



# **ADULT EDUCATION FACULTY ORIENTATION HANDBOOK 2023/2024**

## **Pioneer's Vision Statement**

For Every Graduate, a Salable Skill

## **Pioneer's Mission Statement**

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

**419-342-1100 or 1-877-818-7282**

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## ADULT EDUCATION DIRECTORY

| NAME                  | TITLE   | OFFICE/LAB | HOME/CELL    |
|-----------------------|---|------------|--------------|
| SAMANTHA CROSBY       | STNA Instructor   |            | 567-274-3382 |
| ALICE RAMSAY          | Secretary<br>Adult Diploma<br>Higher Ed<br>Financial Aid<br>Coordinator | 42300      | 419-564-0775 |
| CRYSTAL ESCALERA      | Counselor   | 42254      | 567-224-0700 |
| JULIE WHITE           | Secretary<br>STNA Coordinator   | 42301      | 717-495-2305 |
| KELSI KITZMILLER      | Phlebotomy Instructor   |            | 567-274-0062 |
| KERRA HINES           | Pharmacy Technician<br>Instructor                                       | 42741      | 740-358-3972 |
| BROOKE KAUFMANN       | STNA Instructor   |            | 740-343-3935 |
| LISA KILGORE          | Certified Clinical Medical<br>Assistant Instructor                      |            | 419-544-4436 |
| AMY LAW               | Job Leads Coordinator   | 42941      | 419-544-9710 |
| JESSE MEYER           | Welding Technology<br>Instructor  |            | 419-631-4293 |
| DON PAULLIN           | Adult Education<br>Assistant Director                                   | 42302      | 419-651-6954 |
| JOHN YOHE             | Edgenuity Instructor  | 42832      | 419-271-3056 |
| ELISSA WORKMAN        | State Tested Nurse Aide<br>Instructor                                   |            | 419-560-4941 |
| PAUL RACER            | Welding Instructor  |            | 419-571-1089 |
| JULIE MILLER          | STNA Instructor   |            | 419-565-8815 |
| ARIANNE FEATHERINGILL | Medical Assisting<br>Instructor   |            | 567-224-4225 |

## **OFFICE HOURS**

### **Adult Education Office**

7:30 a.m. to 8:00 p.m. ....Monday through Thursday

7:30 a.m. to 3:30 p.m..... Friday

### **Counseling & Advising**

By appointment only

### **Financial Aid**

Please call for appointment – 419-342-1100

### **Job LEADS Assistance**

Please contact Alice Ramsay or Julie White for content.

## **TELEPHONE NUMBERS**

Adult Education direct phone line – 419-342-1100 or 419-347-7744 ext. 42300, ext. 42301  
1-877-818-7282 (Ohio toll-free), Cell phone – (419) 612-5767 (call or text)

## **ACCREDITATION**

Pioneer Adult Education is accredited through the Council on Occupational Education (COE) and is governed by the Ohio Board of Regents.

## **OPERATIONAL PROCEDURES**

### **Mandatory for Payment**

Application process – All full-time and part-time instructors with the exception of those teaching a non-fundable class, must have a background check, current teaching license/permit, a contract, and must have completed all forms in the hiring process.

### **Payroll Dates and Time Sheet**

Time sheets will be located on <https://www.myscvview.com>. User ID is first initial of first name plus last name. Default Password for first use is welcome. Database is Pioneer. Go to Tools, Timesheets, Add sheet (click on date change), Department –Admin, Position (Choose from drop down menu), Category (Attendance). You may timesheet a half hour per class for preparation. Time sheets will be submitted weekly and need to be completed before noon each Friday. Once submitted timesheets will be reviewed by Alice Ramsay, if approved will then be reviewed by the assistant director, Don Paullin, and submitted to payroll. You will be paid on the 10<sup>th</sup> and 25<sup>th</sup> of each month. Should these dates fall on a weekend you will be paid on Friday. If you fail to complete your timesheet by deadline, you will not be paid until the

following pay period. If there are any questions in regards to completing time sheets, please let Alice Ramsay know.

### **Requisition**

All expenditures must be approved by Supervisor. Please complete the requisition (*see forms packet*) and communicate to Julie White the purpose of the requested item(s) and the cost. Costs will be reviewed with Supervisor. If you would like an electronic form e-mailed to you, let Julie know.

### **Copy Work**

Please ask the Adult Education secretary for your individual copy code as well as let secretary know if you need any assistance with copy machine. Instructors are responsible for making copies prior to the start of class to be prepared.

## **EMPLOYEE RIGHTS**

### **Complaint Procedure**

All student/parental/public complaints will first be referred to the Supervisor who shall attempt resolution at the lowest possible level. When a complaint is made concerning an employee's conduct or other activities relating to the employee's employment duties, the Supervisor shall discuss the matter with the employee. The discussion shall include details of the complaint and identification of the complainant. An informal discussion including the complainant may occur at the step but such discussion shall not constitute a conference and shall not be used as a basis for discipline. The Director shall have the same rights as the Supervisor under this section with respect to conducting this informal complaint procedure. The employee shall have the right, upon request, to representation at any informal discussion.

If the matter is not resolved at this level, it shall be referred to the Director who shall commence an investigation provided the complainant has put the complaint in writing. No complaint shall be investigated unless it is in writing and the identity of the complaining part and the nature of the complaint are provided to the bargaining unit member.

If the matter is not resolved at the above level, it shall be referred of the Superintendent who shall commence an investigation in accordance with the procedures outlining above for the Director investigation stage. No complaint will be placed in the personnel file of a bargaining unit member unless:

- A. A conference was held including the complainant, the staff member, the Director or immediate supervisor of the staff member, and the employee's representative. In the event of mutual agreement of the Director and staff member, the complainant shall be excluded from the conference. The staff member shall be given at least three (3) days advance notice of the date, time, and place of the conference.
- B. In the event the administration desires to place a record of the conference held between the complainant, staff member, and immediate supervisor in the staff member's personnel file, the staff member shall be notified in writing and be given an opportunity to write a rebuttal to such record for placement in the personnel file. Such rebuttal must be filed within (10) days from the date notice is given to the staff member.

- C. No complaint regarding an employee will be heard or considered by the Board unless the procedure outlined above had been followed.
- D. Should the complaint not be resolved at the conclusion of the administrative complaint procedure and the complainant desires Board consideration of the complaint, then the following procedure shall be implemented:
  - 1. Complainant shall notify the Superintendent in writing of his/her request for Board consideration of the complaint at the regular Board meeting.
  - 2. Notice of the Board consideration of the complaint will be given to the bargaining unit member involved by means of personal delivery or registered mail as soon as possible but at least five (5) days prior to the Board meeting. If mailed, the notice will be sent to the last registered address of the employee filed with the Board.
  - 3. The complaint shall be heard by the Board in executive session. The bargaining unit member will be allowed to remain in the executive session called for purposes of Board consideration of the complaint and will be allowed to have representation in the meeting.
  - 4. The Board may excuse all interested parties from the executive session for private consideration of the matter.
  - 5. If the resolution of the complaint by the Board is to become part of the employee's file, the employee shall receive a copy of the action. The employee may attach a statement or rebuttal to the filed complaint within ten (10) school days of Board action.
  - 6. An anonymous report or a concern raised by someone wishing to remain anonymous is recognized as nothing more than a concern. The administrator/supervisor receiving an anonymous report may choose to share the anonymous item with the employee but the administrator/supervisor shall not share the information/concern with anyone else.
- E. All other provisions of Article 3, Section 303 shall apply.
- F. If any complaint involves an alleged criminal action, sexual abuse, child abuse or is in conflict with federal or state law it shall be investigated immediately without resolve of this complaint procedure. If the alleged complaint is substantiated the agency, EAP and, employee will be notified immediately. The employee will be afforded all due process rights.

### **EVALUATION PROCESS**

- A. All certified/licensed employees shall be formally evaluated based on continuous experience in the Pioneer Career and Technology Center in accordance with the following provisions:

#### **Teachers**

- a. A teacher is defined as an employee who meets one of the following criteria
  - i. Working under a license issued under Ohio Revised Code (ORC) Sections 3319.22, 3319.26, 3319.222 or 3319.226 who spends at least 50% of his/her time providing content-related student instruction; or
  - ii. Working under a permanent certificate issued under ORC 3319.222 as existed prior to September 2003 who spends at least 50% of his/her time providing content-related student instruction; or
  - iii. Working under a permanent certificate issued under ORC 3319.222 as it existing prior to September 2006 who spends at least 50% of his/her time providing content-related student instruction; or
  - iv. Working under a permit issued under ORC 3319.301 who spends at least 50% of his/her time providing content-related student instruction.
  - v. Other employees working under a license, permanent certificate, or permit who provide content-related student instruction.

- b. "Time providing content-related student instruction" shall be defined as the scheduled student day excluding lunch and conference period.
- c. The Teacher Performance Evaluation will comprise 505 of the Final Summative Rating and will be made up of the items listed below and follow the schedule below:
  - i. Walkthroughs may commence beginning with the first student day of attendance: Walkthroughs for the purpose of evaluation may occur through May 1<sup>st</sup> of each school year. This does not preclude administrative presence in any classroom and/or throughout the school year.
    - 1. A minimum of two Walkthroughs shall occur at the Evaluator's discretion for each observation cycle.
    - 2. An electronic or paper copy of the walkthrough form (Informal Observation: General Form) including all scripted and/or anecdotal documents relative to the walkthrough shall be made available to the observed teacher within 3 days of the walkthrough.
  - ii. One Teacher Self-Assessment completed on or before September 15<sup>th</sup> of each year.
  - iii. One Growth/Improvement Plan completed prior to October 1<sup>st</sup> of each year.
  - iv. Observation Cycle One to be completed prior to the start of Winter Break and consisting of:
    - 1) A minimum of two walkthroughs shall occur at the Evaluator's discretion throughout each cycle.
    - 2) One Pre-conference each for each cycle.
    - 3) One Observation (30 minutes minimum) for each cycle.
    - 4) One Post-conference within 5 days following the observation unless mutually agreed upon by both the evaluator and the teacher.
  - v. Observation Cycle two to be completed prior to May 1<sup>st</sup> but at least 15 scheduled school days after the completion of the first cycle and consisting of:
    - 1) A minimum of two walkthroughs shall occur at the Evaluator's discretion throughout each cycle.
    - 2) One Pre-conference each for each cycle.
    - 3) One observation (30 minutes minimum) for each cycle.
    - 4) One Post-conference within 5 days following the observation unless mutually agreed upon by both the evaluator and the teacher.
  - vi. A Third Cycle and/or additional Cycles shall be conducted (unless waived by the Superintendent), under the following circumstances for teachers who: 1) are in the year of renewal of a limited contract, 2) are under consideration for non-renewal, or 3) have deficiencies identified as a part of Observation Cycles One and/or Two. Cycle Three shall be completed by May 1 with no requirement for time between Cycle Two subsequent cycles. It shall consist of:
    - 1) A minimum of two Walkthroughs shall occur at the Evaluator's discretion throughout each cycle.
    - 2) One Pre-conference each for each cycle
    - 3) One Post-conference within 5 days following the observation unless mutually agreed upon by both the evaluator and the teacher.

### **School Counselors**

- a. A school counselor is defined as an employee who holds a license issued pursuant to O.A.C. 33014-24-05 by the Ohio Department of Education in the area of school counseling and who is assigned to a position in that capacity.
- b. The Counselor's Performance Rating will comprise of each of the six standards combined with the assessment of student metrics to produce final summative and will be made up of the items listed below and follow the schedule below:
  - i. Walkthroughs may commence beginning with the first student day of attendance. Walkthroughs for the purposes of evaluation may occur through May 1<sup>st</sup> of each of school year. This does not preclude administrative presence in any school environment throughout the school year.
    1. A minimum of two Walkthrough shall occur at the Evaluator's discretion for each observation cycle.
    2. An electronic or paper copy of the walkthrough from (Informal Observation: General Form) including all scripted and /or anecdotal documents relative to the walkthrough shall be made available to the observed counselor within 3 days of the walkthrough.
  - ii. Once counselor Self-Assessment completed on or before September 15<sup>th</sup> of each year
  - iii. One Growth/Improvement Plan completed prior to October 1<sup>st</sup> of each year.
  - iv. Observation Cycle One to be completed prior to the start of Winter Break and consisting of:
    1. A minimum of two Walkthroughs shall occur at the Evaluator's discretion throughout each cycle.
    2. One Pre-conference each for each cycle.
    3. One observation (30 minutes minimum) for each cycle.
    4. One Post-conference within 5 days following the observation unless mutually agreed upon by both the evaluator and the counselor.
  - v. Observation Cycle Two to be completed prior to May 1<sup>st</sup> but at least 15 scheduled school days after the completion of the first cycle and consisting of:
    1. A minimum of two Walkthroughs shall occur at the Evaluator's discretion throughout each cycle.
    2. One Pre-conference each for each cycle.
    3. One Post-conference within 5 days following the observation unless mutually agreed upon by both the evaluator and the counselor.
  - vi. A Third Cycle and/or additional Cycles shall be conducted, (unless waived by the Superintendent), under the following circumstances for counselors who: 1) are in the year or renewal of a limited contract, 2) are under consideration for non-renewal, or 3) have deficiencies identified as a part of Observation Cycles One and/or Two. Cycle Three shall be completed by May 1<sup>st</sup> with no requirement for time between Cycle Two and subsequent cycles. It shall consist of:
    1. A minimum of two Walkthroughs shall occur at the Evaluator's discretion throughout each cycle.
    2. One Pre-conference each for each cycle.
    3. One observation (30 minutes minimum) for each cycle.
    4. One Post-conference within 5 days following the observation unless mutually agreed upon by both the evaluator and the counselor.



### **All other Certificated, Licensed, or Permitted Staff**

- a. Staff not identified in Section 301.A.1. above, will be evaluated using the schedule/cycles listed in section c, e, and f above
- b. Classified employees shall be formally evaluated based on continuous experience in Pioneer Career and Technology Center in accordance with the following provisions:
  - 1. For the first three (3) years in the district there shall be a minimum of two (2) and a maximum of (3) formal evaluations per school year.
    - 1<sup>st</sup> Evaluation-** Shall be completed no later than the start of Winter Recess and no earlier than twenty (20) days from the first day of work for the contract year.
    - 2<sup>nd</sup> Evaluation-** Shall be completed prior to May 1<sup>st</sup> but at least 15 days after the completion of the 1<sup>st</sup> evaluation.
    - 3<sup>rd</sup> Evaluation-** is needed, it shall be by May 1<sup>st</sup> with not requirement between 2<sup>nd</sup> evaluation.
  - 2. Classified employees with a continuing contract shall be formally evaluated at a minimum of once every two (2) years with a maximum of three (3) per year.
- c. The employee shall have the right to attach any comments regarding the evaluation to the written evaluation form. Such comments shall be submitted in writing within ten days and will become a part of the written evaluation and shall be placed in the employee's personal file.
- d. The employee shall be given notification of the formal observation date at least two (2) days in advance of the date that the formal evaluation shall occur.
- e. All observations of the work performance of an employee shall be conducted openly and with full knowledge of the employee. No misleading, inaccurately, untimely or undocumented informative may be used. All observation data must be supported by evidence.
- f. The only persons authorized to evaluate an employee for the purpose of a formal evaluation shall be those on the list approved by the board. That list shall include the Superintendent, Director, immediate Supervisor and/or Credentialed Third Party Evaluators (CTPE) mutually agreed upon by the Pioneer Board and the EAP: A CTPE is defined as a person who is employed by an entity contracted by the Board to conduct evaluations and who holds a license designated for being a superintendent, assistant superintendent, principal, vocational director, administrative specialist, or supervisor in any educational area issued under section 3319.22 of the Ohio Revised code.
- g. At the request of the employee, additional Walkthroughs and/or conferences shall be held. The same provisions that are set forth in the article shall apply.
- h. The "Classified Employee Performance Evaluation" and the forms shall be the official evaluation instruments used for the formal observation and evaluations of employees, and shall be included in the agreement.
- i. Observations by persons other than those designed to evaluate an employee's performance as stated herein shall be held only with the written permission of the employee involved.

## **SCHOOL YEAR & CLASSROOM PROCEDURES**

### **Instructor Hours**

The instructor should be in the classroom before any students arrive. The class must be in session for all hours as listed in the Adult Education catalog. Any early class dismissals must be approved by the Supervisor or coordinator on duty.

### **Instructor Professionalism**

Instructors should present themselves as role models for their industry.

### **Student Dress Code**

There is a definite relationship between good dress habits, good work habits, and proper school behavior. Our main concerns are with conditions affecting health, safety, and dress standards that might affect the future employment of the individual. Prospective employers will constantly be touring this facility to acquaint themselves with the skill training being offered at Pioneer. In the best interest of our students, industrial safety standards and procedures will be closely monitored. Students will be required to wear the appropriate protective devices including safety glasses and protective apparel including proper shoes. In many areas, jewelry is not acceptable. Lab regulations will be reviewed by the lab instructor and must be followed.

In general student clothing should be in good repair and should be acceptable for the type of job for which the student is training. Any clothing which attracts inappropriate attention to the wearer and thus causes a disturbance in the school is not acceptable [clothing with reference to prohibited substances, (i.e. alcohol, tobacco, drug usage) and/or improper acts]. Shorts, sandals and tank tops are also inappropriate.

### **Student Forms**

Please collect COE Forms packet from your students on the first night of class. Put them in Alice Ramsay's mailbox.

### **Breaks**

Breaks are at the discretion of the instructor, but we suggest a 10 minute break for classes at the mid-point of a class session. If students bring any food or drink into the classroom, it is the responsibility of the student to maintain a clean and sanitary area. The instructor will be responsible for making sure the classroom is in satisfactory conditions at the end of the evening.

### **Complaint Process**

When a student has a question or concern about the program, he/she should speak first with the instructor. If that conference does not reach a satisfactory conclusion, the student and instructor can make an appointment with the Supervisor. All complaints reviewed by must be in writing using the Adult Education Complaint Form available in the Adult

Education office. The Supervisor will endeavor to resolve a complaint within 5 school days Upon receipt of the complaint. Complaints not resolved to the satisfaction of the Complainant may be appealed to the Pioneer Board of Education. Pioneer CTC is accredited by the Commission of the Council on Occupational Education (COE). If a complaint has not been resolved through the process described above a written signed complaint may be sent to COE at:

Council on Occupational Education  
7840 Roswell Road, Building 300, Suite 325  
Atlanta, GA 30350

### **Counseling Referral**

If you feel a student is in need of counseling services, please contact the office or Crystal Escalera at extension 42254.

### **School Accident Report Form**

If you have an injury in your lab/classroom, you must complete the School Accident Report Form (*see forms packet*). If you would like an electronic form, contact the Adult Education office.

### **Student Withdrawal**

Instructors should do their best to help students who are having difficulty or who have talked about withdrawing from class. If a student chooses to withdraw, the instructor must notify the office immediately and record the date that the student officially said he/she was withdrawing. Withdrawing students are sent to the Adult Ed Counselor, Financial Aid Coordinator, and then to administration for an exit conference.

### **Discipline**

Refer to the **Student Handbook – pp. 26 – 28** for school rules.

### **Evaluation/Observation form**

Instructors are evaluated at the end of the class (part-time) and quarterly (full-time) by the students (*see forms packet*).

### **Weekly Due Dates**

Due to the funding process, it is imperative that **attendance** be accurate and completed on a daily basis. Attendance will be entered into Achademix through the Instructor Portal. Please make Julie White aware of any issues with attendance.

Instructors must provide a detailed Emergency Lesson Plan to be kept in the Adult Education Office in the event a sub is needed for the class. If you know you are going to be absent, submit your lesson plan to the office prior to your absence.

Your program has a **Course of Study** that has been Board, state and COE approved. Plan your Syllabus and required hours based on this document. See the Adult Education Office for the Courses of Study.

Instructors are required to assess students consistently throughout the school term. Assessments can take the form of standardized tests provided by the textbook publisher, teacher-created tests, observation checklists, narratives, projects, homework, and extra credit. Grades will be entered into Achademix through the Instructor Portal.

### **Quarterly Due Dates**

Full-time program grades are due the week following the end of a quarter. Please refer to the adult education calendar on the last page of this handbook for term ending dates.

### **Certificates of Completion for Part-Time Classes**

Certificates of completion are issued to students in part-time classes upon successful completion of the class. Alice Ramsay will create these certificates for you.

### **Certificates of Completion/Career Passports**

Certificates of Completion/Career Passports will be awarded to all students who have attended 90% of the total class hours scheduled, (100% attendance for STNA); have made satisfactory progress during the course with a C or better average, and met all Certification and Graduation Requirements. **See the Student Handbook – pp. 16-20.**

Credentials for full-time programs will be presented at Awards and Recognition Night. STNA Students will receive certificates at the last class session.

## **COMMUNICATION**

Our adult students are not to use their cell phones during class time, and we ask the same courtesy of you. If there is a circumstance where you feel you need your phone, please keep it on vibrate.

### **E-mail**

Please check your Pioneer e-mail at least weekly.

### **Daily Communication**

Unless you are teaching a short-term class (less than 6 weeks), you will have a mailbox where you will receive correspondence. If you are teaching an enrichment class, Alice Ramsay will have a folder at her desk with needed information for you.

**Consumable Supplies**

Supplies such as dry-erase markers or file folders used by the instructor for a course are available upon request. Submit a list of what is needed to the Adult Education office a minimum of one class session in advance.

**Technology & Presentation Equipment**

Faculty who need instructional technology such as DVD players, laptops, or specific software should give advance notice of at least one day to Julie White. Rooms are equipped with Smart Boards and LCD's.

**Employer Contacts**

Each faculty member in a technical field should maintain liaison with employers in the technical field through periodic visitations and personal contact. These contacts should be documented each calendar year on the Employer Contacts form and turned in to the Adult Education office (*see forms packet*).

**School Closings or Cancellation**

School may be cancelled for hazardous weather and emergencies. Adult classes will be cancelled when the high school is cancelled. Notice of school closing and cancellations are announced on the following radio stations and affiliates, when possible:

- Ashland County..... WNCO
- Crawford County..... WBCO/WQEL
- Knox County..... WMVO, WQIO
- Richland County..... WMFD/WMFD TV 68, WMAN, WSWR, WYHT

Hours of instruction needed to complete training requirements may be made up through alternative learning activities and /or rescheduling of classes within the term or beyond the scheduled end date.

**CLASSROOM & LAB RESPONSIBILITIES**

1. The instructor will be in charge with the security of equipment and facilities during the course of operation. He/she shall be responsible for securing the equipment and extinguishing the lights.
2. The instructor should report any damage to the room and/or equipment to the Adult Education office as soon as possible. Loss or breakage of tools by a student must be paid by the student.
3. All students and instructors will be responsible for the cleanliness of the shop/classroom areas after use.
4. If the instructor request rearrangement of any furniture or equipment it should only be moved by custodians and replaced by custodians to its original position. Materials in and on teachers' desks should not be disturbed.
5. When the instructor leaves the room at the conclusion of the class, he/she should be certain that all tools, equipment, and supplies are put back where they belong and the lab or classroom is clean and returned to the original arrangement.

6. Instructor 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 the Adult Education Office. MSDS sheets are on file in each lab as required by OSHA.

### **SAFETY PLAN/GUIDE**

#### **Fire in the building**

Take class roster and first-aid kit and any other supplies or resources relevant to the incident and lead students as quickly as possible out of the building using the route designated on the chart in the lab/classroom. Use alternate escape route if the regular route is blocked. Close the classroom door and turn out the lights upon exiting and confirm all students are out of the classroom. Take attendance at the assembly area and report any missing students or staff to the emergency Incident Commander at the scene. Remain in safe area until All Clear signal has been issued. No one may re-enter building until it is declared safe by the fire department.

#### **Severe Weather/Tornado**

When a Severe Weather/Tornado warning has been issued bring all persons inside building. Close windows and blinds. Review severe weather drill procedures and location of safe areas posted in the classroom/lab. Severe weather safe areas are under desks, in hallways and interior rooms away from windows. Ensure students are in DROP COVER and HOLD position until danger passes.

#### **Medical emergency during evening hours with no school nurse available**

Instructor must make a judgment as to the extent of injury. If deemed serious enough, the instructor should give instructions to “kill” laboratory power and send other students to the lounge for a break. The instructor should call Ext. 42300 or send someone to the Adult Education Office and call 911. The instructor should administer first aid immediately. **NO** medicines should be administered or given. The Supervisor Adult Education needs to be contacted whether in the building or at home.

### **SCHOOL HEALTH & SAFETY PLAN**

In compliance with COE Accreditation Standards the School Health & Safety Plan is published in the Student Handbook and Faculty Orientation Handbook.

**Purpose:** The Board of Education recognizes its responsibility relative to student, employee, and visitor health and safety, and the need for development of a comprehensive program designed to provide a healthy, safe, and secure environment on District property. In this regard and in accordance with law, the Board will provide reasonable and adequate protection to the lives, safety and health of its employees and students in compliance with Federal and State laws and Regulations.

**Goal:** To ensure the health and safety of the schools employees, students and guests.

**Objectives:** The institution will:

1. Maintain standards in the facility to prevent accidents, report and investigate any accidents that may occur and minimize their consequences.
2. Direct that all reasonable efforts be made to provide a safe learning and working environment for students and employees.
3. Develop a system of emergency preparedness to ensure the health and safety of students and staff are safeguarded.
4. Develop procedures to ensure work areas are free from recognized hazards and implement OSHA related programs that are required by Federal and State law such as employee safety and health training and training in hazard recognition.

**Activities to achieve the objectives:**

1. The Safety Team shall conduct periodic audits of health and safety conditions within the facilities of the District and take appropriate action on any violations.
2. Superintendent will develop and adopt a comprehensive Emergency Management Plan (EMP) which shall involve faculty, staff, community law enforcement and safety officials. This document provides an action plan for responding to situations identified by the Safe School/Crisis Management Advisory committee. Publish and distribute the plan to all faculty and staff.
3. Fire, tornado, and school safety drills will be conducted during the school year in accordance with State law. Fire drills shall be conducted nine (9) times a school year at the times and frequency prescribed by the State Fire Marshal. Tornado drills shall be conducted on a regular basis during the tornado season in the spring. School safety drills shall be conducted on or before December 1st of each school year. During the school safety drill, students must be instructed in the appropriate procedures to follow in situations where students must be secured in their building (rather than evacuated), including a threat involving terrorism, a person in possession of a deadly weapon or other acts of violence.
4. Any accident that requires medical attention, to a student, employee of the District, or a visitor to the schools must be reported promptly and in writing to the District business office. Injured persons shall be referred immediately to the school nurse or appropriate personnel for such medical attention as may be appropriate.
5. The Superintendent will require that any chemicals, insecticides, or other materials that the Federal government is phasing out and/or banning by a certain date be immediately banned from use on Board property.
6. Include a copy of the School Health and Safety Plan in the Adult Education Student Handbook/Catalog and the Adult Education Faculty Orientation Handbook.

**Evaluation:** Adult Education Students have the opportunity to evaluate the safety of their learning environment on the Customer Satisfaction Survey distributed at the end of their course.

**Personnel responsible:** Superintendent, Safety Team, Faculty and Staff

**Timeline for Review:** Modifications are made as necessary or when additional training is identified to ensure employee or student safety. The Superintendent will also convene a meeting whenever a major modification to a school building requires changes in the procedures outlined in the School Plan. Participants in this meeting shall include representatives of the local law enforcement agencies; the local Fire Marshall, representatives from emergency medical services, building administrators, representatives from local emergency management service agency and staff.

### **Power failure in the evening**

The instructor should secure the lab or classroom doors, turn the power off, and have students wait in the room for Custodial/Security staff to escort students to other locations. The Adult Education Secretary will report the outage to the Supervisor.

### **Explosion in a lab area (Welding)**

Immediately after the explosion the instructor must dial 42300 to report the emergency to the Adult Education Secretary who will dial 911 to notify the fire department and obtain medical assistance. Secretary will contact the Supervisor Adult Education and inform him of the situation. She will obtain emergency medical forms for students in the class and go to the problem area. Instructor and secretary will assist the local medical teams as needed and give the emergency medical forms to the administrator going with the injured to the hospital.

### **Active shooter – student has lethal weapon**

Call 911 or the Shelby Police (419-347-2242) and ask for assistance; describe the situation indicating type of weapons and if anyone has been hurt and location in the building. If an active shooter or intruder enters the room, use whatever means necessary to keep your students safe. This may include any and all forms of resistance to the threat. Report situation to the Adult Education office 42300.

### **Outside agitator enters building and refuses to leave**

Dial the Adult Education office 42300 to report the incident. Secretary will inform the Adult Education supervisor to inform him of the situation. If requested by the Supervisor, call the Shelby Police Department (419-342-2242) for assistance.

### **Hostage Situation**

Call 911 then contact the Adult Education office 42300 to inform them of the situation. Assist police in evacuating the building when requested. Secretary will assist police in obtaining necessary student information.

### **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. This building is secured at 10:00 p.m. and reopened at 6:30 am 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 p.m. each day.



### **TEACHER ABSENCE**

Daytime Adult Education Instructors beginning their work day at **9:00 am or before** should place calls prior to **6:30 am** to Julie White's voice mail **EXT 42300**, 419-347-7744 or 1-877-818-PCTC (7282).

Evening Adult Education Instructors beginning their work day at **4:00 pm or after** should place calls prior to **11:00 am** to Julie White **EXT 42300**, 419-347-7744 or 1-877-818-PCTC (7282).

### **COMMUNITY SERVICE PROJECTS & PROFESSIONAL ORGANIZATIONS**

Instructors are encouraged to seek community service projects that can benefit their instructional goals and better their students' skills.

Instructors are also encouraged to participate in and/or consider membership to professional organizations related to their occupational fields to foster business and industry connections.

### **PROFESSIONAL DEVELOPMENT**

Instructors must participate in at least one professional development activity per year related to their teaching field. These professional development activities may include elements such as continuing education in the subject area(s) taught or teaching skill development. Examples of activities that qualify would be: Nurse Aide Instructors earning CEU's to maintain their position as an RN; training on new welding or machining equipment; or obtaining a welding certification. Instructors should turn in documentation to the Adult Education Office when this activity is completed.

### **MARKETING YOUR PROGRAM**

Here are some important points to share with potential students who are interested in your program:

1. Career-tech postsecondary schools offer a complete program & certificate in less time (usually 9 months) than a college or university.
2. Career-tech programs are generally less expensive than colleges or universities.
3. Career-tech offers more hours of on-hands training and lab hours than many colleges or universities.
4. Completion of many full-time programs qualifies for college credit that can be transferred to many colleges or universities in Ohio.
5. Instructors are hired based on their professional knowledge and industry skills.
6. Full-time programs at Pioneer are partnering with local community colleges to offer classes here at the Career Center as well as on college campuses.

### **STEPS TO TAKE WITH A SUICIDAL ADULT EDUCATION STUDENT**

1. If an Adult Ed Student expresses that they are suicidal – call the police.
2. Then call the office: Julie White at 42301 or Don Paullin
3. Do not let the student leave the school or be left alone (i.e. restroom).

If you are not in immediate danger because of thoughts of suicide, but need someone to talk with about your suicidal feelings, please do not hesitate to call one of the following national suicide prevention lines:

***1-800-SUICIDE (1-800-784-2433)***

***1-800-273-TALK (1-800-273-8255)***

#### **Suicide Prevention Lines**

You may call these suicide prevention numbers from anywhere in the United States, 24 hours a day. People are waiting to help you. Call a suicide prevention number right now if you need to. And always remember that it is never okay to act on your thoughts of suicide.

### **PLAN FOR OPERATION, MAINTENANCE, AND IMPROVEMENT OF THE PHYSICAL PLANT**

The Pioneer Career and Technology Center's Adult Education programs are under the Pioneer Public School (PCTC) district. The PCTC Board of Education recognizes that the fixed assets of this District represent a significant investment in the community and their maintenance is of prime concern.

**Goal:** To ensure operation, maintenance, and improvement of the physical building is in compliance with all local, state, and federal codes and procedures.

**Objectives:** The Institution will:

1. Follow the maintenance guidelines set forth by the Pioneer Public School district
2. Monitor the building and grounds for maintenance, improvement, and safety
3. Ensure the technology infrastructure is capable of meeting the needs of students and staff
4. Notify the appropriate departments in PCTC when attention is needed
5. Provide a safe learning and work environment
6. Evaluate and revise the plan annually

**Activities to achieve the objectives:**

1. Maintenance/Security Department will conduct a continuous program of inspection, maintenance, and rehabilitation for the preservation of all buildings and equipment
2. Faculty and staff notify maintenance/custodian when they identify building or grounds needs by accessing Maintenance Direct on-line application through NCOCC
3. Students will be asked to notify faculty and staff of building or grounds concerns

4. Custodial staff shall implement a maintenance program which includes a regular summer program of facilities repair and conditioning; an equipment replacement program; and a long range program of building maintenance
5. Technology Infrastructure will be the responsibility of the Technology Coordinator. Technology will be replaced on a consistent schedule and as new technology emerges that meets the needs of the curriculum and industry.
6. The Superintendent will ensure that the employees and students of Pioneer are aware of their rights to an environment free of recognized hazards, that they are properly trained in safety methods, that protective devices and equipment are available to meet safety standards, and that proper rules and records are maintained to meet the requirements of the law and the regulations of the Public Employees Risk Reduction Advisory Commission

**Personnel Responsible:** Superintendent, Maintenance/Custodian personnel, Technology Coordinator, Faculty and Staff

**Timeline for review:** The Board directs the Superintendent to recall all policy and regulations manuals periodically for purposes of administrative updating and Board review

### **STUDENT EXTERNSHIPS**

1. Externships are a requirement and should be completed in full by the last day of class.
2. Instructors are responsible for gathering student health information and properly storing information for each externship. This information is in their externship binder.
3. Once students are ready for their externship, instructors should contact the hospital or facility to schedule a student. Each externship should be completed in the shortest timeframe possible.
4. Instructors should monitor student progress and ensure completion.
5. Please return all completed externship packets to Julie White at the end of the class.

### **ADVISORY BOARD MEETINGS**

1. All instructors must be in attendance for all advisory meetings.
2. One in person meeting will be held in the fall in conjunction with the high school advisory meetings and one in person meeting in the spring.
3. Please provide new advisory member information to Julie White so invitations can be sent.
4. Instructors should follow up with advisory members to encourage attendance.
5. A minimum of 3 advisory members is required for a meeting.
6. The Adult Education Office will provide folders during and a copy of the minutes after the meeting.
7. Minutes needs to be typed up using the advisory meeting form and returned to Julie White.

### **Plan for Privacy, Safety, and Security of Data**

The Pioneer Career and Technology Center Board of Education is committed to maintaining and protecting the District's Information System. The Board believes that a complete and accurate

Information System which includes educational, student, fiscal and personnel information is vital to Pioneer's ability to deliver uninterrupted educational service to the community it serves.

**Goal:** To ensure the privacy, safety and security of data contained within Pioneer's network is maintained.

**Objectives:** The Institution will:

7. Educate faculty and staff of the Board's position with respect to staff-member privacy in the educational and workplace setting
8. Implement technology protection measures
9. Protect integrity of the District's Network

**Activities to achieve the objectives:**

7. All computers, telephone systems, electronic mail systems, and voice mail systems are intended to be used for business purposes only. The Board retains the right to access and review all electronic and voice mail, computer files, data bases, and any other electronic transmissions contained in or used in conjunction with Pioneer's computer system, telephone system, electronic voice mail system, and voice mail system. Staff members shall be notified that they have no expectation that any information contained on such systems is confidential or private.
8. Employees are prohibited from maintaining student personally identifiable information or information required to be kept confidential pursuant to the Americans with Disabilities Act on their PCDs. A Personal Communication Device includes computers, tablets, electronic readers, cell phones, or other web enabled device of any type.
9. Staff members shall not copy, delete, or remove any information or data contained on Pioneer's computers/servers without the express permission of the Superintendent or designee, or communicate any such information to unauthorized individuals. In addition, staff members may not copy software on any computer and may not bring software from outside sources for use on Pioneer equipment without the prior approval of the Technology Coordinator. Such pre-approval will include a review of any copyright infringements or virus problems associated with such outside software.
10. Staff members shall provide instructions for their students regarding the appropriate use of technology and online safety and security and will monitor students' online activities while in class.
11. Develop, test, and maintain an Electronic Data Processing Disaster Recovery Plan.
12. Any individual granted remote access to the District's network through a server must adhere to published standards and regulations.
13. Physical access to technical equipment is locked and restricted to authorized personnel.

**Personnel Responsible:** Superintendent, Technology Coordinator

**Timeline for review:** The plan is reviewed annually and updated as needed.

**Alternate Class Schedules:**

Pioneer Adult Education will make every attempt to follow the schedules printed in this handbook. However, class schedules may be altered or suspended contingent on directives from the above agencies.

## 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 |
| 31       |    |    |    |    |    |    |

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 |
| 31    |    |    |    |    |    |    |

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