

## Porter County Career and Technical Education Center Student Handbook

### A Message From The Director

Welcome to the **2020-2021** school year and to a tradition of excellence at the Porter County Career and Technical Center (PCCTC) since 1990. I encourage you to use this student folder to write down class assignments, test dates, study times, appointments, and goals. Organizing what, when, and where you study will make you a better student. You and your family will find this handbook helpful in learning about school policies and procedures. Have a great school year.

### Porter County Career and Technical Education Participating Schools

Boone Grove High School	Morgan Township High School
Chesterton High School	Portage High School
Hebron High School	Washington Township High School
Hobart High School	Wheeler High School
Kouts High School	Valparaiso High School

### Vision Statement

Everyone will be given the opportunity to reach their fullest potential. We will provide a positive, safe, and secure environment for students to learn and achieve. A collaborative partnership among parents, teachers, staff, and the business community will assume responsibility for the future success of our students.

### Mission Statement

To provide the opportunity for everyone to be successful at work and in life!

### Student Support Services

The PCCTC offers student support services. Students may request permission to speak with the student support coordinator (SSC) at any time for any reason. Students will be met by an SSC in a timely manner. Students can also be referred to the student support coordinator by their teacher or administration.

### Book Rental

Parent(s) and guardians are responsible for payment of all book rental and class fees for students who are enrolled at PCCTC. Book rental fees will vary by class and must be paid during the first week of school. Checks need to be made out to PCCTC, and a receipt will be issued by the **school treasurer**. If a student qualifies for free or reduced lunch at the home school, he/she may also qualify for textbook assistance at the PCCTC. Once qualified for free or reduced lunch, please contact the PCCTC student support coordinator to obtain textbook assistance at the PCCTC.

### Student Conduct

Students are responsible for their personal behavior. Students may be disciplined for on or off campus misconduct if their actions have a negative, direct impact on their school, programs, students, or staff. PCCTC is an extension of each high school, so students will adhere to the rules and regulations as described in each school's handbook. It is the responsibility of the student and parent to make themselves aware of all discipline policies and procedures at their home school and at the PCCTC, as both sets of rules will be used to treat any disciplinary situation. The director or his designee will contact the home school as well as the parents in the event of any disciplinary actions. Conduct viewed as just cause for disciplinary action shall include, but is not limited to, any violations listed on the discipline matrix.

### Attendance Policy

Regular attendance and punctuality are essential to good performance in school and at work. Students have the responsibility of getting to class every day to be successful. PCCTC classes follow the calendar of Valparaiso Community Schools. Students will attend their PCCTC program when their home school has a half day of class. If a student's home school is on a delay, the student does not need to attend a morning CTE session, unless some portion of that class is still meeting at the home school building. If a student's home school is closed, a student is not expected to attend his/her CTE class.

Students are responsible for making up any course work missed due to an excused absence. Students should consult their teacher and follow directions concerning make-up work. Appointments with doctors and dentists should be made after school hours. **Students and parents should not assume the home schools will contact the PCCTC about any absences.** Please note:

All absences must be excused with an excuse slip from your home school. A parent's note, doctor's note, court excuse, or funeral excuse may be accepted on days your home school is not in session. Verified parent calls or emails will also be accepted.

- Your teacher will call home after the first or second unexcused absence.
- Letters will be sent home for students who have five or more unexcused absences.
- Your teacher will call home after three (3) absences.
- Excessive tardiness may result in disciplinary action.
- Home schools will determine the final day of class for their students at the end of the school year.

**Unexcused absences** are absences that have not been verified by a note from the home school, doctor's note, court excuse, verified parent call or email, or funeral excuse.

**Truancies** are unexplained absences when the school and parents agree the student should have been in school.

In case of any absence, a student needs to request makeup work from his/her instructor.

Students must call off with a student or parent phone call or email in order not to be considered truant.

### School Cancellations

PCCTC will follow the same cancellation schedule as the Valparaiso Community Schools. Students are encouraged to follow their school system's cancellation policy in inclement weather. Students may listen to local radio FM stations 105.5, 95.9, and 103.9 for delays or cancellations. For any school closing or delay: students may log on to [www.cancellations.com](http://www.cancellations.com) or to [www.valpo.k12.in.us/](http://www.valpo.k12.in.us/). Any absences because of school closings or delays will be considered an **Administrative Absence** and not count against the student's attendance record. An administrative absence would also be recorded for things like a home school field trip day or not being provided a bus ride from the home school.

## Student Dress

The PCCTC prepares students for a variety of career areas. Student attire is different for each area of training and should be appropriate for that career. Some classes require uniforms or coveralls. The instructor will provide information on dress requirements. Building administration shall retain the final authority and determine the appropriateness of student dress. Violations of the student dress code may lead to disciplinary consequences. Please note:

- Students should wear shoes during the school day.
- Students may, at the discretion of the teacher, be required to furnish and wear appropriate safety devices.
- Students are not permitted to wear or use any electronic devices during school hours.

The following are not acceptable in school or on school property:

1. Shorts, dresses, skirts, or other similar clothing shorter than mid-thigh length when the student is seated
2. Sunglasses, hats, or coats worn inside the building
3. Inappropriately sheer, tight, or low-cut clothing that exposes traditionally private parts of the body. Men are not to wear sleeveless shirts.
4. Inappropriately sized pants that are not secured around the waist
5. Under garments that are visible or uncovered midriffs
6. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches or pictures that:
  - Refer to drugs, tobacco, or weapons
  - Are of a sexual nature
  - By virtue of color, arrangement, trademark, or other attribute denote membership in a gang
  - Are obscene, profane, vulgar, lewd, or legally libelous
  - Threaten the safety or welfare of any person
  - Promote discrimination against any class of people

## Driving and Parking

Students driving cars, motorcycles, or bicycles are under the supervision and authority of the school upon entry into the parking lot and are expected to follow safe driving procedures. Driving to school and parking at PCCTC is a privilege. Specific driving behavior and responsibilities are expected as outlined below:

1. Speeding or careless driving on the streets bordering the school or in the parking lots will not be tolerated. **Drug sniffing dogs will search our property to help us keep drugs off our premises.**
2. Students are not to return to their cars during the school day without permission from the office.
3. Student drivers will yield the right of way to buses and pedestrians.
4. Students will park in the appropriately marked spaces and display approved student PCCTC hang tag.
5. The school provides a student parking area but assumes no responsibility for damage or theft.
6. The speed limit is 5 mph on school property.
7. Students driving to career/technical classes should be extra cautious and not drive if their parents deem driving conditions to be unsafe. In such instance, they should call off by notifying their CTE teacher. These instances will be considered administrative absences, and any missed work may be made up with no penalty.

The PCCTC will search vehicles when there is reasonable suspicion that the search is required to discover evidence of a violation of law or of school rules. Violations of these regulations will result in fines, suspension of driving privileges, or towing of the vehicle at the owner's expense.

## Lockers

All lockers provided for student use remain the property of the Career Center. These lockers are subject to inspection, access for maintenance, and search pursuant to these guidelines. A student using the locker has, by statute, no expectations of privacy in that locker. No student shall lock or otherwise impede access to any locker except with a lock approved by the director. PCCTC is not responsible for lost or stolen property.

## Honor Code

Students, teachers, and administration of PCCTC are committed to the highest standards of honesty and integrity. Academic dishonesty is an action intended to obtain or assist in obtaining credit for work that is not one's own. Examples of academic dishonesty may include, but are not limited to, the following:

- Communicating with another student during an examination or quiz
- Copying material during an examination or quiz
- Allowing a student to copy from one's examination, quiz, or assignment
- Submitting falsified information for grading purposes
- Any other violation intended to obtain credit for work which is not one's own, including plagiarism

## Photos and Video

The permission of the principal is required for any video or photography on school property.

## **Student Recognition Programs**

### **Technology Honor Society**

The Technology Honor Society will consist of high-achieving career/technical students who have demonstrated the highest standards of academic excellence in a career/technical field. Career/technical education plays an essential role in the total educational process. The Technology Honor Society will reward good citizenship, a positive work ethic, and outstanding technical skills.

Criteria for admission into the Technology Honor Society are

- 1) Inductees are required to have a B or better average in their career/technical program.
- 2) Inductees must have received a minimum of six credits in a career/technical program.
- 3) Inductees must have junior or senior standing.
- 4) Career/technical instructors may establish additional criteria for inductees.
- 5) Inductees must have one sponsoring career/technical instructor.
- 6) Inductees must be recommended by one other instructor from any discipline or an employer.
- 7) Induction will be limited to 10 per cent of the enrollment in each career/technical program.
- 8) All candidates must be approved by the selection committee.

### **Outstanding Students of the Quarter**

Teachers at the PCCTC may nominate one morning student and one afternoon student for the "Outstanding Student of the Quarter" award. Criteria for this award are based on student academic achievement, good attendance, exceptional behavior, and community service. Students will receive a special certificate and awards at an in-school presentation.

### **Perfect Attendance Award**

Students who have perfect attendance for the entire school year at the Porter County Career and Technical Center will receive a "Perfect Attendance" award.

### **Student Award Trips**

Students will be invited to attend an event such as a hockey game or car show as a reward for good behavior at the Porter County Career and Technical Center.

### **Computer Technology and Networks**

For students to use school and computer networks, students and parents must sign an agreement, which defines the conditions under which the student may participate. Any misuse of a password access or network may result in suspension or revocation of computer and/or network privileges and/or other disciplinary action determined by school officials. Misuse shall include the use of a home computer to interfere with the educational process.

### **Grievance Procedure**

It is the policy of the Porter County Career and Technical Center to provide an equal education opportunity for all students. PCCTC does not discriminate on the basis of race, color, religion, gender, national origin, age, or individuals with disabilities, including limited English proficiency. If any student believes his rights have been violated, he or she may file a complaint by following the procedure listed below:

- 1) He/she will identify the problem and discuss the complaint with the Director at the PCCTC. A formal complaint must be made in writing.
- 2) The Director will conduct an investigation.
- 3) The Director will resolve the problem or refer the student to the home school to file a formal complaint to the School Corporations' Compliance Officer or Civil Rights Coordinator.

Discipline Matrix* Behavior	1 <sup>st</sup> Intervention	2 <sup>nd</sup> Intervention	3 <sup>rd</sup> Intervention
Alcohol/Drug Possession/Use	Referral to Director; school/parent notification; police notification	*****	*****
Harassment Intimidation; Threats, Hazing, Sexual Harassment, Bullying	Referral to Director Referral to Student Support Coordinator (SSC)	Referral to Director Referral to SSC school/parent notification; conduct contract	Referral to Director; school/parent notification
Illegal Activity; Assault Battery, Fighting	Referral to Director; school/parent notification	***** notification	*****
Parking Lot/Driving Violation revocation	Referral to SSC; verbal warning  school/parent notification,, school/parent notification	Parking pass suspended, referral to director, school/  driving privileges; school parent notification; possible police notification	Referral to Director; possible suspension or school/parent  of parking pass; school/parent notification; police intervention
Safety/Security Violation	Referral to Director; school/parent notification; possible police notification	*****	*****
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Unethical Behavior; Cheating, Forgery of parent, physician notes, etc	Referral to SSC; school/parent notification	Referral to SSC; conduct contract; school/parent notification	Referral to Director; school/parent notification
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Weapons Possession	Referral to Director; school/parent notification; police notification	*****	*****
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Possession of Tobacco or Other Smoking Products	Referral to SSC	Referral to SSC; Smoking Cessation Program	Referral to Director
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Insubordination, Defiance, Disrespect to adult (including profanity)	Verbal Warning; referral to SSC	Referral to SSC; conduct contract	Referral to Director
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Theft	Referral to Director; school/parent notification	*****	*****
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Vandalism	Referral to Director; school/parent notification. parent/student liable for damages	*****	*****
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Cell Phones & electronic devices are to be turned off during class time	Confiscation of device - returned at end of class	Confiscation of device - returned at end of day, referral to SSC.	Confiscation of device - returned at end of class to parent

\*All possible scenarios of student misbehavior cannot be listed on the matrix and will be dealt with on a case-by-case basis.

This document was printed and disseminated 100% funded from the federal Carl D. Perkins Vocational and Applied Technology Basic Secondary Area Vocational District Grant, project number 09-4700-6455. Porter County Career and Technical Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or individuals with disabilities, including limited English proficiency.

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