Do not let students loiter outside of classrooms.
2. Each instructor will provide supervision wherever he or she might be. **Be in the hallway during class changes, before classes start in the morning, and at the end of the school day.**
3. Instructors should have their lab/classroom open at 8:00 a.m. and provide supervision.
4. During class time, no student should be in the hall without the permission of his or her instructor. Limit this number. An E-hall Pass is required whenever a student leaves your classroom, lab, or supervision. This pass should be used any time a student is going to the main office, attendance office, distribution, restroom, Media Center, clinic, Success Center, Student Services, etc.
5. Do not allow students to go to their lockers as a group at any time (including the end of day) as it disrupts other classes.
6. All students should be out of the building upon completion of their school day unless under the supervision of a faculty member.

### **EXCEPTIONS:**

Students may remain in the building after this time if they are in a P.M. class or if they are engaged in a supervised activity directed by an instructor. They are to be with the instructor in the defined area of the activity and not loitering in the halls. Make sure these students are out of the building before you leave.

### **IDENTIFICATION BADGES**

Early in the school year each student and staff member will be photographed for a Pioneer photo ID card. These must be worn by staff and students at all times in the building.

### **INVESTIGATION AND LAW ENFORCEMENT**

It is recognized that law enforcement agencies must exercise their own best discretion in investigations and law enforcement. It is recommended by this Board that should a student be interviewed or arrested at school, the school administration should attempt to immediately notify the parent or guardian and may, at its discretion, send a school representative to the law enforcement agency but may not insist upon being present during the interview should a student be removed from school for questioning or arrest. All situations involving the cooperation of civil authorities and school authorities are to be handled in a manner serving the best interest of justice and the due process of law. Law enforcement officers, as any visitor in the building, must sign in at the Administrative Center upon entering the building.

### **LIABILITY**

All instructors by law act in loco parentis. Therefore, it is contingent upon all instructors to assume the responsibility of keeping order in the school at all times and in all places. Prevention is better than cure. Recognized preventive measures are:

1. Motivating lessons.
2. Interest and enthusiasm.
3. High standards.
4. Extracurricular activities.

Consistent with Ohio School Law which refers to teacher liability, Section 8.16 of the Ohio Revised Code says: "If a school employee fails to exercise the duty of care expected of reasonably prudent persons in the same or similar situations, it

may be said that such person is negligent, and if such negligence is the direct and proximate cause of injuries sustained by pupils to whom such employee owes a duty of care, such employee is personally responsible in damages. Under such rule, a teacher having charge of children in a classroom, a playground, on a field trip, or while engaging in athletic or other school activities, may be personally responsible for injuries resulting from any negligence of a teacher which directly and proximately causes such injuries..." There have been such cases in Ohio where injury has occurred to a student while the instructor was not in the room and the instructor has been held legally responsible. For your own protection, do not allow this to happen to you.

### **LESSON PLANS AND GRADEBOOK**

Gradebooks and lesson plans are required by the Board of Education for the purposes of teaching, planning and recording pupil progress. It is the instructor's responsibility to use them in meeting the expectations of Pioneer.

Sufficient grades should be recorded and kept in Progressbook in order to accurately evaluate the student's work at the end of each nine-week period. Grades entered must be justified by objective criteria.

Lesson plans, which are essential to teaching, must be prepared in advance and reflect the Board Approved Course of Study. These plans should indicate both long- and short-range planning. Short-range planning (detailed lesson plans) would involve the daily schedule, assignments, and objectives to be covered. The long-range plan (weekly goals) would include the objectives to be covered for at least the next week. It would be expected that an instructor's plans would change from day to day and vary from what the long-range expectations might be.

Assignments and plans must be recorded for the following day

before the instructor leaves the building at night. Lesson plans should be left on the desk each night and the following information should be recorded:

1. The general objectives to be covered.
2. Specific plans for the following day.
3. Class schedule or outline of the day's program.
4. Schedule of instructor's duties.

A Career Passport is given to each student upon graduation. During the school year competency tests will be given by the instructor to determine student proficiency for the Competency Certificate. Certificates will be given upon successful completion of established requirements. Accurate records must be maintained. A record sheet will be given to the Career-Technical instructor in the spring.

Detailed lesson plans, competency checklists, and grade/attendance records are to be sent to the Supervisor via approved documentation (Google, Progressbook, etc.). Weekly goals are to be posted on the first workday of the week. They should be general in nature and supported by more specific detailed lesson plans in the classroom. Lesson plans, grade/attendance records, and competency checklists will become the property of the school at the end of the school year. The staff may use a lesson plan/grade book for their own record, but must use approved documentation source (Google, Progressbook, etc.) for the official records.

### **MEETINGS, FACULTY AND DEPARTMENT**

Faculty meetings are scheduled on the first Monday of each month and department/mandatory in-service meetings during the third week of each month. Meetings falling on a Monday holiday will be scheduled the following Tuesday. These meetings are scheduled from 2:35 to 3:30 p.m. in rooms to be announced on those days. Please be prompt so meetings can be adjourned at

the designated time. Three mandatory in-service meetings will be scheduled during the year. Please make sure you note these meetings on your calendar. Personal business should not conflict on these days.

#### **MENTOR PROGRAM**

A teacher Mentor or Building Buddy will be assigned to help each new instructor learn their way. Questions may be asked of all personnel at Pioneer but a Mentor or Building Buddy will provide new instructors with the attention necessary to make them feel comfortable with their first year. Questions concerning the Mentor or Building Buddy program should be addressed to the Director of Operations.

#### **NEWS RELEASES**

Publicity and news releases for special projects are encouraged. However, all information to be released to media outlets should be submitted to the Marketing Coordinator and approved by the Director of Operations prior to release.

#### **OSHA**

Each staff member is responsible to make sure their lab or classroom meets all standards for the Ohio Safety and Health Act. Problems should be reported in writing immediately to Mrs. Jolene Young, OSHA Director. MSDS sheets must be on file in your lab as required by OSHA.

#### **OVERTIME/COMPENSATORY TIME**

All requests for Overtime/Compensatory Time must be pre-approved by your Supervisor using the Comp/Overtime Pre-Approval Form. After the overtime is worked, employees should electronically submit (using SCView) a timesheet accurately reflecting only the overtime worked. Comp/Overtime will be documented in the Treasurer's Office and employees may track their balances on their shared Google Spreadsheet. Employees requesting the use of Compensatory Time should do so in

Employee Kiosk. Please be reminded that requests to use Compensatory Time should be submitted at least 48 hours in advance.

#### **PARENT/STUDENT RIGHTS AND GRIEVANCE PROCEDURE**

Parents and students have the right to request a review of the admission and Career-Technical placement procedure or other procedural matters when parent or student concerns involve possible discrimination based on sex, race, color, national origin, religion, disability, or socio-economic status. A parent and/or student with a grievance involving a discriminatory school procedure may contact the Director of Business Affairs in order to initiate the grievance process. When appropriate the Director of Business Affairs may arrange a conference involving all interested parties in order to resolve the grievance.

The Director of Operations, 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 thirty (30) day period upon receipt in the Pioneer Board of Education office.

#### **Assurance of Non-Discrimination in Resolution**

Complaints or questions concerning discriminating treatment should be directed accordingly:

Title VI- Civil Rights Discrimination-Kris Kowalski, Director of Business Affairs

Title IX- Sexual Harassment (Staff and Students) – Clay Frye, Director of Operations

Section 504 - Disability – Clay Frye, Director of Operations

#### **PARKING**

Faculty parking is provided in designated lots. Parking in other areas is prohibited. Faculty parking passes are required for all

staff. Staff parking passes can be obtained free of charge from the Administrative Center.

### **PAYMENT SYSTEM FOR STUDENT FEES AND CUSTOMER SERVICES**

The Board recognizes that the problem of money management at Pioneer Career and Technology Center will be more complex than that of the normal comprehensive high school because of the nature of the operation of career/technical programs which involve elaborate equipment, abundance of materials and services performed for the public. School accounting systems are very similar to that of business, and all transactions should be conducted in a businesslike manner. In order to facilitate an efficient, accurate and businesslike system of accounting, the cooperation of the administrative staff and teaching staff is needed.

A central receiving and distribution center will be maintained to ensure the accountability for rotary fund, uniform supply fund, educational supply items and equipment received and their proper disbursement in accordance with the uniform school accounting principles.

Payment for all customer service and student supplies will be made to the distribution center, with the following exceptions: Early Childhood Education, Meat and Animal Science, Cosmetology, Culinary Arts, and Horticulture programs. These areas will make daily deposits of money to the distribution center.

Payment by students for uniform supply items should be made directly to the Distribution Center. At the beginning of the school year each Career-Technical area will be scheduled to report to the Distribution Center for students to purchase the required supplies for that program.

All student fees and costs are to be paid in full at the beginning of the school year. At the end of the year, all tool boxes will be



checked by the Instructor and the student will be charged for broken or lost tools. NO STUDENT WILL BE REFUSED ADMISSION TO PIONEER DUE TO FINANCIAL HARDSHIP. Students who need financial assistance are requested to contact their local Job and Family Services agency to apply for PRC Funds. After this process is completed, Pioneer will be notified of their eligibility for assistance. A list of contacts for Job and Family Services will be available during Welcome Week along with the Pioneer Hardship Waiver form for students who have been denied services from Job and Family Services. Please have students see their school counselor for further assistance once these processes have been completed.

All students will pay the same charges as any other customer for work done in Automotive Technology, Industrial Diesel, Collision Repair, Meat and Animal Science, and Power Equipment Mechanics.

Pioneer will follow a practice of not replacing parts unless deemed necessary or by customer request. Estimates of costs for a job will be made for approval when costs run 10% or more over the estimate or the customer is to put in writing on the work order the amount of cost over the estimate that he will pay without being contacted. In all instances, there should be a clear understanding between the customer and the instructor as to the work to be done, the estimated costs, and how the payment is to be made. All parts should be purchased through Pioneer.

A. Service Area Pricing

Prices charged for products and services in the following service areas - Early Childhood Education, Culinary Arts, Meat and Animal Science, Cosmetology and Horticulture - will be uniformly charged according to a price list published periodically by the instructor of the career/technical program and approved by the supervisor and submitted to the distribution center for filing.

B. Warehouse Parts and Supply Pricing

Customer service work billed on a work order in the following areas - Automotive Technology, Power Equipment Mechanics, Collision Repair Technology, Welding, Industrial Diesel Mechanics, Carpentry, Home Remodeling, Precision Machining Technologies, Engineering Design Technology, Graphic Arts, etc. - shall be subject to a minimum \$2.00 shop charge plus parts and supplies will be priced according to the following schedule:

1. Outside customers (non-staff and non-student):  
Pioneer cost plus 25%

2. Pioneer Staff and Students:  
Pioneer Cost:  
Up to \$24.99                      plus 20%  
\$25.00 - \$49.99                plus 15%  
\$50.00 and above               plus 10%

3. Uniform supply - resale of books, tools, and educational supplies will be priced according to the following schedule:  
Pioneer Cost:  
Up to \$29.99                      plus 10%  
\$30.00 - \$99.99                plus 5%  
\$100.00 and above              plus 3%

No project will be released from Pioneer unless the total cost has been paid or by approval of the Superintendent. Customers submitting checks without sufficient funds in the bank will be held accountable including prosecution if necessary.

Purchases and services to be performed between Career-Technical areas of the school should have prior approval by the superintendent. The requests should be submitted in the same manner as a regular requisition. In this way a department's rotary account will more accurately reflect earnings and expenditures.

Open accounts are to be confined to Rotary Account type purchases--a purchase for a customer. All open accounts are to be approved by the Superintendent prior to establishing such an account. All present open accounts are to be re-approved by the Superintendent no later than the end of September. No open account purchase will be honored for payment by the Board of Education and the treasurer that does not follow the procedure.

## **PRIVACY PRACTICES**

### **NOTICE OF PRIVACY PRACTICES**

**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

If you have any questions about this notice, please contact the Pioneer Career and Technology Center Treasurer at 419-347-7926/1-877-818-7282, ext. 42104.

**Who Will Follow the Requirement of This Notice** -- This notice describes the School District's practices and those of its employees and business associates. The School District, its employees, and its business associates may share medical information with each other for the purposes of treatment, payment or other operations of the School District as described in this notice.

**Privacy of Health Information** -- We understand that medical information about you and your health is personal. This notice will tell you about the ways in which we may use and disclose medical information about you. We will also describe your rights and certain obligations that we have regarding the use and disclosure of medical information. We are required by law to:

- Assure the medical information that identifies you is kept private;
- Give you this notice of our legal duties and privacy practices with respect to medical information about you; and
- Follow the terms of the notice that is currently in effect.

**Use and Disclosure of Medical Information** -- The following describes the different ways that we may use and disclose medical information. Generally, private health information may be released without your authorization for the purposes of treatment, payment or other healthcare operations of the School District. Medical information may also be released for the following purposes:

- As required by law.
- For public health services.
- In connection with the investigation of abuse, neglect or domestic violence.
- To health oversight agencies in connection with health oversight activities.
- For judicial and administrative proceedings.
- For law enforcement purposes
- To coroners, medical examiners and funeral directors.
- For research if a waiver of authorization has been obtained.
- To prevent serious and imminent harm to the health or safety of a person or the public.
- For specialized governmental functions.
- For military and veterans activities.
- For national security and intelligence.
- For protective services for the President and others.
- To the Department of State to make medical suitability determinations.
- To correctional institutions and law enforcement officials regarding an inmate.

- For workers' compensation if needed to comply with the laws relating to workers' compensation/similar programs.

**Rights Regarding Medical Information** -- You have the following rights regarding medical information that we maintain about you:

\* Right to Inspect and Copy: You have the right to inspect and copy medical information that may be used to make decisions about you, including medical and billing records. To inspect and copy medical information about you, you must submit your request in writing to the Treasurer. If you request a copy of this information, we may charge a fee for the costs of copying, mailing or other supplies associated with your request. We may deny your request to inspect and copy in certain very limited circumstances and if you are denied access to medical information, you may request that the denial be reviewed.

\* Right to Amend: If you feel that medical information we have about you is incorrect or incomplete you may ask us to amend the information. You have the right to request an amendment for as long as the information is kept by or for the School District. To request an amendment your request must be made in writing and submitted to the Treasurer. In addition, you must provide a reason that supports your request. We may deny your request if it is not in writing or properly supported by a reason; or the information was not created by us; is not part of the medical record kept by the School District; is not part of the information that you would be permitted to inspect and copy; or is accurate and complete.

\* Right to an Accounting: You have the right to request an accounting of disclosures. This is a list of the disclosures we have made of medical information about you. To request this list, you must submit your request in writing to the Treasurer. Your request must state a time period that may not be longer than six years and may not include dates before April 14, 2003. Your request must also indicate in what form you want the list (for example, on paper

or electronically). The first list that you request within a 12-month period will be free. For additional lists, we may charge you for the cost of providing the list. We will notify you of the cost involved and you may choose to withdraw or modify your request before any cost is incurred.

\* Right to Request Restrictions: You have the right to request a restriction or limitation on the medical information that we use or disclose about you for treatment, payment or healthcare operations. You also have the right to request a limit on the medical information that we disclose about you to someone who is involved in your care or the payment for your care. However, we are not required to agree to your request. If we do agree, we will comply with your request unless the information is needed to provide you with emergency treatment.

To request restrictions, you must make a written request to the Treasurer telling us what information you want to limit; whether you want to limit our use, disclosure or both; and to whom you want the limits to apply, for example disclosures to your spouse.

\* Right to Request Confidential Communications: You have the right to request that we communicate with you about medical matters in a certain way or at a certain location, for example by mail or only at work. To request confidential communications, you must make your request in writing to the Treasurer and specify how or where you wish to be contacted. We will not ask you the reason for your request and will accommodate all reasonable requests.

\* Right to a Paper Copy of This Notice: You have the right to a paper copy of this notice. You may ask us to give you a copy of this notice at any time. Even if you have agreed to receive this notice electronically, you are still entitled to paper copy. You may obtain a copy of this notice by contacting the Treasurer's Office.

**Changes to This Notice** -- We reserve the right to make changes to this notice, and to make the revision or change applicable to medical information we already have about you. We will post of copy of the current notice in each building in the School District.

**Complaints** -- If you believe your private rights have been violated, you may file a complaint with the School District. To file a complaint, please contact the Treasurer, Pioneer Career and Technology Center, 27 Ryan Road, Shelby, Ohio 44875, 419-347-7926/1-877-818-7282 (Ext 42104). All complaints must be submitted in writing.

You can also complain to the Office for Civil Rights, US Department of Health and Human Services, 200 Independence Avenue SW, Room 509F, HHH Building, Washington, DC 20201-0004, (800) 368-1019.

**Other Uses of Medical Information** -- Other uses and disclosures of medical information not covered by this notice will be made only with your written permission. If you provide us with permission to use or disclose medical information about you, you may revoke that permission in writing at any time. If you revoke your permission, we will no longer use or disclose medical information about you for the reason covered by your written authorization. However, we will not be able to take back any disclosures that we already made during any period in which your permission was in effect.

#### **PROFESSIONAL CODE OF CONDUCT**

On March 11, 2008, the State Board of Education adopted the Licensure Code of Professional Conduct for Ohio Educators. It is the expectation of the Ohio Department of Education and The Pioneer Career and Technology Board of Education and Superintendent that all employees will:

1. Educators behave in a professional manner, realizing that one's

actions reflect directly on the status and substance of the profession.

2. Educators maintain a professional relationship with all students at all times, both in and out of the classroom.

3. Educators accurately report information required by the local board of education or governing board, state education agency, federal agency or state or federal law.

4. Educators adhere to federal, state and local laws and statutes regarding criminal activity.

5. Educators comply with state and federal laws related to maintaining confidential information.

6. Educators serve as positive role models and do not use, possess or unlawfully distribute illegal or unauthorized drugs.

7. Educators ensure school property, public funds or fees paid by students or the community are used in the best interest of students and not for personal gain.

8. Educators fulfill all the terms and obligations in their employment contracts.

9. Educators use technology in a responsible manner and safeguard the electronic devices and data entrusted to them.

As education is a public trust, the Ohio Department of Education, the Pioneer Career and Technology Board of Education and the Superintendent will pursue allegations of unprofessional conduct. By law, educators are entitled to all due process rights, with each circumstance considered on a case-by-case basis to determine appropriate action. *The Licensure Code of Professional Conduct for Ohio Educators* includes the presumptive range of applicable disciplinary actions involving any individual licensed by the State



Board of Education.

### **PUBLIC'S RIGHT TO KNOW**

The Pioneer Career and Technology Center Board of Education supports the right of the people to know about the programs and services of their schools and makes efforts to disseminate appropriate information. Each administrator is authorized and expected to keep the school's community informed about the school's programs and activities. The release of information of District-wide interest is coordinated by the Superintendent.

A fee may be charged for copies and/or delivery. The District may require the fee charged for copies and/or delivery be paid in advance.

Business of the Board is discussed and decisions are made at public meetings of the Board, except such matters required to be discussed in private executive sessions.

The official minutes of the Board, its written policies, its financial records and all other public records are open for inspection in the central office during the hours when the administrative offices are open.

Each Board member attends public records training every term for which he/she is elected to public office. However, the Board may, by resolution, designate one or more persons to attend public records training on its behalf. If so decided, the Board appoints a designee whenever the composition of the Board changes.

The District may ask that the identity of individual requesting information and the reason the information is sought be in writing. The District first informs the requester that such disclosure is not mandatory, unless the request is for student directory information. The District also informs the requester that providing such information in writing enhances the District's ability to identify,

locate or deliver the records sought. The District may also ask that the request be put in writing, but notifies the requester that it is not mandatory to do so.

Any individual who wants to obtain or inspect a copy of a public record may request to have the record duplicated on paper, on the same medium on which the record is kept or on any other medium that the Superintendent or his/her designee determines reasonable. If the request is ambiguous or overly broad, the District informs the requester of the manner in which records are maintained and accessed in the ordinary course of business and allows the requester to revise the request.

Records pertaining to individual students and other confidential materials are not released for inspection. Only that information deemed "directory information" may be released from an individual student's file, and only after complying with the regulations prepared by the administration for the release of such information.

Student directory information is not released when parents have affirmatively withdrawn their consent to release in writing. Student records that consist of "personally identifiable information" generally are exempt from disclosure.

All records responsive to the request are made available in a reasonable period of time. The District makes the requester aware of any information that is exempt from disclosure requirements by notifying the requester of any redacted information or by making redactions in a plainly visible manner.

If a public records request is denied, the District provides an explanation with legal authority for the denial of the request. This explanation is provided in writing if the request is made in writing or if the Superintendent or his/her designee determines written explanation is necessary.

The Superintendent or his/her designee transmits the information sought by mail or by any other means of delivery requested, if the method is reasonably available. The number of mail requests sent to any one person may be limited to 10 a month unless the person certifies, in writing, that the records and the information in them will not be used for commercial purposes.

The Board's public records policy is posted in a conspicuous location in the central office and in all other District buildings and employee handbooks provided by the District. The policy is distributed directly to the records custodian and receipt of the policy by the custodian is acknowledged. A copy of the records retention schedule is maintained and readily available to the public in the central office.

(Adoption date: December 18, 1989)  
[Re-adoption date: July 17, 2000]  
[Re-adoption date: July 16, 2007]  
[Re-adoption date: July 21, 2008]  
[Re-Adoption date: July 20, 2009]  
[Re-Adoption date: July 19, 2010]  
[Re-Adoption date: July 18, 2011]  
[Re-Adoption date: July 16, 2012]  
[Re-Adoption date: July 15, 2013]  
[Re-Adoption date: July 21, 2014]

LEGAL REFS.: Family Educational Rights and Privacy Act; 20 USC, Section 1232g  
ORC 121.22; 149.43; 3319.321.  
OAC 3301-35-03; 3301-35-04  
CROSS REFS.: BDC, Executive Sessions  
BDDG. Minutes  
GBL, Personnel Records  
GBS, Health Insurance Portability and Accountability Act (HIPAA)  
IGBA, Programs for Students with Disabilities  
JO, Student Records  
KA, School-Community Relations Goals  
I School-Sponsored Information Media  
KKA, Recruiters in the Schools

## **REQUESTS FOR SUPPLIES AND/OR EQUIPMENT**

All purchases must be made through the Requisition/Purchase

Order process. No purchase may be made unless a Purchase Order has been previously obtained. The Board reserves the right to refuse reimbursement to any employee for purchases made prior to the issuance of a Purchase Order. Requisitions for purchases should go to the individual listed below by the stated deadline for consideration by the Administration. The Administration reserves the right to make all purchasing decisions.

Requisitions	Requisitions go to:	Deadline:
Admin. Supplies (bulk order & special requests i.e. Paper clips, pens, pencils)	Tina Hurst	May 2
Computer/Software (hardware, equipment, wiring, CD-ROM, software)	Luke Brenneman	Anytime during the year
Education Supplies (expendable items used to educate students)	Sherry Young	Anytime during the year (Note: supplies ordered after April 22 will be charged to next year's budget)
Equipment (items costing over \$300 and lasting 10 years or more)	Clay Frye	*by January 7
Furniture (desks, chairs, etc.)	Kris Kowalski	End of the year checkout
Reference Books & Materials (single, or small set books used to supplement textbooks)	Catherine Spayde/Jolene Young	Anytime during the year
Rotary Supplies (expendable items used to provide customer service-resale to consumers)	Sherry Young	Anytime during the year
Small Tools (items costing less than \$300 i.e. toaster,	Clay Frye	Anytime during the year

microwave, drill)		
Uniform Supplies (resale to students- for use in the lab or classroom)	Supervisors	April 8
Textbooks (books purchased for use as a classroom set-must be on Ohio state approved list)	Supervisors...and then to Clay Frye	April 1 April 8

**NOTE:** Please fill out the requisition completely including full address, contact person, and phone number of the company. If you know the vendor #, please include it also. Requisitions usually take three (3) days to be processed. They are then mailed or faxed depending on the urgency of the order. If you would like your order faxed, please plainly mark the fax # in the body of the requisition and indicate "**PLEASE FAX**". Purchase order numbers cannot be called in. If you would like to pick up your order, please mark "Pick Up Order" in the body of the requisition. A copy of the purchase order will be sent to your mailbox for you to take to the vendor

### **SAFER OHIO SCHOOL TIP LINE**

In order to provide as safe a learning environment as possible, Pioneer participates in the Safer Ohio School Tip Line- **1-844-723-3764**. The tip line is an anonymous reporting system that accepts both calls and texts 24 hours a day. Calls or texts to **1-844-723-3764** are answered by analysts with Ohio Homeland Security. Any information that might jeopardize the safety and well being of students or staff can be reported anonymously on this system.

### **SECURITY**

Each employee should have the access to their appropriate work areas, and it is expected that the employee will be responsible for the work areas while present.

Please check to see that rooms and labs are locked at the end of

each day and check to see that outside entrances are locked when leaving the building after working hours. Be sure windows are closed and secured. The building is secured at 10:00 p.m. and reopened at 6:30 a.m. and should not be entered between those times.

To ensure maximum security measures, all outside doors except the main entrance doors in the Central Entrance and Board of Education Entrance will be locked after 8:30 a.m. each day. The Pioneer Room doors will be unlocked during the Pioneer Room business hours. For the safety and security of all staff and students, at no time are exterior doors to be propped open for any reason. Exterior doors are to remain closed and locked at all times.

#### **SECURITY SYSTEM**

Vector Systems monitors Pioneer from 10:00 p.m. to 6:30 a.m. every day. On the weekends, the building is monitored from 10:00 p.m. Friday (or the last day of class) to 6:30 a.m. Monday (or the first day of class). The building will be available for your use from 4:00 p.m. until 10:00 p.m. on Sunday. The building should not be entered during monitored times. (\*Note: Times may be subject to change.)

#### **SOCIAL MEDIA**

An employee's personal or private use of social media, such as Facebook, Twitter, Instagram, Snapchat, blogs, etc., may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the District's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent. See Policy 8330. Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential student or employee information may be disciplined.

### **STAFF/VOLUNTEER DRESS CODE**

Pioneer Career and Technology Center employees serve as role models for students and as representatives of PCTC. All employees and volunteers shall dress professionally and appropriately relative to their specific job duties and responsibilities. Clothing must be neat, clean, in good repair and appropriate for on the job appearances at all times.

Questions concerning the appropriateness of items should be directed to the employee's Supervisor. Additionally, the Administration reserves the right to alter, amend or change this policy at any time at the discretion of the Administration.

Faculty, staff and volunteers must follow the dress code and set an example with the following guidelines:

- Clothing shall fit appropriately and be well kept
- All undergarments shall be concealed
- See through clothing, halter-tops, low-cut tops and bare midriffs are prohibited
- Shorts are prohibited- Women's dress capris are appropriate when part of a professional outfit
- Women's skirts and dresses should be of professional length falling just above the knee- skirts, dresses and/or articles of clothing that are inappropriately short for working

with students are not acceptable- Skorts are also not acceptable

- Tight or form-fitting clothing, such as leggings and spandex slacks are prohibited (leggings worn under a dress or skirt of appropriate length are permitted)
- Strapless tops, spaghetti-strapped tops, T-Shirts (including PCTC T-shirts on days other than Pioneer Pride Day) sweatshirts, tank tops, athletic wear, cargo pants and jogging suits are prohibited
- Denim jeans/jean skirts are prohibited unless worn on Pioneer/Home School Pride Day
- Male office staff, academic teachers and low bay lab teachers shall wear a dress shirt and tie or collared, button down shirt with the approved Pioneer logo in lieu of a necktie- Dress slacks or casual dress pants are acceptable
- Shoes are part of professional dress- rubber crocs, flip-flop style sandals, house shoes/slippers and tennis shoes are inappropriate and prohibited
- Visible body piercings, including nose rings, eyebrow rings, and rings in the tongue, cheeks or lips are prohibited.
- Inappropriate tattoos should not be visible

Administrators are authorized to interpret and enforce this Policy. This Policy is not intended to be all-inclusive, but rather set the use of good judgement and common sense about items not specifically addressed.

An employee may be sent home and required to return to work in acceptable attire. Repeat offenses may receive written notification of their violations in their personnel file.

Reasonable accommodations may be made as approved by the appropriate administrator for an employee who requests a waiver of a particular part of this Policy for dress or appearance.



### **STATE OF OHIO CERTIFICATE OF EXEMPTION**

Employees staying in Ohio's lodging facilities are eligible for exemption of state sales tax. Employees will apply for the exemption by providing the lodging facility a Blanket Certificate of Exemption form at the time of check-in and check-out. Forms will be returned with the approved Request for Absence/Leave form and/or may be obtained in the Board of Education office.

### **STUDENT ATTENDANCE**

The instructor is responsible to maintain accurate attendance records period by period which must be put into GradeBook at the end of each class period. Please be apprised of current attendance policies. Daily performance grades will assure students missing a large number of days are given the appropriate grade.

### **STUDENT/CLUB ACTIVITIES**

Budget, purpose statement, and sales project potential forms are due in the Board of Education office by October 1 by club advisors of student activity programs. Additional information may be found in the Treasurer's Handbook.

### **STUDENT FEES AND COSTS**

No student will be refused admission to Pioneer due to financial hardship. Students who need financial assistance are requested to contact their local Job and Family Services agency to apply for PRC Funds. After this process is completed, Pioneer will be notified of your eligibility for assistance. A list of contacts for Job and Family Services will be available during Welcome Week along with the Pioneer Hardship Waiver form for students who have been denied services from Job and Family Services. Please have students see their school counselor for further assistance once these processes have been completed.

Checkout of all tool boxes for both junior and senior students will

be made by the Career-Technical instructor five days before the end of their respective school year so that students may be notified and charged for broken and/or lost tools. In case of student withdrawal, the Career-Technical instructor must hand checkout immediately. Non-returned books/textbooks must be reported to the Distribution Center immediately. A report of missing and/or lost tools should be given to the supervisor and a copy given to the Distribution Center.

Tools made available through selected programs remain the property of Pioneer and must remain at the school at all times.

### **STUDENT HEALTH AND SAFETY**

The health and welfare of students must be a constant concern. A registered nurse in charge of the student clinic is available for emergency first-aid treatment and consultation. The function of the school nurse and health & safety program is not only to administer first aid in the event of an emergency, but also to promote the health and safety of our students. The nurse is also available for consultation with students concerning health problems. Referrals to the nurse may be made by instructors. The clinic should be used for health and counseling purposes only.

School health services performed will include:

1. Determination of health needs through observations and medical records.
2. Follow-up and interpretation involving the parents and students.
3. Care of emergency sickness and injury.

In order to meet the health needs of students, it is essential to secure information concerning their physical, mental, and emotional conditions past and present. This information can be secured in part from pupils and parents. Other sources of this information are observation and screening by school personnel

and examinations by other professional personnel. This information may be gathered most easily and put to its best use when all concerned cooperate.

The Emergency Medical Authorization **MUST** be obtained from each student and kept on file in the Nurse's Office. School health records are regarded as confidential and should be treated as such. Access to a student's record shall be available to all personnel concerned with the welfare of the student. Arrangements to examine a student's record must be made with the school nurse.

In case of emergency, it is important that the aid be focused on what is actually needed to restore breathing, stop bleeding, and prevent shock or infection. Actually, emergencies of a major nature rarely occur in school, but when they do, it is of prime importance to handle them promptly.

1. Notify the school nurse and the Administrative Center.
2. Administer first aid to injured or ill.
3. Parents will be notified.
4. Stay with the student until the nurse or administrator arrives.

The school nurse/administration will determine if a student should be sent home. In managing emergencies due to sickness or accidents, nurses, instructors, and office personnel are expected to limit themselves to the accepted and usual practices of first aid. They do not diagnose illness nor administer medications including aspirin.

In the absence of the nurse, first aid should be administered by the instructor sponsoring the activity. First-aid supplies are available in the clinic and in the labs as needed. Injured or ill students should never be sent from the classroom alone. A responsible person should be with injured or ill students at all times.

Students may not possess prescribed or non-prescribed drugs or medication. Prescribed medication must be left with the school nurse along with the doctor's order. Students returning to school after having surgery, an extended illness, or an accident should see the school nurse before reporting to class. Transporting of sick students to their homes is the responsibility of the parent.

Each student must either carry school insurance or have proof of other adequate insurance coverage. Proof of insurance must be on file in the nurse's station. **No student is to work in lab without adequate proof of insurance.**

#### **STUDENT INTERVENTION TEAM REFERRAL**

An instructor and/or parent are often one of the first people to recognize when a student is having emotional, physical, or other problems that affect learning. If you have a student you feel is having problems, please notify the Student Services Department to obtain the proper assistance or refer the student to the Student Intervention Team (SIT). The team will assist you with behavior and academic concerns. A SIT referral is necessary before a student can be tested for special needs services.

#### **STUDENT RECOGNITION**

In the Spring, an assembly will be held for the purpose of recognizing those students who have excelled in various capacities during the year.

##### **Byron H. Carmean Award**

The most coveted of awards to be presented shall be the Byron H. Carmean -- Character, Dedication, and Service Award. Mr. Carmean served the Shelby City Schools as Superintendent for 21 years and served the Pioneer Joint Vocational School as Assistant Superintendent for two years during the building program. A plaque was presented to Mr. Carmean upon his retirement from Pioneer in recognition of his outstanding

character, dedication, and service to education, and for his contributions to Pioneer. The plaque is to symbolize the Byron H. Carmean Award which may be given annually to a senior student who possesses the high qualities which Mr. Carmean represents. The Career-Technical instructor, in accord with the student's other subject instructors, will make nomination for this award in the spring of the year.

### **Citizenship Award**

Because a strong emphasis is placed upon the development of citizenship and healthy attitudes at Pioneer, this award will be presented to the junior and senior students in each Career-Technical area who have demonstrated the most outstanding qualities of citizenship during the school year. This shall not exceed 10% of class enrollment. These students will have been active in their classroom as well as outside activities. The Career-Technical instructor in accord with the student's other subject instructors will make nomination for this award in the spring of the year.

### **Quality Performance Award**

The Quality Performance Award recipients will meet the following criteria:

1. This is a senior award given by the recommendation of the senior Career-Technical instructor with the concurrence of the supervisor.
2. The award may be presented to 10% of each senior Career-Technical program, not to exceed two students per program.
3. The award should recognize only those seniors who have demonstrated the highest degree of occupational skill development in their Career-Technical program. Personal integrity and reliability, which includes 92% attendance at Pioneer, are also exemplary characteristics of the award recipient.
4. The award would also recognize the skillful senior who has demonstrated a concern for the appreciation of the daily accomplishment of "quality" work as it would relate to the Career-

Technical curriculum and the work place.

5. The award recipient would be a senior that you would hire and would recommend for employment, without reservation, because of their high standard of performance and their personal qualities.

### **Other Awards**

Various other awards presented during student recognition are as follows:

- \*Alumni Endowment Awards
- \*American Red Cross
- \*Glenna R. Cannon Excellence in Non-Traditional Field Scholarship
- \*The 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
- \*Melvin "Art" Barr Memorial Scholarship
- \*Ruth Klenke T & I Scholarship
- \*Kuhn-Ganyard Scholarship
- \*Walter & Mary Kumm Scholarship
- \*Dr. Gale & Joyce Leimbach Scholarship
- \*R.H. Phillips Family Scholarship
- \*Donald L. Plotts Attitude Scholarship
- \*Quality Performance Awards
- \*Dennis M. Rose Achievement Scholarship
- \*Work Ethic Endorsement Scholarship

Additional information on these awards, as well as others, can be received in the Student Services Office/Guidance.

### **SUCCESS CENTER**

Students can be sent to the Success Center for tutoring in any

academic subject between 7:30 a.m. and 2:25 p.m. Students also may be sent to make up tests.

### **SUSPENSION AND EXPULSION OF STUDENTS**

There are times when it becomes necessary to remove a student from classes for either his/her benefit or in the best interest of the class. As previously stated, classroom discipline is the responsibility of the instructor. When a situation that is unmanageable arises, the instructor is to contact the Supervisor of the Career-Technical program to which the student belongs. Any disciplinary action beyond the in-school detention shall be recommended by the Supervisor to the Assistant Director, High School/Director of Operations. He/she shall take the course of action deemed appropriate and in the best interest of all concerned. A student who is suspended shall be permitted to complete any classroom assignments missed because of the suspension. The grade for a completed classroom assignment missed because of a suspension will be reduced by ten percent. (10%). The number of days suspended will equal the number of days the student has to make up the work. Teachers may extend days for long-term assignments. If expulsion is the only remedy available, the recommendation for such action shall be made by the Assistant Director, High School/Director of Operations to the Superintendent. In all cases, appropriate state law with regard to due process rights shall be followed.

### **TEACHER ABSENCE**

Please be advised that **ALL** calls (with the exception of evening Adult Ed instructors who begin their work day at 4:00 pm or after) to notify of your absence from work are to be directed to our AESOP Substitute Teacher Service at **1-800-942-3767 by 6:30 am**. Otherwise, substitutes likely have already obligated themselves to other districts or have plans for the day.

**Only in an emergency between 6:30 am and 7:00 am** call Linda at 419-545-2212.

#### **Notification of Absence:**

**Secondary Instructors** should record their absence prior to **6:30 am** in the Employee Kiosk. **Only in an emergency between 6:30 am and 7:00 am** call Linda at 419-545-2212.

**Daytime Adult Education Instructors** beginning their work day at **9:00 am or before** should place calls prior to **7:00 am** to the Adult Education Secretary's voice mail - Ext. 42300, 419-347-7744.

**Evening Adult Education Instructors** beginning their work day at **4:00 pm or after** should place calls prior to **11:00 am** to the Adult Education Secretary's voice mail - EXT. 42300, 419-347-7744.

#### **Information to Provide:**

1. Your name
2. Reason for the absence
3. Date of absence
4. Phone number where you can be reached
5. Information regarding your room
6. Equipment access
7. Special circumstances about your area

#### **Lesson Plan Notification**

Lesson Plan Information must be provided.

#### **Secondary**

1. Lesson plans may be emailed to Linda Bellomy at:  
bellomy.linda@pioneerctc.edu
2. Speaking directly to your Supervisor - DO NOT LEAVE VOICE MAIL
3. Brought in or sent in



4. Referencing the use of your Emergency Lesson Plan which has been filed with the secretary

**When absent, please have the following information available:**

1. Detailed lesson plans and instruction
  2. Class rosters for attendance purposes
  3. Seating charts
  4. Books, worksheets, tests, and other materials to be used
  5. Any further pertinent information
- \*You must have three (3) Emergency Lesson Plans on file with Linda Bellomy for those situations that require the use of them. If you would like to have an Emergency Lesson plan used, please notify Linda Bellomy.

**DO NOT LEAVE LESSON PLANS ON LINDA BELLOMY'S OR SUPERVISOR'S VOICE MAIL!!**

If you plan to be absent, complete your request on the Employee Kiosk and contact your supervisor and Linda Bellomy. Linda Bellomy will be securing all full-day pre-arranged subs. If you should become ill or need to leave early during the day, contact your supervisor immediately and a sub will be arranged.

**TELEPHONES**

Telephones provided in the school buildings are for business use. Students are not to use the telephones. Please be reminded that Pioneer is charged if you use your long-distance code for placing a phone call. This code is to be used for official school business only and we would ask that you use it to make personal phone calls only in emergency situations.

Please program your telephone to accept messages while your class is in session. Then return your messages following the class presentation.

**TEXTBOOKS**

All textbooks are the property of the Pioneer Board of Education. They are expensive and are intended to last a minimum of five years. Textbook changes and/or revisions should be discussed with the librarian and your supervisor.

### **TOOLBOX CHECKS**

Career-Technical Instructors are asked to do tool checks to inventory student tools (purchased and rented) every nine-week period. Instructors must provide updated inventory sheets to your supervisor by September 1.

### **TORNADO DRILL PROCEDURE**

When Tornado Warning is given:

**Students in classrooms/AREAS not listed should move away from exterior walls; doors; and windows; position self under a table, desk or other protective cover & protect your head & face with anything available.**

**\*ALL STUDENTS INSTRUCTED TO GO TO A HALLWAY SHOULD SIT FACING THE WALL WITH YOUR HEAD BETWEEN YOUR KNEES**

<b>Room. No.</b>	<b>Instructions</b>
Admin. Office	Go to the Workroom or Storage Room (C104)
Adult Ed	Go to the Adult Ed Conference Room
Attendance Area	Go to the West Main Lower Hall
Student Services	Go to the Adult Ed Conference Room
Media Center	Go to the West Main Lower Hall
Rm C109	Go to the Connector Restrooms
Rm C114	Go to the Connector Hallway
Rm W110	Go to the hall outside the room
Rm W112	Go to the hall outside the room
Rm W120	Go to Room W113
Rm W122	Remain in Room W122
Rm W131	Go to the Medical Hallway
Rm W132	Go to the West Main Lower Hall/W117
Rm W134	Go to Room W119
Rm W135	Go to the girls restroom between rooms W135-W154-first floor

Rm W136	Go to the West Main Lower Hall
Rm W146	Remain in Room W146
Rm W148	Go to Room W141
Rm W149	Go to Room W143
Rm W150	Go to Room W139
Rm W151	Go to West Main Lower Hall
Rm W152	Go to the girls restroom between rooms W135-W154-first floor
Rm W154	Go to the girls restroom between rooms W135-W154-first floor
Rm W160	Go to Room W162
Rm W160B	Go to Room W160A
Rm W161	Go to the Interior Science Hall
Rm W162	Go to the Interior Science Hall
Rm W163	Go to the Interior Science Hall
Rm W165	Go to the Interior Science Hall
Rm W176	Go to the Interior Science Hall
Rm W202	Go to the West Main Lower Hall
Rm W205	Go to the boys restroom across from elevator-first floor
Rm W206	Go to the boys restroom across from elevator-first floor
Rm W207	Go to the boys restroom across from elevator-first floor
Rm W208	Go to the girls restroom between rooms W135-W154-first floor
Rm W209	Go the West Main Lower Hall
Rm W212	Go to the girls restroom between rooms W135-W154-first floor
Rm W213	Go the West Main Lower Hall
Rm W217	Go to the West Main Lower Hall
Rm W218	Go to the West Main Lower Hall
Rm W219	Go to the West Main Lower Hall
Rm W220	Go to the West Main Lower Hall
Rm W221	Go to the West Main Lower Hall
Rm W223	Go to the West Main Lower Hall
Rm W225	Go to Room W143
Rm W227	Go to Room W164
Rm W228	Go to Room W164
<b>*Labs:</b> 1. Kill power and turn off oxygen and acetylene tanks.	

2. Move to a small adjoining room (office, tool room, or lab locker room). Sit facing the wall with your head between your knees (Cos lab go to the dispensary)

**\*Class:**

1. Move to the nearest classroom or lab and follow the above procedures.

**\*Cafeteria:**

1. Move to the Horticulture hallway; sit facing the wall with your head between your knees.

2. Additional students may move to restrooms or lab locker rooms, if necessary.

3. If there is no time to leave the cafeteria, get under tables and cover face and head.

**\*Arena:**

1. Move to the hall by East restrooms. Sit facing the wall with your head between your knees.

2. Get under the stage if time and access permits.

### **USE OF FORCE**

The use of force with students is discouraged unless there is no other alternative. Do not get in between students if they are fighting. It is, however, understood that instructors, administrators, and classified staff are allowed by law to use "such amount of force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects...for the purpose of self-defense, or for the protection of persons or property."

### **SALESPEOPLE AND OTHER SCHOOL VISITORS**

In accordance with R.C. 2917.211 only visitors with authorized business are permitted on Pioneer school property. All persons are to be registered at the High School Administrative Center and be granted a visitor's pass by the Superintendent, Assistant Director, High School/Director of Operations, or their authorized representative. Cosmetology, Horticulture, and Meat and Animal Science customers may enter the entrance doors of the Administrative Center and obtain a visitor's pass.

Staff children should not come to work with their parent on a work day unless a day is designated to do so (e.g. Daughter's Day). On those days, permission to do so may be granted by the Director of Operations.

Parents, employers, alumni, salespeople, and educators are always welcome to visit Pioneer to confer with members of its staff. Arrangements for such visits must be made in advance and a visitor's pass must be obtained in the Administrative Center. When you see someone in the hall without a name tag/visitor's pass, ask them if you can help them and direct them to sign in at the Administrative Center.

Prospective students may visit Pioneer when arrangements are made through their school's administration and the Pioneer administration. All visitors are asked to sign the guest register at the High School Administrative Center.

### **WEATHER CLOSINGS AND EMERGENCIES**

Should all partner schools be closed because of bad weather, Pioneer will be closed. Should there be a need for Pioneer to be closed because of bad weather or other emergencies, an all-call will be made to notify staff members and students. Students are expected to listen for and follow the announcements of Pioneer rather than those for their partner schools. When a partner school is closed due to weather, road conditions, or energy crisis, those students enrolled at Pioneer and not in attendance, and will not be counted absent. There is an emergency call list by which all employees who wish to be called will be notified of school closings. The decision to close the Adult Education school is not made until 1:00 p.m. At that time the same radio and TV stations are contacted.

### **WINDOW COVERINGS**

Windows in doors shall not be covered in any way.

## WORK DAY

The Pioneer building instructor's day will be from 8:00 a.m. until 3:00 p.m. with all instructors at their stations no later than 8:00 a.m. If you leave the building during the day for any reason, **notify your Supervisor and the High School Receptionist.** A bell tone will sound at 8:05 a.m., at the start of the first period, 8:10 a.m., and at 2:25 p.m., the end of the last period. There will be no other bells during the day. It will be each instructor's responsibility to dismiss each class at the proper time. Classes should be excused at the time indicated as the end of the period. No more than four minutes should be allowed to change classes. Instructors should insist upon prompt class starting time. No deviation should be made from class or lunch schedules without direct authorization from the Assistant Director, High School/Director of Operations. The Pioneer Satellite instructors who work in our partner school districts on a daily basis need to follow the workday established by that building principal to be consistent with the partner school staff. The Pioneer Adult full-time/part-time staff has a work day that varies depended on the job position or need to customize training. The Assistant Director, Adult Education will establish the work hours in accordance with the master agreement.

## WHO DO I GO TO FOR HELP?

<u>GO TO</u>	<u>FOR WHAT?</u>
Refer to section on forms (pg. 28) .....	Forms
Refer to section on requisitions (pg. 56) ....	Requisitions
Kris Kowalski.....	Building Repairs
Kris Kowalski .....	Facilities/ Equipment Repairs
Clay Frye.....	Purchased Equipment/Small Tools
Luke Brenneman.....	Computer Repairs
Jolene Young/Linda Bellomy .....	Locker Repairs
Job LEADS .....	Work Permits
Supervisor.....	Sending a student to the parking lot/Emergency

Supervisor.....	Employee Absence Request
Supervisor.....	Employee Absence Verification
Supervisor.....	Key Request
Supervisor.....	Textbook
Aesop/Kiosk.....	Need an all-day sub
Supervisor and notify Linda Bellomy.....	Need to leave during the day
Supervisor.....	Student with minor discipline
Jolene Young.....	Student with major discipline
Jolene Young.....	Attendance
Alice Ramsay.....	Adult Classes
Alice Ramsay.....	Financial Aid for Adult Students
Linda Bellomy/Alice Ramsay.....	Elevator key
Linda Bellomy/Alice Ramsay.....	Visitors to sign in
Becki Kimmel/LPDC Chairperson.....	Certification
Luke Brenneman.....	Telephone problems
Becki Kimmel.....	Contract questions
Mindy Owen.....	Paycheck
Kris Kowalski.....	Workers Compensation
Karen Donahue.....	Arena Key
Karen Donahue.....	Change of Address
Crystal Escalera.....	Adult Student counseling
Student Services Office.....	High School Student counseling
Shannon Sprang.....	Homeless Coordinator
Tina Hurst/Supervisor.....	Field Trips
Tina Hurst.....	Arena; DLTC (Room 131); Community Room (C109) usage
Luke Brenneman.....	Microphones
Tina Hurst/Alice Ramsay.....	Copier Problems
Kris Kowalski.....	Building usage outside school day
Kris Kowalski.....	CTSO and Education Supplies Funds
Kris Kowalski.....	Discrimination/Title VI
Luke Brenneman.....	Audio/Visual Equipment
Catherine Spayde.....	Professional Library
Clay Frye.....	Grants
Clay Frye/Mentor Chairperson.....	Teacher Mentors
Clay Frye.....	Master Schedule
Clay Frye.....	Sexual Harassment/Section 504(Disability)/ Title XI

Brandi Jensen .....	Students ill or hurt
Clay Frye.....	In-service
Student Services.....	Chemical/Drug Counseling
Ariel Little .....	Student absent from class