



# Porter County Career and Technical Education Center Student Handbook

## A Message From The Principal

Welcome to the 2022-23 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 collect information, write down class assignments, test dates, study times, appointments, and goals. Organizing what, when, and where you study will make you a better student. Every adult in this building is here to help you be successful. 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 Porter County Career and Tech Center understands that all of us need a variety of social assistance at some time in our lives. 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 principal 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. Students should consult their teacher and follow directions concerning make-up work. All attempts to schedule medical appointments for outside of school hours should be made.

PCCTC classes follow the calendar of Valparaiso Community Schools when it comes to weather delays. 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 the class is still meeting at their home school. If a student's home school is closed, a student is not expected to attend their CTE class.

## Students and parents should not assume the home schools will contact the PCCTC about any absences.

An absence will be considered **excused** if a doctor's note, court excuse, a funeral excuse, or a college visit document are provided.

An absence will be considered **verified** if a parent/guardian or home school makes contact with PCCTC or CTE instructor. All absences must be verified within three (3) days of the absence.

An absence will be considered **unverified** if no contact is made with PCCTC.

The instructor will call home after three (3) absences.

Letters will be sent home for students who have five or more unverified absences. An attendance contract will be established when a student has five or more unverified 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.

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

Individual programs may have additional expectations/procedures.

### **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. Undergarments 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 Principal. 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.

## **Behavior Principles**

**Teachers have the right to teach.**

**Students have the right to learn.**

## 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 computer or network access 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 Principal at the PCCTC. A formal complaint must be made in writing.
- 2) The Principal will conduct an investigation.
- 3) The Principal 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.

## Expectations for Faculty

- ✦ Practice Professionalism in all Activities
- ✦ Treat Every Student with Respect and Dignity Every Day
- ✦ Demonstrate Compassion for Kids
- ✦ Communicate with Parents
- ✦ Present a Positive Mental Attitude
- ✦ Have Pride in our Students and School
- ✦ Provide Extra Support for Non-traditional Students

*"Our job includes making a profound difference  
in the lives of our students."*

"*Strong and Nice*" is the motto of the Porter County Career and Technical Education Center; Students, Faculty, Staff, and Visitors will promote and model this behavior at all times for the benefit of everyone.

Discipline Matrix\*  
Behavior

	1 <sup>st</sup> Intervention	2 <sup>nd</sup> Intervention	3 <sup>rd</sup> Intervention
Alcohol/Drug Possession/Use	Referral to Principal; school/parent notification; police notification	*****	*****
Harassment Intimidation; Threats, Hazing, Sexual Harassment, Bullying (including Online and Social Media Harassment)	Referral to Principal Referral to Student Support Coordinator (SSC)	Referral to Principal Referral to SSC school/parent notification; conduct contract	Referral to Principal; school/parent notification
Illegal Activity; Assault Battery, Fighting	Referral to Principal;  school/parent notification	*****	*****  notification
Parking Lot/Driving Violation revocation school/parent  school/parent	Referral to SSC; verbal warning  school/parent notification,,	Parking pass suspended, referral to Principal, school/  driving privileges; school parent notification; possible school/parent notification police notification	Referral to Principal; possible suspension or  of parking pass; notification notification; police intervention
Safety/Security ***** Violation  notification	Referral to Principal;  school/parent notification; possible police	*****	
Unethical Behavior; Cheating, Forgery of parent, physician notes, etc notification	Referral to SSC; school/parent notification	Referral to SSC; conduct contract; school/parent	Referral to Principal; school/parent notification
Weapon Possession	Referral to Principal; school/parent notification; police notification	*****	*****
Possession of Tobacco or Vaping Devices	Referral to SSC	Referral to SSC; Smoking Cessation Program	Referral to Principal
Insubordination, Defiance, Disrespect to adult (including profanity)	Verbal Warning; referral to SSC	Referral to SSC; conduct contract	Referral to Principal
Theft	Referral to Principal; school/parent notification	*****	*****
Vandalism	Referral to Principal; school/parent notification. parent/student liable for damages	*****	*****
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 21-4700-6455. 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.