



West Central Indiana Career & Technical Education 2020-2021 District Information



305 E Chestnut Street, Crawfordsville, IN 47933
Office: 765.362.4022 x7114 • Cell: 260.610.3792

CTE DirectorSara Nicodemus, snicodemus@cville.k12.in.us
 CTE Administrative Assistant Patrick Francis, pfrancis@cville.k12.in.us
 CTE Program Assistant at Southmont HS.... Beth Waddell, Beth.Waddell@southmont.k12.in.us
 Career Guidance & Work-Based Learning Coordinator..... Patrick Francis

Daily Schedule:
AM Session: 8:00-10:00 am
PM Session: 12:30-2:30 pm

Two Hour Delay Schedule:
AM Session: 10:00-11:30 am
PM 1:00-2:30 pm

(unless specified in program information below)

Automotive Services TechnologyMr. Fletcher, bfletcher@cville.k12.in.us
Crawfordsville School Calendar 765.362.4354
 Paul L Pfladderer Building, 222 E Market St, Crawfordsville, IN
 First Day of Program: Monday, August 10

Business AdministrationMr. Riester, jriester3@ivytech.edu (BUSN)
Mr. Thomas, mcthomas@ivytech.edu (ENGL)
Ivy Tech Community College Calendar 765.259.0570
 Ivy Tech, 2325 Phil Ward Blvd, Crawfordsville, IN
 First Day of Program: Monday, August 24 (follow schedule provided by Ivy Tech)

Cosmetology.....Ms. Riddle, mitzi.riddle@comcast.net
 Freestyle Academy for Hair, 107 N Meridian Street, Lebanon, IN765.482.9500
 First Day of Program: Thursday, August 6 (follow schedule provided by Instructor)

Criminal Justice Mr. Coudret, Bob.Coudret@southmont.k12.in.us
South Montgomery School Calendar 765.866.0350 ext. 350 | Cell: 765.363.5402
 Southmont High School, 6425 US 231 South, Crawfordsville, IN
 First Day of Program: Thursday, August 6

Education Professions I and.....Ms. Rothenberger, rrothenberger@cville.k12.in.us
Early Childhood Education II
Crawfordsville School Calendar 765.362.0005 ext. 6104 | Cell: 765.418.0855
 Willson Preschool, 500 E Jefferson St, Crawfordsville, IN
 First Day of Program: Monday, August 10

EMS and Fire & Rescue II..... Mr. Shaw, Bryan.Shaw@southmont.k12.in.us
South Montgomery School Calendar 765.866.0350
 Southmont High School, 6425 US 231 South, Crawfordsville, IN
 First Day of Program: Thursday, August 6

All courses are open to all students regardless of race, color, national origin, gender, or handicapped condition.

For additional information contact your school counselor or school administrator.

Fire & Rescue IMr. Waddell, Eugene.Waddell@southmont.k12.in.us
South Montgomery School Calendar Mr. Patton, Nathan.Patton@southmont.k12.in.us
Southmont High School, 6425 US 231 South, Crawfordsville, IN765.866.0350
First Day of Program: Thursday, August 6

Health Science Education I and Medical TerminologyMr. Gerrish, jgerrish@cville.k12.in.us
Crawfordsville School Calendar
Valley Professionals Community Health Center, 1702 Lafayette Road, Crawfordsville, IN
First Day of Program: Monday, August 10

Health Science Education II: Nursing..... Mrs. Runyan
Crawfordsville School Calendar arunyan@cville.k12.in.us
Valley Professionals Community Health Center, 1702 Lafayette Road, Crawfordsville, IN
Clinical Sites: Wellbrooke of Crawfordsville, 517 Concord Road, Crawfordsville, IN
Ben Hur Health & Rehabilitation, 1375 S Grant Ave, Crawfordsville, IN
First Day of Program: Monday, August 10

Health Science Education II: Pharmacy.....Mrs. Lewis, alewis@nm.k12.in.us
North Montgomery High School, 5945 N. US Hwy 231, Crawfordsville, IN765.362.5140
First Day of Program: Thursday, August 6 (online course; schedule provided by Instructor)

Industrial Automation & Robotics.....Nicole Webb
South Montgomery School Calendar 765.866.0350 ext. 252
Southmont High School, 6425 US 231 South, Crawfordsville, IN
First Day of Program: Thursday, August 6

Precision Machining.....Mr. All, DAll@vinu.edu
Vincennes University-Lebanon Class Calendar 812.888.6069
Vincennes University – Haas Training, 316 N. Mount Zion Rd, Lebanon, IN
First Day of Program: Thursday, August 13

Radio/TV.....Mr. Foxworthy, Matt.Foxworthy@webo.k12.in.us
Western Boone Jr/Sr High School Calendar 765.482.6143 ext. 3133 | Cell: 765.299.4687
Western Boone High School, 1205 North SR 75, Thorntown, IN
First Day of Program: Wednesday, August 12

Welding TechnologyMr. Harp, jharp@nm.k12.in.us
North Montgomery School Calendar
North Montgomery High School, 5945 N. US Hwy 231, Crawfordsville, IN
First Day of Program: Thursday, August 6

NOTE: Bus schedules will be distributed to programs with students who are transported by school transportation, per arrangements made with home school and CTE Coordinator.

All courses are open to all students regardless of race, color, national origin, gender, or handicapped condition.
For additional information contact your school counselor or school administrator.

WEST CENTRAL INDIANA CAREER & TECHNICAL EDUCATION
Partner School Corporations

Crawfordsville Community School Corporation Dr. Scott Bowling, Superintendent
1000 Fairview Ave, Crawfordsville, IN 47933 sbowling@cville.k12.in.us
765.362.2342 | FAX: 765.364.3237

North Montgomery Community School Corporation Dr. Colleen Moran, Superintendent
480 W 580 N, Crawfordsville, IN 47933 cmoran@nm.k12.in.us
765.359.2112 | FAX: 765.359.2111

South Montgomery Community School Corporation Dr. Shawn Greiner, Superintendent
PO Box 8, New Market, IN 47965 shawn.greiner@southmont.k12.in.us
765.866.0203 | FAX: 765.866.0736

Western Boone Community Schools Mr. Rob Ramey, Superintendent
1201 North SR 75, Thorntown, IN 46071 rob.ramey@webo.k12.in.us
765.482.6333 | FAX: 765.482.0890

All courses are open to all students regardless of race, color, national origin, gender, or handicapped condition.

For additional information contact your school counselor or school administrator.

Partner High Schools

Crawfordsville High School – 765.362.2340, FAX: 765.364.3200

One Athenian Drive, Crawfordsville, IN 47933

Greg Hunt, Principal, ghunt@cville.k12.in.us

Mark Melton, Assistant Principal, mmelton@cville.k12.in.us

Brenda Lovold, School Counselor (x1092), blovold@cville.k12.in.us

Sarah Newton, School Counselor (x1094), snewton@cville.k12.in.us

Megan Corbin, School Counselor Secretary (x1095), mcorbin@cville.k12.in.us

Grades Due: Sept 4, Oct 2, Nov 6, Dec 18, Feb 5, Mar 12, Apr 22, May 25

Send Grades To: Laura Harris (x1409), lharris@cville.k12.in.us

Send Attendance To: Brandy Franklin (x1001), bfranklin@cville.k12.in.us AND

Tony Thomas (x1604), tthomas@cville.k12.in.us

North Montgomery High School – 765.362.5140, FAX: 765.362.6710

5945 US 231 North, Crawfordsville, IN 47933

Michael Cox, Principal, mcox@nm.k12.in.us

Jonathan Guthrie, Assistant Principal, jguthrie@nm.k12.in.us

Jill Hunt, School Counselor (x234), jhunt@nm.k12.in.us

Brooke VanScoyoc, School Counselor (x233), bvanscoyoc@nm.k12.in.us

Mendy Southard, School Counselor Secretary (x231), msouthard@nm.k12.in.us

Grades Due: Sept 18, Nov 6, Jan 6, Feb 19, Apr 12, May 25

Send Grades To: Mendy Southard (x231), msouthard@nm.k12.in.us

Send Attendance To: Carmen Bacon (x315), cbacon@nm.k12.in.us

Southmont High School – 765.866.0350, FAX: 765.866.2044

6435 US 231 South, Crawfordsville, IN 47933

Jesse Burgess, Principal, jesse.burgess@southmont.k12.in.us

Joshua Hagenow, Assistant Principal, joshua.hagenow@southmont.k12.in.us

Brad Acton, School Counselor (x206), brad.acton@southmont.k12.in.us

Kelsey Feese, School Counselor (x208), kelsey.feese@southmont.k12.in.us

Kim Tricker, School Counselor Secretary (x209), kim.tricker@southmont.k12.in.us

Grades Due: Sept 18, Nov 6, Dec 18, Feb 19, Apr 9, May 21

Send Grades To: Ellen Hedge (x356), ellen.hedge@southmont.k12.in.us

Send Attendance To: Dawn Ellis (x201), dawn.ellis@southmont.k12.in.us

Western Boone High School – 765.482.6143, FAX: 765.482.6146

1205 North SR 75, Thorntown, IN 46071

Brent Miller, Principal brent.miller@webo.k12.in.us

Jon Compton, Assistant Principal, jon.compton@webo.k12.in.us

Chris Tucker, Assistant Principal, chris.tucker@webo.k12.in.us

Jane Taylor, Assistant Principal, jane.taylor@webo.k12.in.us

Julie Hill, School Counselor (x3160), julie.hill@webo.k12.in.us

Terra Query, School Counselor (x3161), terra.query@webo.k12.in.us

Jean Zimmerman, School Counselor Secretary (x3157), jean.zimmerman@webo.k12.in.us

Grades Due: Sept 4, Oct 9, Nov 13, Dec 17, Feb 5, Mar 5, Apr 9, May 27

Send Grades To: Jean Zimmerman (x3157), jean.zimmerman@webo.k12.in.us

Send Attendance To: Cami Sparks (x3152), cami.sparks@webo.k12.in.us

**grade due dates are subject to change; follow instructions sent by each school*

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For additional information contact your school counselor or school administrator.

Industry-Based Certifications – Special Education Accommodations

1. *Certified Nursing Assistant (CNA): Please notify the instructor at the beginning of the class that the student will need modifications for the CNA test administration. A copy of the student's IEP will be required to request modifications from the state.*
2. *Cosmetology: Please notify the instructor at the beginning of the class that the student will need modifications for the CNA test administration. A copy of the student's IEP will be required to request modifications from the state.*
3. *Emergency Medical Technician (EMT): Only Extended Time Allowed. See Instructor at least six weeks prior to testing to request modifications.*
4. *Fire Fighter I & II: No Modifications Allowed
Fire Fighter Mandatory, Hazmat Awareness, Hazmat Operation, Fire Fighter 1, Fire Fighter 2, Technical Rescue Awareness (Optional)*

*Certifying agencies control accommodations available for their certification assessments so students should check with Instructors prior to certification dates to ensure required documents are submitted

CTE Class Times and Locations

CTE classes will meet at their assigned locations at the following times, Monday through Friday, unless Instructor has received approval at least 48 hours prior to alter location for class enrichment purposes: AM Sessions- 8:00-10:00 am; PM Sessions- 12:30-2:30 pm. If the class time or location has been approved to be changed, notify School Counselors and the home school administrator(s) with the changes. Field Trip information should be sent to Sara Nicodemus and the home school (school counselors and administration) at least **ten days** prior to the event.

CTE Class Attendance

- Students should attend based on their program's host school schedule. Follow information provided by West Central IN CTE (page 8) regarding when students should attend due to home school cohort schedules.
- Teachers must submit absences to the student's home school every day via phone, email, or Student Management System.
- If a class must be cancelled for any reason, the teacher must have the approval of the host school administration. The teacher must notify all students via REMIND, home school administrators, home school counselors, and Sara Nicodemus. The teacher must provide alternate assignments via eLearning to make up for instructional time.
- A date will be established by the CTE Director for the last day of class in December by December 1 and in May by May 1 to accommodate end-of-year requirements.

School Delay/Cancellation Attendance Guideline

Ivy Tech Community College, Vincennes University, and Freestyle Academy for Hair classes will meet as scheduled even when the local school is delayed or cancelled, unless notified by their instructor at those locations. The instructors will communicate the alternate schedule to the students via email, REMIND or other designated method of communication. If the school delay or cancellation is due to weather that prevents safe travel to school on the regular schedule, attendance at the CTE program is optional, and students will not be penalized for missing. Students **must** communicate with the teacher and home school administrator regarding attendance on these days. The teacher may assign an alternate activity to cover skills or standards that were missed.

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For additional information contact your school counselor or school administrator.

School Transportation Delay/Cancellation

If a student utilizes school transportation to/from their program, if one of the four partner schools delay or cancel, no school transportation will be provided that day. Students should follow the policy as stated above and communicate with their instructor and home school. An e-Learning assignment will be given in place of the day's content covered in class.

Driving & Weather Conditions

Career and technical education driving students must adhere to the following guidelines:

- Possess a valid driver's license and insurance coverage.
- Use the safest and most direct route to the program location. The program location includes host schools, work sites, satellite classrooms, and field trips.
- Observe rules of safe driving and all driving rules of the State of Indiana.
- Follow the driving and parking guidelines of the home school and the school or work site that hosts the career and technical education program.

Should severe weather or road conditions occur while driving to or from the class location, students should seek shelter immediately in the safest location. Do NOT continue to drive in threatening weather or road conditions. Notify the instructor and home school as soon as possible regarding location. Students driving to their career and technical education program should have a transportation waiver on file with the career and technical education office, which must be renewed yearly.

INDIANA CITIZENS DUTY TO REPORT CHILD ABUSE & CHILD NEGLECT

Indiana Code 31-33-5-1

In Indiana, an individual must make a report to the Department of Child Services or a local police department if he/she has reason to believe that a child is the victim of child abuse or child neglect.

Indiana Code 31-33-5-2

If an individual works for an employer that has established a protocol for reporting child abuse or neglect within the organization's chain of command, then the individual and the employer must follow that protocol. For example, if the school protocol requires teachers to report all suspected child abuse or neglect to the principal, then a teacher must immediately notify the principal of the situation. It is then the principal's responsibility to make a report to the Department of Child Services or a local police department.

Indiana Code 31-33-5-3

An individual's duty to report is not satisfied by following an employer's protocol, unless a report has already been made to the best of the individual's belief. For example, if a teacher reports suspected child abuse or neglect to the principal according to school protocol, that teacher still has a duty to make a report to the Department of Child Services or a local police department if the teacher believes or know the principal failed to make the report.

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Indiana Code 31-33-6-1 & 3

An individual making a report of suspected child abuse or neglect is presumed to be acting in good faith, and is immune from civil or criminal liability that might otherwise be imposed because of such action.

Indiana Code 31-33-22-1

An individual who knowingly fails to report child abuse or neglect commits a Class B misdemeanor, which is punishable by up to 180 days in jail. This crime can be charged whether the individual fails to fulfill his/her duty to report or fails to follow his/her employer's protocol for reporting suspected child abuse or neglect.

When you suspect child abuse or neglect:

1. Immediately make a report with the Department of Child Services or the police department where the abuse occurred.
2. Do not attempt to investigate the allegations.
3. Do not ask the child any additional question.
4. Do not notify anyone of the suspected abuse or neglect other than local police departments, the Department of Child Services, or the individual required by your employer's protocol.

Notification Information

Indiana Department of Child Services Hotline: 1-800-800-5556

Indiana State Police: 765.567.2125

Emergency Contact: 911

Boone County Sheriff's Office: 765.482.1412

Crawfordsville Police Department: 765.362.3762

Montgomery County Sheriff's Office: 765.362.3740

Teachers who have students from multiple schools should follow the following protocol:

1. Immediately make a report with the Department of Child Services.
2. Make a report to the principal of the student's home school.
3. Maintain a written account of the situation.
4. Do not notify anyone else of the suspected abuse or neglect other than local police departments, the Department of Child Services, and principal.

If a teacher knows a student has pornography, including on a computer or other electronic device:

1. Do not touch the device that that may have pornography on it. The teacher then becomes guilty of having pornography.
2. Do not transport it to a principal!
The teacher is now guilty of transporting pornography, which is a federal offense.
3. The teacher needs to have student place the computer on a desk. Then the teacher contacts the school official and law enforcement.

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For additional information contact your school counselor or school administrator.

When should students attend CTE programs in-person?

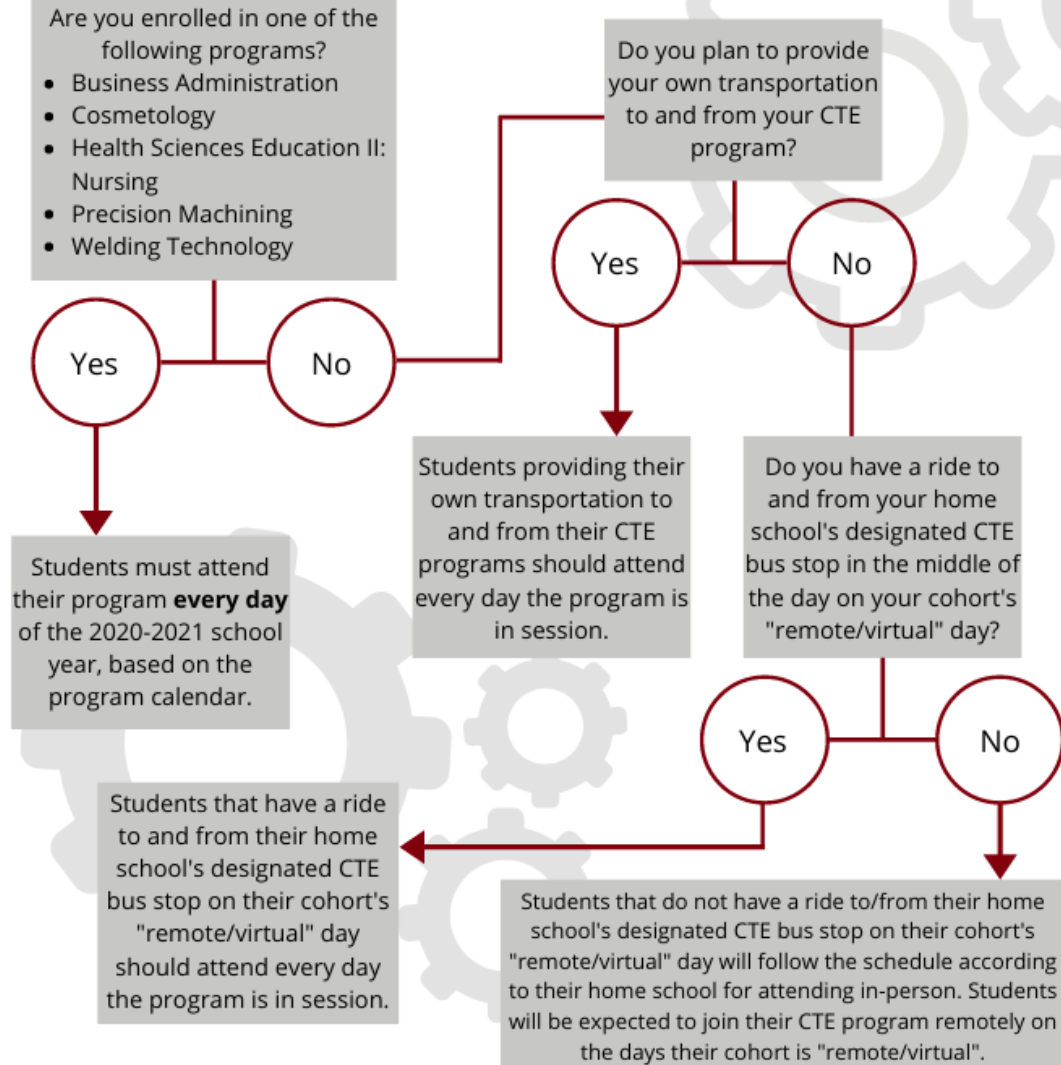
Questions about attendance expectations should be directed to:
Sara Nicodemus
snicodemus@cville.k12.in.us



Start Here:

Are you enrolled in one of the following programs?

- Business Administration
- Cosmetology
- Health Sciences Education II: Nursing
- Precision Machining
- Welding Technology



*plans are subject to change based on partner school plans, directions from State and Local Health Departments, and program requirements
rev.7.30.2020

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