



## **Porter County Career and Technical Education Handbook**

### **Welcome to Porter County Career and Technical Education!**

The goal of career and technical education is to learn technical skills and the soft skills required to thrive in any career environment. As such, students will be further referred to as “employees” of Porter County Career and Technical Education and will represent themselves as upstanding professionals both in the building and out in the community.

### **Porter County CTE Vision Statement**

All students will be given the opportunity to reach their fullest potential as a citizen, professional, and lifelong learner in a positive, safe, and secure learning environment through a collaborative partnership of all stakeholders.

### **Philosophy**

The primary focus of Porter County Career and Technical Education (PCCTE) is to create and maintain a safe, supportive, and high-expectation learning environment that fosters responsible choices and success for all students. Strict adherence to the Code of Conduct is required.

As students transition from childhood to adolescence and young adulthood, our goal is to teach them how their actions affect both themselves and others. Expectations for acceptable behavior are grounded in the principles of respect, responsibility, and citizenship. Students will be guided to take increasing responsibility for their decisions, aligning their behavior with the laws, rules, and values of our community and society.

Through our interactions with students, we will model and promote compassion, kindness, and integrity, helping them develop the skills to make informed decisions, resolve conflicts peacefully, and collaborate effectively. Parental and guardian support is essential to fostering the proper growth and development of our students.

We believe that students have the right to attend school without fear and to express themselves freely through their words and actions. However, this right must not infringe upon the rights of others, be harmful, disrespectful, or disruptive to individuals or the educational process.

### **Porter County Career and Technical Education Participating Schools**

- Boone Grove High School
- Chesterton High School
- Hebron High School
- Hobart High School
- Kouts Junior/Senior High School
- Morgan Twp Junior/Senior High School
- Portage High School
- Washington Township High School
- Wheeler High School
- Valparaiso High School

## **Student Support & Success Resources**

PCCTE is dedicated to providing students with the resources and support they need to excel academically, professionally, and personally. Various support services are available to assist students in overcoming challenges, developing essential skills, and achieving their career goals. The following programs and resources are designed to foster student success and well-being throughout their time at PCCTE.

### **Student Success Coordinators**

PCCTE recognizes that everyone may need social assistance at some point in their lives. To support students, PCCTE offers Student Success Services. Students may request permission to speak with a Student Success Coordinator (SSC) at any time for any reason. A coordinator will meet with the student in a timely manner. Additionally, teachers and administrators may refer students to a SSC when needed.

### **Professionalism Expectations & Rubric**

#### **What Does Professionalism Mean at PCCTE?**

At PCCTE, professionalism is key to your success and future career readiness. What does it mean to be professional?

Professionalism is demonstrated when you:

- Excel in the knowledge, skills, and behaviors required for your role.
- Deliver your best work, even when the day is challenging.
- Demonstrate consistent attendance and arrive on time.
- Maintain professional attire appropriate for your role and responsibilities.
- Seek growth, constantly improving and contributing to the success of your class, team, or workplace.

This standard of professionalism is not just a goal but an expectation at PCCTE. It applies to every aspect of your experience, including:

- Your role as a student at PCCTE.
- Your conduct at your home school.
- Your behavior at your job, job shadow assignments, and within your community.

Your professionalism will be evaluated using a grading rubric, and you will be held accountable if you fall below the expected standards. These expectations are designed to prepare you for real-world success and to help ensure you are ready to excel in high-wage, high-demand careers.

At PCCTE, professionalism sets the stage for your success and empowers you to build the future you envision.

## **Professionalism Rubric**

Competency in professionalism is a student's ability to demonstrate accountability, personal growth, integrity, and interpersonal skills. Scores should be assigned for all applicable dimensions of professionalism outlined below.

	<b>Exemplary: meets 90% of time for the term</b>	<b>Accomplished: meets 80% of the time for the term</b>	<b>Developing: meets 70% of the time for the term</b>	<b>Needs Improvement: Meets below 70% of the time for the term</b>
<b>Accountability/ Time Management</b>  Management Preparedness Commitment	<ul style="list-style-type: none"> <li>• Present, prepared, and engaged</li> <li>• Meets deadlines</li> <li>• Takes responsibility for missed work</li> <li>• Communicates with the instructor in a timely, constructive, and courteous manner</li> </ul>	<ul style="list-style-type: none"> <li>• Present and prepared</li> <li>• Meets most deadlines</li> <li>• Generally takes responsibility for missed work</li> <li>• Communicates with the instructor in a timely and constructive manner</li> </ul>	<ul style="list-style-type: none"> <li>• Present, sometimes prepared, and sometimes engaged</li> <li>• Misses several deadlines</li> <li>• Does not consistently take responsibility for missed work</li> <li>• Sometimes communicates with the instructor, but not always in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>• Consistently absent or tardy, not prepared, and rarely engaged</li> <li>• Rarely meets deadlines</li> <li>• Does not yet take responsibility for missed work</li> <li>• Rarely communicates with the instructor or does so in an unconstructive manner</li> </ul>
<b>Personal Growth</b>  Self-Efficacy Resilience Utilizing Support	<ul style="list-style-type: none"> <li>• Consistently displays a positive attitude toward learning that includes ambition, initiative, and determination</li> <li>• Shows steady effort to improve</li> <li>• Produce high quality work</li> <li>• Treats setbacks as opportunities to learn</li> <li>• Actively seeks instructor guidance and support resources.</li> </ul>	<ul style="list-style-type: none"> <li>• Generally displays a positive attitude toward learning that includes ambition, initiative, and determination</li> <li>• Shows desire to improve and to produce high-quality work</li> <li>• Does not give up when faced with setbacks</li> <li>• Occasionally seeks instructor guidance and suggestions for support resources</li> </ul>	<ul style="list-style-type: none"> <li>• Displays a somewhat positive attitude toward learning that includes some elements of ambition, initiative, and determination, but continued growth is needed</li> <li>• Struggles to maintain consistent effort or desire to improve Sometimes gives up when faced with setbacks</li> <li>• Relies on active coaching from the instructor but does not actively seek out guidance or suggestions for support resources</li> </ul>	<ul style="list-style-type: none"> <li>• Displays an indifferent attitude toward learning and demonstrates minimal ambition, initiative, and determination</li> <li>• Shows minimal desire to improve or produce high-quality work</li> <li>• Often complains about issues rather than seeking solutions; rarely accepts guidance or uses support resources</li> </ul>

<b>Integrity</b>  Quality of Work Ethical Standards Code of Conduct	<ul style="list-style-type: none"> <li>Consistently uses the school handbook as a guide for decision-making and adheres to the ethical standards of the campus community</li> <li>Demonstrates a strong commitment to producing original work to the best of their ability, consistently exceeding school and industry expectations</li> </ul>	<ul style="list-style-type: none"> <li>Generally applies the school handbook as a guide for decision-making and adheres to the ethical standards of the campus community</li> <li>Generally demonstrates commitment to producing original work to the best of their ability and in accordance with accepted discipline and/or industry standards</li> </ul>	<ul style="list-style-type: none"> <li>Somewhat applies the school handbook as a guide for decision-making and partially adheres to the ethical standards of the campus community</li> <li>Demonstrates partial commitment to producing original work to the best of their ability and in accordance with accepted discipline and/or industry standards</li> </ul>	<ul style="list-style-type: none"> <li>Does not yet apply the school handbook as a guide for decision-making and/or does not adhere to the ethical standards of the campus community</li> <li>Demonstrates minimal commitment to producing original work to the best of their ability and in accordance with accepted discipline and/or industry standards</li> </ul>
<b>Professional Behavior</b>  Proper Conduct Discipline-Specific Expectations	<ul style="list-style-type: none"> <li>Expertly represents self and/or the discipline in accordance with professional expectations</li> <li>Demonstrates proficient use of appropriate terminology and language</li> <li>Expertly follows classroom and WBL guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Consistently represents self and/or the discipline in accordance with professional expectations</li> <li>Demonstrates competent use of appropriate terminology and language</li> <li>Consistently follows classroom and WBL guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Sometimes represents self and/or the discipline in accordance with professional expectations</li> <li>Demonstrates some use of appropriate terminology and language</li> <li>Sometimes follows classroom and WBL guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Infrequently represents self and/or the discipline in accordance with professional expectations</li> <li>Demonstrates incorrect or inappropriate use of terminology and language</li> <li>Struggles to follow classroom and WBL guidelines</li> </ul>

### **Work-Based Learning & Internship Responsibilities**

Students participating in Work-Based Learning (WBL), internships, apprenticeships, or clinical placements are expected to uphold the highest standards of professionalism as representatives of both their placement site and Porter County Career and Technical Education (PCCTE).

Students must maintain the confidentiality of any private, sensitive, or proprietary information they may encounter on the job. This includes, but is not limited to, client or patient records, business operations, and

internal communications. Sharing confidential information—whether in person, in writing, or on social media—may result in removal from the WBL site and disciplinary consequences in accordance with school policy.

If a student is injured while participating in a WBL experience, they must report the injury immediately to their site supervisor and notify PCCTE as soon as possible. Reporting injuries promptly ensures the safety and well-being of the student, allows for appropriate documentation, and enables the school to provide necessary support or accommodations. Failure to report an injury may result in delayed medical assistance or impact continued participation in the program.

Students should treat their WBL experience as a professional opportunity, following all site expectations, safety protocols, and school rules. The ability to remain in a WBL placement depends on maintaining good academic standing, appropriate behavior, and consistent attendance.

## **Academic Policies & Grading**

PCCTE is committed to maintaining high academic standards that prepare students for success in both education and their future careers. Grading policies, academic expectations, and integrity standards ensure that students demonstrate mastery of course content while developing professionalism and technical skills. The following guidelines outline grading criteria, expectations for coursework, and policies regarding academic integrity.

### **Porter County Career and Technical Education Grading Scale**

PCCTE grades reflect a student's mastery of course material, professionalism, and skill development. The grading scale below is used to assess student performance across all programs. Please note that Dual Credit (DC) grade reporting may follow a different scale based on college-level expectations, and grades for DC courses may reflect differently compared to the standard grading scale.

Letter Grade	Percentage Range
A+	100.00 – 97.50
A	97.49 – 92.50
A-	92.49 – 89.50
B+	89.49 – 87.50
B	87.49 – 82.50
B-	82.49 – 79.50
C+	79.49 – 77.50
C	77.49 – 72.50
C-	72.49 – 69.50
D+	69.49 – 67.50
D	67.49 – 62.50
D-	62.49 – 59.50
F	59.49 – 0.00

## **Grading Policy & Expectations**

Student grades are determined by a combination of assessments, projects, class participation, and professionalism, with certain programs incorporating industry-specific grading standards; additionally, many CTE courses include a professionalism rubric where attendance, punctuality, and workplace behavior may impact overall performance evaluations.

## **Make-Up Work for Absences**

Students are responsible for contacting each of their classroom teachers to obtain and complete any assignments missed during an absence. As a guideline, students will be allowed one day to make up work for each day absent. Parents or guardians may also reach out to teachers for clarification or support if needed.

## **Academic Integrity & Professional Ethics Policy**

At PCCTE, students are expected to uphold the highest standards of honesty, integrity, and professionalism, both academically and in their career-technical training. Academic dishonesty is any action intended to obtain or assist in obtaining credit for work that is not one's own. In a career-focused setting, dishonesty extends beyond traditional academics and may also violate industry standards that prepare students for real-world expectations in their chosen career fields.

### **Examples of Academic Dishonesty (Not Limited To):**

- Examination & Assessment Violations:
  - Communicating with another student during an examination or quiz
  - Copying material or allowing another student to copy from an examination, quiz, or assignment
  - Using unauthorized notes, devices, or external assistance on an exam, quiz, or assessment
  - Obtaining or distributing copies of exams, quizzes, or answer keys without teacher consent
  - Removing or altering examinations or test materials without permission
- Assignment & Project Violations:
  - Submitting falsified information for grading purposes
  - Submitting a paper, project, or assignment that is not the student's original work
  - Copying another person's assignments or allowing another student to copy one's work
  - Using AI-generated work without teacher approval or in a way that misrepresents learning
- CTE-Specific Violations:
  - Pretending to be another student or having someone else complete hands-on work, certifications, tests, or industry-related tasks on their behalf
  - Using tools, machines, software, or devices without permission to complete assignments
  - Faking certifications, training logs, attendance for clinical/work-based learning hours, or apprenticeship records
- Unauthorized Technology Use & System Violations:
  - Unlawfully copying computer software, programs, or data created by others
  - Misusing school or industry-standard computer systems, tools, or equipment
  - Using AI, professional services, or industry experts in violation of teacher-established guidelines
- Grade Manipulation & Fraudulent Acts:
  - Altering a teacher's grade book or student records
  - Changing answers on a graded assignment or exam to seek additional credit
  - Falsifying information on applications, including college, scholarships, internships, or job placements

## **Consequences for Academic Dishonesty**

Violations of academic integrity or professional ethics may result in:

- Reduced or no credit for the assignment, project, or assessment
- Requirement to recomplete the learning activity or hands-on project
- Disciplinary action, including possible removal from industry certifications or leadership roles.

## **Attendance & Tardiness Policies**

Regular attendance and punctuality are essential for success in both school and the workplace. Students are responsible for attending class daily to support their academic progress. They should consult their teachers and follow provided instructions regarding make-up work. Whenever possible, medical appointments should be scheduled outside of school hours.

PCCTE follows the Valparaiso Community Schools calendar for weather-related delays. If a student's home school is delayed, they are not required to attend their morning CTE session unless part of the class is still in session at their home school. If a student's home school is closed, they are not expected to attend their CTE class.

## **Reporting Absences to PCCTE**

Parents/guardians must report student absences directly to PCCTE, as home schools do not notify us. Absences can be reported by calling our 24-hour attendance line at 219-531-3170, by emailing [kcarpenter@valpo.k12.in.us](mailto:kcarpenter@valpo.k12.in.us), or by submitting the absence and any supporting documentation directly through the Skyward Parent Portal. Please ensure that any attendance concerns are communicated to both our main office and the student's home school.

## **Excused Absences**

An absence will be considered excused only if it meets the specified criteria and proper documentation is submitted to the main office within three (3) days of the absence. This documentation must clearly explain the reason for the absence and align with the school's excused absence policies. Any documentation submitted after the three-day timeframe will not be accepted, and the absence may be marked as unexcused.

- Death in the Immediate Family – Limited to three (3) excused days per occurrence.
- Quarantine – Absences are excused for the duration of the quarantine as verified by a physician or the Board of Health.
- Required Court Appearances (IC 20-33-2-16) – The absence must be verified by a court summons or a probation officer, and attendance in court must be mandatory.
- Religious Observances & Instruction – Absences for religious observances must be verified in writing by the leader of the religious organization. Attendance records for religious instruction must be made available to the school for verification. If written verification from the religious leader is difficult to obtain, the school will also accept a signed note or email from the parent or guardian describing the religious event and the affiliated organization, or a publicly available event schedule (such as an online calendar or bulletin) from the religious institution, if applicable.
- Participation in the Political Process (IC 20-33-2-14, 15) – Includes serving as a Statehouse page, election worker, or participation in an approved political event.
- Participation/Exhibition in the Indiana State Fair for Educational Purposes (IC 20-33-2-17.7) – A written request from a parent/guardian must be approved in writing by the school principal.
  - The number of excused absences for the Indiana State Fair may not exceed five (5) instructional days in one school year.

- The student must be in good academic standing.
- Documented College Visits – Post-secondary site visits or orientations in anticipation of attendance.
- Military-Related Events (IC 20-33-2-17) – Includes deployment returns, testing, or required activities related to enlistment.

### **Attendance Policy & Excused Absence Allowance**

Students are allowed four (4) parent call-offs per semester (eight (8) per school year).

- Parent call-offs will be excused without documentation for the first four (4) instances per semester.
- Any absences beyond the four (4) per semester require documentation to be excused. Without documentation, the absence will be marked as unexcused, even if a parent calls in.

### **State-Mandated Attendance for Certain Programs**

Certain programs at PCCTE have state-mandated attendance requirements that students must meet to remain in good standing and fulfill licensing or certification criteria. These programs require a set number of instructional hours, and teachers will communicate these expectations directly to students and guardians.

Attendance is critical for student success in these programs. Missing required instructional hours may result in falling behind in certification progress or becoming ineligible to complete the program. Due to these strict requirements, some programs do not permit absences for extracurricular activities (ECAs), sports, clubs, or outside events during school hours. Additionally, required hours for these courses may extend beyond normal school hours.

### **Excessive Absences & Truancy Reporting**

In accordance with Indiana state law, students who accumulate 10 or more unexcused absences are considered habitually absent. When a student reaches this threshold, PCCTE will notify the student's home school, which will follow its own state reporting procedures. The home school may take further action, including referrals to truancy officers, additional interventions, or other measures as required by state law. Additionally, students who reach this level of habitual absenteeism may face possible removal from their program at PCCTE, as attendance is a critical factor in meeting program requirements and ensuring student success.

### **Certificate of Incapacity**

Per Indiana Code IC 20-33-2-18, students with excessive absences due to chronic illness must have a Certificate of Incapacity on file, along with a current release of medical information form related to the qualifying condition. If a parent/guardian does not send a student to school due to illness or mental/physical incapacity, they must provide a Certificate of Incapacity upon request, and failure to do so within six (6) days is unlawful. The certificate must be signed by a licensed Indiana physician, an individual licensed to practice osteopathy or chiropractic in Indiana, or a Christian Science practitioner residing in Indiana and listed in the *Christian Science Journal*.

### **School Policy**

- A new Certificate of Incapacity must be on file with the attendance secretary at the beginning of each school year and more often if deemed necessary by the school administration.
- A Certificate of Incapacity is not an automatically excused absence; all absences will still be reviewed and subject to school attendance policies.
- The form must be fully completed by an approved practitioner before being accepted by the school.
- This form is more elaborate than a standard physician's note and will be required when a student has an extraordinary number of health-related absences.



- PCCTE does not accept or allow open-ended attendance notes. Any student facing excessive absences due to chronic illness must follow this process to ensure compliance with attendance policies.

### **Tardiness Policy**

Any student who arrives late to class will be assigned a tardy, while those arriving 50 minutes or more after the tardy bell without proper documentation for an excused absence will receive an unexcused absence; excessive tardiness may result in disciplinary action.

### **Attendance Follow-Up**

Instructors will contact a student's home after repeated absences, while notifications for unexcused absences will be sent via Skyward and ParentSquare. Students with ongoing attendance concerns may be placed on an attendance contract outlining specific expectations and consequences.

### **ParentSquare & Skyward Communication Regarding Attendance**

Guardians will receive end-of-day notifications via PCCTE's ParentSquare and Skyward for any unexcused absences or tardies. Please note that PCCTE's Skyward and ParentSquare systems are separate from those used by a student's home school. Parents are encouraged to check these platforms regularly to stay informed about their student's attendance.

## **Behavioral Expectations & Code of Conduct**

### **PCCTE Code of Conduct**

PCCTE is committed to fostering a safe, professional, and respectful learning environment that prepares students for both academic and career success. Students are expected to conduct themselves in a responsible and ethical manner, adhering to school policies and professional workplace standards. Misconduct, whether on or off campus, that negatively impacts the school, its programs, students, or staff may result in disciplinary action. In such cases, the principal or their designee will contact both the student's home school and parents.

### **Disruptive and Disrespectful Behavior**

Any behavior that interferes with the educational process or school safety is prohibited, including:

- Student misconduct- Misbehaviors or misconduct that is not aligned with following school expectations.
- Class disruption – Any action that interrupts learning or prevents instruction from occurring
- Insubordination – Refusal to follow the directions of staff members or authority figures
- Disrespect toward staff or peers – Verbal abuse, inappropriate gestures, or defiance
- Profanity or vulgar language – Swearing, obscene gestures, or inappropriate comments
- Disrespectful behavior – Any conduct that diminishes the integrity or professionalism of the learning environment, including making inappropriate remarks, disregarding instructions, or using derogatory language toward staff or peers

Students who repeatedly engage in disruptive behavior may face disciplinary action.

### **Physical Aggression, Intimidation, and Misconduct**

PCCTE does not tolerate any form of physical aggression, coercion, or intimidation that disrupts the educational environment. This includes:

- Coercion – Using force, attempted force, or threats to take money or valuables, engage in blackmail, or gain an unfair advantage.
- Provocation – Verbal or physical confrontations that encourage or escalate conflict.

- Hazing – Reckless or intentional actions that endanger the mental or physical health of another, often as part of an initiation or group affiliation.
- Horseplay – Actions such as pretend fighting, physical roughhousing, pulling on others' clothing, or any behavior that could result in harm or property damage.
- Extortion – Using threats, force, or coercion to obtain money, goods, or services from another person.
- Fighting – Engaging in physical altercations, whether in retaliation or as an instigator, is strictly prohibited and will result in disciplinary action.

Any actions that disrupt or interfere with the school environment—whether occurring on or off campus—are subject to school disciplinary measures.

### **Bullying, Harassment, and Threats**

PCCTE is committed to providing a safe, respectful, and inclusive learning environment for all students and staff. Bullying, harassment, and threats of violence will not be tolerated in any form.

### **Harassment Policy**

Harassment is any unwelcome verbal, nonverbal, or physical conduct based on an individual's sex, race, color, national origin, religion, disability, or any other protected category that interferes with a student's education or creates an intimidating, hostile, or offensive learning environment.

#### **Examples of Prohibited Harassment:**

- Sexual Harassment: Unwelcome sexual advances, inappropriate touching, sexually explicit jokes, comments about someone's appearance, or displaying sexually suggestive images.
- Racial/Religious/National Origin Harassment: Racial slurs, offensive jokes, stereotypes, or discrimination based on cultural background, clothing, or traditions.
- Disability Harassment: Mocking or making derogatory comments about a student's physical or mental disability.

Any student who believes they have been harassed or witnesses harassment should immediately report the incident to the school administration, student success coordinators, or teacher. Retaliation against those who report harassment is strictly prohibited and will result in disciplinary action.

### **Bullying Policy**

Bullying is defined as repeated, intentional behavior—physical, verbal, psychological, or digital—that is meant to harass, ridicule, humiliate, intimidate, or harm another student.

Bullying includes, but is not limited to:

- Physical bullying: Hitting, pushing, shoving, tripping, or damaging property.
- Verbal bullying: Name-calling, insults, threats, or offensive jokes.
- Social/Relational bullying: Spreading rumors, excluding someone, or embarrassing them in public.
- Cyberbullying: Sending hurtful texts, messages, images, or videos through social media, email, or other digital platforms.

This policy applies to any bullying behavior that occurs:

- On school property during school hours.
- At school-sponsored events, activities, or work-based learning (WBL) experiences, even off-campus.
- On school transportation or at bus stops.

- Online or through digital communication if the bullying causes a disruption at school.

### **Threats of Violence**

Any direct or indirect threats of violence, whether verbal, written, electronic, or physical, will be taken seriously and investigated immediately. This includes, but is not limited to:

- Threats to harm a student, staff member, or the school.
- Threats involving weapons, physical violence, or destruction of property.
- Indirect threats, such as jokes or statements implying harm.

Students who engage in making threats will be subject to immediate disciplinary action, which may include suspension, expulsion, or law enforcement involvement.

### **Gang and Criminal Activity**

Gang affiliation and related activities are strictly prohibited on school property and at any school function. Students may not wear, display, distribute, or sell any clothing, symbols, or items associated with gang affiliation. Additionally, engaging in gang-related behavior—including gestures, handshakes, graffiti, solicitation, intimidation, threats, or inciting violence—is not permitted. Any act that promotes gang activity, violates school policies, or contributes to criminal behavior will result in disciplinary action.

### **Cell Phones and Personal Electronic Devices**

In accordance with Indiana Code § 20-26-5-40.7, PCCTE enforces a strict policy on personal electronic devices to ensure a focused, professional, and distraction-free learning environment.

Policy Overview:

- Classroom Use: Cell phones and personal electronic devices are prohibited during instructional time unless explicitly approved by the instructor for educational purposes.
- Storage: Most classrooms are equipped with a designated cell phone storage area where students are expected to store their devices at the beginning of class.
- Unauthorized Use: Unauthorized use of cell phones during instructional time is prohibited and may result in confiscation, disciplinary action, or loss of privileges.
- Other Devices: Use of headphones, earbuds, smartwatches, or other electronic devices must comply with teacher expectations and school policy.

Students are expected to follow this policy to align with workplace expectations and maintain a productive learning environment. Repeated violations may lead to progressive discipline in accordance with school guidelines.

### **Drugs, Tobacco, & Alcohol Policy**

Possession, use, or sale of narcotics, hallucinogens, amphetamines, barbiturates, marijuana, alcohol, or any intoxicant is strictly prohibited, including but not limited to:

- Prescription medications used without a valid prescription or in violation of our prescription drug policy
- Synthetic drugs
- Vaping or any substances containing THC or nicotine
- Any other substances intended to impair judgment or physical coordination
- Being under the influence of any such substances is also a violation.

- Possession, use, sale, or distribution of drug-related paraphernalia, including but not limited to pipes and vaping pens, is prohibited.
- Selling, delivering, or distributing any substance misrepresented as a controlled substance or drug is strictly forbidden. Engaging in unlawful drug sales or criminal activity that endangers students or disrupts school functions will result in immediate disciplinary action.

This policy aligns with IC 35-48-4 and Indiana state regulations on controlled substances and school safety.

### **Weapons & Dangerous Items Policy**

Possession of any weapon, dangerous object, or explosive device on school property is strictly prohibited. This includes:

- Possession, use, or sale of firearms, knives, explosives, tasers, mace or pepper spray, or any other weapon is strictly prohibited.
- Look-alike weapons that could cause fear or disruption
- Any object used in a threatening or harmful manner, including making verbal threats of harm, posting threats on social media, or engaging in behavior that disrupts the school day are subject to disciplinary action

Any student found in possession of a weapon may face expulsion and will be reported to law enforcement in accordance with Indiana state law. Maintaining a safe and secure school environment is a shared responsibility, and good citizenship means taking action to protect the well-being of the school community. Students and staff are expected to report any actions or plans that could cause harm to others or damage school property to an adult staff member immediately. Failure to report such concerns may result in disciplinary action.

### **False Reporting**

Any student who knowingly files false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to discipline for misconduct. Any student who pulls a fire alarm when there is no threat of fire or initiates a notice of a superficial emergency shall be reported to legal authorities for false reporting.

### **Theft and Vandalism**

Theft and vandalism are strictly prohibited at the PCCTE. Taking property that does not belong to you without permission or intentionally damaging, defacing, or tampering with school or personal property will result in disciplinary action. This includes but is not limited to theft, graffiti, destruction of furniture or equipment, and interference with safety devices. Students found responsible will be required to make restitution and may face suspension, expulsion, and/or legal consequences.

### **Public Display of Affection & Sexual Misconduct**

Obscenity, sexual misconduct, and public displays of romantic affection, including inappropriate language, gestures, kissing, fondling, or sexual relations, are strictly prohibited within PCCTE.

### **Sexting, Inappropriate Content, and Electronic Misconduct**

Possessing, sharing, or forwarding nude or sexually explicit images, including those involving minors, is strictly prohibited and a serious legal offense. Students found in possession of or distributing such content on any electronic device may face disciplinary action and legal consequences under Indiana law [IC 35-42-4-4].

Violations of child exploitation or child pornography statutes may result in mandatory sex offender registration [IC 11-8-8-7] and could be reported to law enforcement or the Department of Child Services. PCCTE enforces a

zero-tolerance policy for sexting and inappropriate digital content to ensure a safe and professional learning environment.

### **Unauthorized Recording and Digital Misconduct**

Taking, recording, displaying, or distributing pictures, videos, or audio recordings of students or staff without their consent, unless directly related to an educational purpose, is strictly prohibited. Additionally, creating or sharing content—whether through email, social media, or other digital platforms—that disrupts the educational environment, promotes illegal activity, contains sexually explicit or obscene material, includes slanderous or defamatory statements, misrepresents someone's identity, or invades an individual's privacy is not permitted. Violations of this policy may result in disciplinary action.

### **Illegal/Unlawful Activity**

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property, including any unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

## **Disciplinary Procedures & Consequences**

At PCCTE, maintaining a safe, respectful, and professional learning environment is a priority. When students violate school policies, engage in misconduct, or fail to meet behavioral expectations, appropriate disciplinary consequences may be applied. The goal of discipline at PCCTE is to correct behavior, encourage responsibility, and uphold the integrity of the school community.

The following is a list of possible disciplinary consequences that may be assigned based on the severity and frequency of infractions. Consequences will be determined at the discretion of school administration in accordance with Indiana law and PCCTE policies.

### **Possible Disciplinary Consequences**

#### **Apology**

- A written or verbal apology to individuals affected by the student's actions may be required to promote accountability and encourage personal responsibility. This may include peer-to-peer apologies as well as conversations with adults to help students reflect on their behavior and understand its impact on others.

#### **Loss of Class Points**

- A loss of class points may be considered when a student's behavior interferes with classroom instruction, professional expectations, hands-on learning, extracurricular activities (ECA), Work-Based Learning (WBL), Career and Technical Student Organizations (CTSO), or trips.

#### **Parent/Guardian Conference**

- A mandatory meeting with parents/guardians may be scheduled to discuss the student's behavior, develop a plan for improvement, and set expectations moving forward.

#### **Restitution**

- Students may be required to repair or replace property they have damaged or stolen. This includes vandalism, destruction of school property, or theft of materials or equipment.

- Restitution may include monetary compensation, service work, or other corrective actions determined by administration.

#### Detention:

- Students may be required to serve a detention as a consequence for misconduct. Detentions are held after school hours and provide an opportunity for students to reflect on their actions and demonstrate accountability. Failure to attend an assigned detention may result in further disciplinary action.

#### In-School Suspension (ISS)

- A student may be temporarily removed from the regular classroom and assigned to an alternative supervised environment within the school.
- Students placed in ISS must complete class assignments and meet behavioral expectations while serving the suspension.

#### Out-of-School Suspension (OSS)

- A temporary removal from school for a period not exceeding ten (10) school days.
- Students may not be on school grounds, attend classes, or participate in any school-sponsored activities during the suspension.
- Make-up work policies for OSS will follow school guidelines, and students are responsible for completing missed work.

#### Expulsion

- In cases of severe or repeated misconduct, students may face expulsion, resulting in removal from PCCTE for the remainder of the school year or longer, as determined by school administration and in accordance with Indiana law.

#### Revocation of Parking Privileges

- Driving to PCCTE is a privilege, not a right.
- Parking privileges may be revoked due to disciplinary infractions, unsafe driving, unauthorized parking, or attendance violations.

#### Revocation of Technology Privileges

- Misuse of school computers, networks, or electronic devices may result in temporary or permanent loss of access to school technology.
- This includes violations of the acceptable use policy, cyberbullying, unauthorized access, or using technology to disrupt learning.

These disciplinary measures are intended to maintain a safe, respectful, and professional learning environment at PCCTE.

#### **Administrative Discretion in Discipline**

The administration reserves the right to exercise discretion in all disciplinary matters to ensure a safe, respectful, and professional learning environment. While this handbook provides guidelines for student behavior and corresponding consequences, administrators may consider the nature, severity, and circumstances of each violation when determining appropriate disciplinary action.

Disciplinary consequences may be adjusted on a case-by-case basis to address individual situations, repeat offenses, or unique circumstances that impact student conduct. The administration also retains the authority to implement additional interventions, supports, or disciplinary measures as necessary to maintain order, uphold school policies, and foster student growth and accountability.

### **Search & Seizure Policies**

PCCTE follows Indiana Due Process and Pupil Discipline Code [IC 20-33-8-13.5] and its subsequent amendments regarding student discipline, jurisdiction, and search procedures.

### **Jurisdiction of the School**

Students may face disciplinary action for violating school rules, policies, or engaging in unlawful activity under certain conditions.

- On school grounds immediately before, during, or immediately after school hours, or at any other time when the school is being used by a school group;
- Off school grounds at a school activity, function, event, or Work-Based Learning (WBL) experience;
- Traveling to or from school or a school activity, function, or event;
- During evenings, weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions;
- If the unlawful activity may reasonably be considered to interfere with school purposes or an educational function;
- If the student's removal or loss of driving privileges is necessary to restore order or protect persons on school property;
- Off-campus conduct that disrupts or interferes with the educational environment is subject to disciplinary action at school ([IC 20-33-8-8(c)(2)]).

### **Searches and Seizures**

PCCTE operates under PCES Board Policy 5771 - Search and Seizure, which grants school administrators the authority to conduct searches when reasonable suspicion exists that a student possesses illegal, dangerous, or prohibited items, including those in plain view.

### **Locker Searches**

Lockers and other storage areas provided for student use remain the property of the school and are subject to inspection, maintenance access, and search at any time; unapproved locks will be removed and destroyed, and searches will be conducted in a manner that minimizes disruption and respects student privacy whenever possible, with law enforcement officials assisting if there is reasonable suspicion of illegal activity.

### **Motor Vehicle Searches**

Any vehicle parked on or near school property is subject to search if school officials have reasonable suspicion that the vehicle contains illegal, unauthorized, or contraband items.

### **Student Searches**

Personal searches may be conducted when there is reasonable suspicion that a student possesses illegal or dangerous items, and parents will be notified as soon as reasonably possible if a search occurs.

### **Use of Breath-Test Instruments**

If school officials have reasonable suspicion that a student has consumed alcohol, the principal may arrange for a breath test for blood-alcohol levels; refusal to take the test will be considered a violation of school rules and may result in disciplinary action.

### **Refusal to Submit to a Search**

Students who refuse a lawful search will be considered in violation of school policy, resulting in an automatic admission of guilt and will be subject to disciplinary action.

### **Use of Trained Search Dogs**

PCCTE authorizes the use of law enforcement-trained search dogs to detect drugs, weapons, and other contraband in lockers, vehicles, and school property; while searches will not involve direct contact with students, any contraband found will be confiscated, and students may face disciplinary action.

## **Health & Safety Policies**

The health and safety of all students and staff at PCCTE are a top priority. To ensure a secure and supportive learning environment, students must adhere to established safety protocols, emergency procedures, and health guidelines. The following policies outline expectations for medication administration, emergency preparedness, and overall student well-being while on campus.

### **Emergency Procedures**

In the event of a fire, tornado, or other emergency, safety procedures and evacuation routes are posted in each classroom. Students are expected to follow all instructions provided by staff and respond promptly to emergency alerts to ensure a safe and orderly response.

### **Medication Expectations**

To ensure the health and safety of all students, medication administration at school must follow established guidelines in accordance with school policy and state law.

- **Parent/Guardian Authorization:** Any medication, including prescription and over-the-counter medications, requires written authorization from a parent or guardian before administration at school. Prescription medications also require a written order from a physician.
- **Original Containers:** All medications must be in their original, properly labeled container with clear dosage instructions.
- **Administration & Storage:** Medications must be stored in the nurse's office and administered by authorized school personnel unless written approval for self-administration has been granted.
- **Emergency Medications:** Life-saving medications such as Albuterol, Epinephrine, and Naloxone may be stored at school and administered in emergencies by trained personnel.
- **Self-Medication:** Students may self-administer prescribed medications only if written authorization from both the parent/guardian and physician is on file, and the student is deemed responsible for proper use.
- **Medication Pick-Up:** Parents/guardians are responsible for picking up any remaining medication at the end of the school year or when it is no longer needed.
- **Prohibited Actions:** Students are not permitted to share, sell, or distribute any medication. Any violation of this policy may result in disciplinary action.

These expectations ensure that medication use at school is handled safely and responsibly while maintaining compliance with school policies and regulations.

### **Safety Expectations for Hands-On Learning Classes**

Students enrolled in hands-on learning courses that involve the use of potentially dangerous equipment must demonstrate a clear understanding of safety protocols before participating in lab activities.

- **Safety Exam Requirement:**



- Before entering any lab, workshop with equipment that may pose a safety risk, or outside health facilities, students are required to pass a safety exam administered by their instructor.
- Passing Criteria: For specific courses, students must achieve a score of 100% on the safety exam to be eligible for hands-on participation.
- If a student does not pass the safety exam, they will not be permitted to engage in lab activities until they have reviewed the material and successfully retested.

Failure to follow safety protocols or misuse of equipment may result in disciplinary action, loss of tool privileges, or removal from the program.

### **Random Drug Testing Policy – Cosmetology Program**

The PCCTE Cosmetology Program operates as a live business serving real clients, requiring students to uphold the highest standards of professionalism, safety, and client care. Due to the hands-on nature of this program and the potential risks involved in performing cosmetology services under the influence of drugs or alcohol, a random drug testing program exists.

The purpose of this program is threefold:

- To protect the health and safety of students, staff, and clients.
- To provide students with a legitimate reason to refuse peer pressure regarding drug use.
- To encourage students who test positive to seek intervention and support services.

Students in the Cosmetology Program are expected to uphold a professional image, as they are preparing for careers in licensed industries with strict state and industry regulations regarding substance use. This program is designed to prevent any student from participating in hands-on services or operating in a salon environment while under the influence of alcohol or drugs.

#### **Policy Implementation**

- Who is subject to testing?
  - All students enrolled in the Cosmetology Program may be subject to random drug testing as a condition of participation.
- Testing Process
  - Drug testing will be randomized and conducted in compliance with industry and school standards.
  - A verified positive test will result in an immediate removal from salon floor services, and intervention measures will be initiated.
  - Students who fail a drug test will remain on the testing list, meaning they will be subject to non-random testing for the remainder of the school year.
  - Students cannot participate in salon floor services until they receive a negative test result.
- Consequences of a Positive Test
  - A positive test result does not automatically result in school suspension or expulsion.
  - However, any student with multiple failed tests jeopardizes their ability to complete required hours and may face removal from the Cosmetology Program.
  - Students who refuse to comply with testing requirements or fail to follow intervention steps may be removed from the Cosmetology Program due to the risks posed to live clients and the integrity of the salon environment. The PCCTE Cosmetology Program is committed to maintaining a safe, professional, and drug-free environment. The random drug testing policy is intended to assist

students in making responsible decisions while preparing for careers in an industry that demands strict professionalism and client safety.

## **Porter County Career Center Railroad Safety Plan**

The Porter County Career Center is committed to promoting railroad safety for all students and families. We have partnered with a national rail safety initiative to deliver important education through the Operation Lifesaver curriculum. This program focuses on increasing awareness about the dangers of trespassing on railroad property and the importance of staying alert near train tracks. A recorded presentation will be shared with students once all are present in the building, providing essential safety information in an accessible format.

Key components of the curriculum include:

- **Railroad Safety Education:** Students will learn about train speeds, railroad crossings, and the importance of obeying all warning signals.
- **Interactive Learning:** Real-life examples, simulations, and engaging activities help students better understand and retain key safety messages.
- **Family and Community Engagement:** Prior to the start of school, educational materials will be shared with families through social media and ParentSquare to encourage review and discussion at home.

This initiative is part of our ongoing effort to keep students safe and informed, both on and off campus.

### **Promoting Safe Practices Near Railroad Tracks:**

The Porter County Career Center encourages all students to practice safe habits when near railroad tracks. Our goal is to help prevent accidents and promote awareness through education and community collaboration.

Key Safety Reminders:

- **Use Designated Crossings Only:** Students must cross railroad tracks only at marked crossings. Always stop, look both ways, and listen carefully before crossing.
- **Stay Alert:** Trains can be quieter and faster than expected. Always remain aware of your surroundings, especially in areas with frequent rail traffic.
- **Walk in Designated Areas:** Students are encouraged to stay on marked sidewalks and pedestrian paths when walking near or across tracks. The City of Valparaiso will be upgrading the sidewalk on the east side of Washington Street to improve pedestrian safety at the crossing.

### **Railroad Safety and Emergency Procedures**

The Porter County Career Center is located near active railroad tracks. For the safety of our students, staff, and families, we promote awareness and safe practices in partnership with local authorities and national rail safety programs. Please review the following guidelines and procedures carefully.

*Pedestrian Rail Safety Tips (Source: Union Pacific Railroad & Operation Lifesaver)*

- Only cross at designated crossings where warning signs or signals are posted.
- Look both ways before crossing and always stop for approaching trains.
- Stay a safe distance from the tracks; trains are wider than the rails and may extend over three feet beyond them.

- Never walk between rails or through areas not marked as crossings—this is both dangerous and illegal.
- Avoid distractions like headphones or phone use near tracks. Look up and listen.
- If multiple tracks are present, check carefully in both directions for a second train.

#### Track Safety Basic (*Source: Operation Lifesaver*)

- Always expect a train—freight trains do not follow set schedules.
- It can take a freight train over a mile to stop—never assume it can brake quickly.
- Trains have the right of way 100% of the time over vehicles and pedestrians.
- A train can be pushed or pulled and may move in either direction without warning.
- Modern trains are much quieter than they used to be—don't rely on sound alone.
- Cross train tracks only at designated pedestrian or roadway crossings.

#### Driving Safely Near Tracks (*Source: Operation Lifesaver*)

- Never drive around lowered crossing gates—this is illegal and extremely dangerous.
- Proceed through a crossing only if you can fully clear it without stopping.
- If your vehicle stalls on the tracks:
  - Exit the vehicle immediately.
  - Call 911 and report the location.
  - Find the Emergency Notification System (ENS) sign at the crossing and call the number listed.
- When waiting at a multiple-track crossing, watch for a second train before proceeding.
- Do not stop your vehicle within 15 feet of a rail.
- Always expect a train, regardless of time or frequency of use.

### **Emergency Procedures & Communication**

To protect our students and staff, the following procedures have been established for incidents involving the nearby railroad.

**Train-Related Emergencies:** If a life-threatening emergency occurs (e.g., a stalled vehicle on tracks, pedestrian incident, malfunctioning gate).

- Call 911 immediately.
- Notify the Career Center office at (219) 531-3170.
- Locate the Emergency Notification System (ENS) sign and call the number listed.

**Stalled Vehicles on Track:**

- Exit the vehicle immediately and move a safe distance away.
- Call 911, then contact the Career Center office.
- Do not attempt to retrieve or push the vehicle.

**Student Communication Protocol:** If a student is delayed due to a blocked or stopped train.

- Call the school to report the delay.
- Wait in a safe area away from the tracks until the train passes.
- Never attempt to climb over, under, or between train cars.

**Parent Notification:** In the event of a train-related disruption affecting student safety or schedules.

- Parents/guardians will be notified through ParentSquare.

- If drop-off or pick-up is impacted, the school will coordinate safe alternatives with local authorities.

Staff Responsibility: All staff are expected to:

- Maintain awareness during arrival and dismissal near railroad crossings.
- Supervise students near tracks during school events or emergencies.
- Monitor student movement from the parking lot to the building during arrival/dismissal when possible.
- Report any unsafe behavior or hazards to administration immediately.

This ongoing effort—supported through education, communication, and infrastructure improvements—aims to ensure student and staff safety near railroad tracks at all times.

## **School Operations & Logistics**

PCCTE is committed to maintaining an organized, safe, and efficient learning environment. Clear policies and procedures ensure that daily operations run smoothly and that students understand expectations regarding attendance, transportation, facilities, and general school protocols. The following guidelines outline important logistical information to help students navigate their experience at PCCTE successfully.

### **School Closing & Delays**

PCCTE will follow the same cancellation schedule as the Valparaiso Community Schools. Students are encouraged to follow their home school system's cancellation policy in inclement weather. In the event of a school closing or delay, students and guardians will be informed through Facebook postings and ParentSquare communication. Any absences due to school closings or delays will be considered an Administrative Absence and will not count against the student's attendance record. An Administrative Absence will also be recorded for instances such as a home school field trip day or when transportation is not provided by the home school. If the student's CTE courses are still operating, they are encouraged to attend.

### **School Calendar**

PCCTE will follow the following [calendar](#).

### **Home School & Program Expectations**

- Home schools determine the final day of class for their students at the end of the school year.
- Home schools provide transportation for students to attend PCCTE. Any questions regarding transportation should be directed to the student's home school.

### **Dress Code**

PCCTE prepares students for a variety of career fields. Student attire varies by training area and should be appropriate for the corresponding career. Some classes require uniforms or coveralls, and instructors will provide specific dress requirements. The building administration has the final authority in determining the appropriateness of student dress. Violations of the student dress code may result in disciplinary consequences. Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching and learning environment, or compromise reasonable standards of health, safety, and decency according, but not limited, to the following guidelines:

- Students must wear shoes during the school day. Additionally, students must have appropriate footwear or foot coverings suitable for their specific courses and activities to ensure safety and compliance with course requirements.
- Any clothing that reveals undergarments, the lack of undergarments, and/or excessive skin will be considered inappropriate. This may include:

- Midriff, back, and lower shoulder blade areas;
- Clothes that resemble undergarments; and
- Shorts and skirts that are not worn at the waist or fail to cover undergarments and buttocks.
- Tank tops and shirts with cut-off sleeves are not acceptable attire.
- Hoods, hats, head coverings, sunglasses, and coats are not to be worn inside the building during the school day, except for authorized events or with teacher discretion for specific classes.
- Clothing, jewelry, accessories, or body adornments that pose a safety risk or display references to drugs, alcohol, tobacco, weapons, violence, gangs, illegal activities, sexually explicit content, obscenity, vulgarity, profanity, racially or morally insensitive language or imagery, or anything that threatens the safety, welfare, or dignity of others are not permitted.
- As a career and technical education center, our programs follow workplace expectations. Students must dress appropriately for their program (including safety gear when required), demonstrate professionalism, and adhere to workplace safety standards at all times. Failure to comply may result in disciplinary action or removal from the program.

### **Lockers**

All lockers provided for student use remain the property of PCCTE. These lockers are subject to inspection, maintenance access, and searches in accordance with established guidelines. By law, students have no expectation of privacy regarding locker use. No student may lock or otherwise restrict access to a locker except with an administration-approved lock. The student or students assigned to a locker are solely responsible for its contents. PCCTE is not responsible for lost or stolen property.

### **Driving and Parking**

Students operating motorized and non-motorized vehicles are under the supervision and authority of the school upon entry into the parking lot and are expected to follow safe driving procedures. All vehicles must be registered in the main office, and a parking permit may be issued after an application is completed. PCCTE will not be responsible for bicycles or any other vehicles that are lost, stolen, or damaged. **Students must pay a yearly parking fee of \$2 if they plan to drive to school.**

PCCTE also offers street parking permits for students who choose to park on the street. Obtaining a parking pass is strongly recommended. Local authorities recognize the school's limited parking availability and will make reasonable efforts to communicate with the school before issuing citations. However, students remain responsible for adhering to all local parking regulations.

Driving to school and parking at PCCTE is a privilege granted by the School Corporation. Specific driving behavior and responsibilities are expected as outlined below.

- Students are to abide by all State laws including that all drivers and passengers of vehicles are to wear a seatbelt at all times while driving on school property.
- Speeding or careless driving on the streets bordering the school or in the parking lots will not be tolerated.
- Students shall not return to their cars during the school day without permission from the office.
- Students are not permitted to leave school grounds early without prior authorization from administration.
- Student drivers shall yield the right of way to buses and pedestrians.
- Students shall park in the appropriately marked spaces and display approved student PCCTE tag.
- The school provides a student parking area but assumes no responsibility for damage or theft.
- The speed limit is 10 mph on school property.
- As drivers, students are responsible for all passengers' behavior.

- Excessive tardies and/or absences may result in a loss of driving privileges.
- Students are not allowed to transfer, share, or exchange parking permits under any circumstances.
- If a vehicle is parked illegally, a warning will be issued to inform the driver of the infraction. Repeated violations may result in the revocation of driving privileges or towing at the owner's expense.
- PCCTE or law enforcement may search vehicles when there is reasonable suspicion that a search is necessary to discover evidence of a violation of law or school rules. Drug-sniffing dogs may be used to search school property to help ensure a drug-free environment.

Violations of these regulations may result in suspension of driving privileges, towing of the vehicle at the owner's expense, or possible school discipline.

## **Technology & Digital Conduct**

PCCTE provides access to technology and digital resources to enhance learning and career preparation. With these privileges comes the expectation that students will use technology responsibly, ethically, and in accordance with school policies. Whether using school computers, personal devices, or online platforms, students must uphold professional standards, protect the integrity of the learning environment, and ensure digital interactions remain respectful and appropriate. Violations of technology policies may result in disciplinary action, including loss of privileges, suspension, or other consequences as determined by school administration.

### **Computer Technology and Network Use**

Students must adhere to the PCCTE Technology Acceptable Use Policy to access school computers and networks. Both students and guardians must sign an agreement outlining the conditions for responsible use.

Any misuse of computer systems, networks, or digital resources may result in suspension or revocation of computer and/or network privileges, along with additional disciplinary action as determined by school officials. Misuse includes, but is not limited to:

- Unauthorized access, hacking, or attempting to bypass security measures
- Using school technology for inappropriate, offensive, or illegal activities
- Cyberbullying, harassment, or digital misconduct
- Downloading or distributing unauthorized software, media, or files
- Using personal devices or home computers to disrupt the educational process

Students are expected to use school technology resources responsibly, ethically, and in a manner that supports their education and future career success.

### **Photos, Video, and Audio Recording**

The permission of the principal or designated school administrator is required for any video recording or photography on school property. This includes but is not limited to student projects, media coverage, social media posts, and personal recordings. Unauthorized photography or recording may result in disciplinary action. Exceptions may apply for approved school events, activities, and instructional purposes.

### **Social Media & Digital Conduct Policy**

At PCCTE, students are expected to uphold professionalism both inside and outside the classroom, including in their online and digital interactions. Inappropriate online behavior that disrupts the learning environment or violates ethical and professional standards will be subject to disciplinary action.

### **Prohibited Online Behavior**

Students are prohibited from engaging in the following actions through social media, messaging apps, email, or any other digital platforms:

- Cyberbullying: Posting, sharing, or sending messages, images, or videos that harass, intimidate, or threaten other students, staff, or community members.
- Defamation & False Information: Posting false or misleading statements about PCCTE, instructors, staff, or students that could harm their reputation.
- Inappropriate or Offensive Content: Sharing or engaging in content that includes obscene language, hate speech, threats, discriminatory remarks, or any material that promotes violence, illegal activity, or unethical behavior.
- Unauthorized Recording & Distribution: Taking, recording, displaying, or distributing pictures, audio, or videos of students, staff, or school activities without consent, especially in situations that are not related to school purposes or educational functions.
- Disruptive Content: Posting or engaging in digital activity that causes or is likely to cause disruption to the educational environment, including but not limited to encouraging insubordination, spreading rumors, or inciting conflicts among students or staff.
- Impersonation & Misrepresentation: Using another person's identity, creating fake accounts, or misrepresenting oneself as a staff member, school official, or another student.
- Plagiarism & Academic Dishonesty: Sharing, selling, or distributing assignments, tests, projects, or any academic materials in a way that promotes cheating or dishonesty.

Any violation of this policy will be subject to disciplinary action in accordance with school policies. Students should remember that online actions have real-world consequences. Digital conduct should reflect the professionalism and integrity expected in career and technical education settings.

## **Student Recognition & Extracurriculars**

PCCTE values hard work, professionalism, and academic excellence. To honor students who exemplify outstanding performance in their career and technical education fields, we offer recognition programs that celebrate their achievements. These distinctions highlight students who demonstrate strong work ethic, professionalism, and commitment to their education.

### **Technology Honor Society**

The Technology Honor Society will consist of high-achieving CTE students who have demonstrated the highest standards of academic excellence in a CTE field. CTE 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 CTE program.
- 2) Inductees must have received a minimum of six credits in a CTE program.
- 3) Inductees must have junior or senior standing.
- 4) CTE instructors may establish additional criteria for inductees.
- 5) Inductees must have one sponsoring CTE instructor.
- 6) Inductees must be recommended by one other instructor from any discipline or an employer.
- 7) Induction will be limited to 10 percent of the enrollment in each CTE program.
- 8) All candidates must be approved by the selection committee.

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

Teachers at PCCTE 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.

## **Transportation & Field Trip Expectations**

PCCTE provides students with opportunities for hands-on learning experiences through field trips and off-campus activities. To ensure a safe, respectful, and productive experience, students are expected to follow all school policies and conduct themselves professionally at all times.

### **Bus Transportation Policies**

Students who rely on bus transportation are expected to follow all school and transportation guidelines. Misconduct on the bus may result in disciplinary action, including but not limited to warnings, assigned seating, suspension from bus privileges, or further administrative consequences.

### **Behavior & Academic Eligibility**

One week before the trip, the main office will review students' behavior and academic performance in Skyward. Students with a "C-" or lower in a course or a history of recent poor behavior will be evaluated, and the teacher will have discretion in determining whether they are permitted to attend based on their recent class performance.

### **Trip Cancellations & Refunds**

In the event of a trip cancellation, the school or corporation will not provide compensation, and no refunds will be issued for student absences on the day of the trip or ineligibility due to grades or behavior.

### **Conduct & Disciplinary Expectations**

All PCCTE school rules and handbook policies apply during school-sponsored trips, and any inappropriate behavior will be addressed according to school policies, with disciplinary actions—ranging from warnings to suspension or expulsion—determined based on the severity of the offense.

By participating in a school-sponsored trip, students acknowledge their responsibility to uphold PCCTE's expectations and represent their program in a professional manner. Failure to meet these expectations may result in disciplinary action and potential exclusion from future trips.

## **Student Rights & Grievance Procedures**

PCCTE is committed to providing an equitable, inclusive, and supportive learning environment for all students. The following policies outline student rights, procedures for addressing grievances, and accommodations for individuals with disabilities.

### **Grievance Procedure**

It is the policy of the PCCTE to provide an equal education opportunity for all students. PCCTE 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 their rights have been violated, they may file a complaint by following the procedure listed below:

- The student will identify the problem and discuss the complaint with the Principal at PCCTE. A formal complaint must be made in writing.
- The Principal will conduct an investigation.



- 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.

### **Americans with Disabilities Act (See Policy 2260)**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but all individuals who have access to the Corporation's programs and facilities. The law defines a person with a disability as anyone who:

- Has a mental or physical impairment that substantially limits one or more major life activities;
- Has a record of such an impairment; or
- Is regarded as having such an impairment.

The Corporation has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

### **Special Education Considerations**

Disciplinary interventions and/or consequences for students with special needs will take into account their Individualized Education Plan (IEP) and any applicable Behavior Intervention Plan (BIP). All disciplinary actions will adhere to state and federal procedural safeguards, including Indiana's Article 7 and the Federal Individuals with Disabilities Education Act (IDEA).

PCCTE is committed to fostering a learning environment that respects the rights of all students. By ensuring equal opportunities and appropriate accommodations, we support every student in reaching their full potential.

