

2023-24 Student Handbook

326 College Street
Perryville, Missouri 63775
(573) 547-7500 ext. 1341

PACTC OFFICE STAFF:

NAME	POSITION	EMAIL
Mr. Dan Hecht	Director	dhecht@pcsd32.com
Mrs. Sherry Stief	Student Services Coordinator	sstief@pcsd32.com
Mrs. Arlene Breig	Administrative Assistant	abreig@pcsd32.com
Mrs. Sarah Callier	Secretary	scallier@pcsd32.com

PACTC PROGRAMS AND INSTRUCTORS:

PROGRAM	DURATION	INSTRUCTOR	EMAIL
Agriculture Education	1 period/1 yr	Mrs. Savannah Akers	sakers@pcsd32.com
Agriculture Education	1 period/1 yr	Mrs. Abby Burke	aburke@pcsd32.com
Auto Collision Repair	3 period/2 yr	Mr. Carl Burr	cburr@pcsd32.com
Automotive Service Technology	3 period/2 yr	Mr. Thomas Canter	tcanter@pcsd32.com
Computers/Electronics/IOT	3 period/2 yr	Mr. Mathew Reed	mreed@pcsd32.com
Construction Technology	3 period/2 yr	Mr. Joel Kurre	jkurre@pcsd32.com
Digital Media	3 period/2 yr	Mrs. Rachael Hodgson	rhodgson@pcsd32.com
Early Childhood Professionals	3 period/2 yr	Mrs. Karla Besand	kbesand@pcsd32.com
Graphic Design	3 period/2 yr	Mrs. Alissa Ernst	amernst@pcsd32.com
Health Occupations	3 period/1 yr	Mrs. Beverly Koenig	bkoenig@pcsd32.com
Industrial & Engineering Technology	3 period/2 yr	Mr. Lance Menard	lmenard@pcsd32.com
Welding Technology	3 period/2 yr	Mr. Karsten (Chris) Tripp	ktripp@pcsd32.com
Embedded Credit*	1 period/2 yr	Mrs. Sharon Buehler	sbuehler@pcsd32.com

*Required participation for all students in 3-period programs.

*Teachers can be reached by calling: (573) 547-7500, ext. 1341

Please note: This handbook provides guidance and guidelines for students and their parents. However, in every instance in which there is a governing board policy, the board policy always governs and supersedes any statement in the handbook.

PACTC PHILOSOPHY:

The Perryville Area Career and Technology Center, located in Perryville, Missouri is available to students from Perryville High School, St. Vincent High School, Meadow Heights High School, Valle Catholic High School, Saxony Lutheran High School and Ste. Genevieve High School and to adults from Perry, Bollinger, Cape Girardeau, Ste. Genevieve, and surrounding counties.

The Perryville Area Career and Technology Center offers curricula for youths and adults that will help provide individuals with the knowledge and skills necessary to enter the workforce and to progress toward becoming productive members of our society.

To accomplish this, we, the faculty of the Perryville Area Career and Technology Center, hold the following beliefs:

1. We believe students should believe in the dignity of work. A pride in craftsmanship and positive attitude toward work may have been key building blocks of our country.
2. We believe students should be knowledgeable about the variety of occupations available. The school will provide leadership and guidance so the student can select an occupation into which he/she can reasonably expect to enter and succeed.
3. We believe the citizens of this community can have an important and positive impact on the programs offered. The advisory councils will provide needed information to help continually update and revise the programs offered so the programs will fulfill the needs of business and industry.
4. We believe the students should have opportunities to participate in extra-curricular activities which provide training in leadership, citizenship, cooperation, and service which are so necessary in our fast changing and complex society.
5. We believe the school has a responsibility to provide placement services to enable students to enter the occupations of training and choice.
6. We believe learning is a life-long process. To provide for continuing education, a wide range of programs are offered for vocational, leisure, and/or personal enrichment.
7. We believe students need well-maintained shops and classrooms, with sufficient modern equipment, in order to stimulate purposeful learning.
8. We believe, for each generation, life becomes more complex. Therefore, we have an obligation to our students and society to continually evaluate, update, and improve our program of study.

PACTC OBJECTIVES:

The purpose of the Perryville Area Career and Technology Center is to provide a program of studies on a high school and adult level suited to the skills and competencies needed to meet labor market demands. The program is flexible enough to meet the diversity of individual student needs and be representative of the best educational practices of our time.

The most important objectives of the Perryville Area Career and Technology Center are as follows:

1. To offer a variety of instruction commensurate with student capabilities, needs, and desires representative of the needs of business and industry.
2. To evaluate all programs to assure they remain current with the needs of business and industry.
3. To provide continuing programs to meet the needs of the adult population.
4. To instill in students those attitudes, personal qualities, and safe, efficient work habits which business and industry see as desirable in their employees.
5. To utilize the Business Partnerships Council for each Career & Technical Education (CTE) program.
6. To familiarize faculty and advisory council members with the functions and guidelines of the advisory councils.
7. To provide career guidance to help students make realistic career plans.
8. To maintain a placement service available to career students, business, and industry.
9. To develop and maintain one-year (180 day) follow-up studies.
10. To provide opportunities for students to participate in leadership training through Career & Technical Student Organizations (CTSO).
11. To publicize the Career & Technology Center and maintain good public relations with the community.
12. To maintain and expand supplementary training programs for the disadvantaged and handicapped student.
13. To provide a program of in-service training to keep the faculty up to date on current trends in industry.

CERTIFICATE of COMPLETION:

A Certificate of Completion will be awarded to each student who successfully completes a 1-year or 2-year program; students must earn a minimum grade of "C" or higher in each class and have a 95% or higher attendance rate to successfully complete said program requirements and to earn dual/articulated credit.

There is a \$5.00 print fee for students who request a 2nd certificate copy and any subsequent certificate copies.

INSTRUCTOR CERTIFICATION AND AVAILABILITY:

All instructors teaching career/technical courses are certified or are in the process of being certified by the Career & Technical Education Division of the Missouri Department of Elementary and Secondary Education. All instructors and administrative personnel are available to students and prospective students to offer assistance and answer questions.

MEDICAL AND ACCIDENT INSURANCE – HIGH SCHOOL STUDENTS:

Missouri State Law does not permit a school district to carry accident insurance on students. However, it is important that adult students and parents/guardians carry an accidental or medical policy on their students while enrolled in programs at PACTC that require shop or medical field experiences. In such programs, the students may be exposed to such things as: hand tools, power equipment, and machinery or in medical setting, contagious disease.

***MEDICAL & ACCIDENT INSURANCE IS THE RESPONSIBILITY OF THE INDIVIDUAL STUDENT AND HIS/HER PARENT/GUARDIAN.**

For more information on accident insurance, contact your home school office or your insurance agent.

GENERAL ENROLLMENT PROCEDURES/CONSIDERATIONS:

- To be considered for enrollment in a PACTC block program, students must complete an application with parent signature indicating parental consent. Students with satisfactory credit completion, discipline record and attendance record will be given priority for enrollment in all PACTC programs.
- Grade 11 students will be given priority for all 2-year PACTC block programs.
- Students must obtain instructor approval to enroll in 2nd, 3rd and 4th year Agriculture classes.
- All students accepted into PACTC programs/classes are required to provide proof of health insurance.
- All students accepted into PACTC block programs are required to pay Skills USA membership fees (\$20.00)
- Year 2-4 students/Grade 10-12 students/adult students who wish to continue in their respective agriculture class(es) or 3-period block program must meet the following requirements:
 - 95% attendance record
 - Grade of “C” or higher
 - No chronic or disruptive discipline problems
 - Obtain a recommendation from their PACTC instructor(s)

STUDENT RECORDS:

Each student enrolled at the PACTC will have records maintained in the PACTC office. Copies of such records are available to students on request. Student records may include, but are not limited to, information pertaining to attendance, conduct, or academic progress. Students will need to contact their respective high school for an official copy of their transcript.

ATTENDANCE POLICY:

Students cannot progress in school work when they are not in attendance. Students are expected to be present every day, and attendance will be calculated by minutes and/or hours attended. Instructors are asked to evaluate students daily to accurately document quality and quantity of work. Student absences will be neither excused nor unexcused. All students absent five (5) days/ class periods or more during a semester, upon notification by the instructor, will be required to conference with the PACTC Director and the Student Services Coordinator. At this time, the student will be placed on attendance probation. Should the student incur additional days/ periods of absences, the student will be subject to program termination. Prompt arrival for class is essential. Late arrivals will accumulate in class periods (minutes/hours) of absences.

All sending school administrators have agreed to take action and/or disciplinary action for attendance-related issues and/or concerns. Administrative action/discipline will be based on each individual school's discipline policy.

STUDENTS EXCUSED FROM CLASSES:

No teacher is to excuse students from classes unless the student is ill or previous arrangements have been made. The student must have an admit slip from the office stating that the student should be dismissed from class at a specific time or there is written confirmation from another teacher that the student needs to be dismissed from class to attend a field trip, extracurricular activity, etc. If a student is late to class due to a conference with an administrator, teacher or counselor, they should bring an admit slip signed by that administrator, teacher or counselor.

TARDIES:

Students arriving late for class should not be admitted without a pass from the PHS/PACTC Office. Sending school students arriving late should be sent to the Perryville Area Career and Technology Center office for a pass. Tardies to class should be documented in grade books. After accumulating three (3) tardies per semester, the instructor will contact parents, issue an after-school detention and notify the Director and Student Services Coordinator. After four (4) tardies, and any subsequent tardy, the instructor will contact parents, complete a discipline form and forward to the Director.

DRESS GUIDELINES:

The Career Center will issue two (2) PACTC logo shirts that are required to be worn by all 3-period block students for safety, security and identification purposes. For safety reasons/concerns, no sleeveless shirts are permitted. In addition, each program may have specific apparel that is to be worn each day to class (examples: boots, aprons, long pants). The policy for each respective program will be explained by the instructor. Neatness, cleanliness, and modesty are expected in all clothing styles. Our respective sending school student handbooks will be followed regarding dress code and/or disciplinary issues.

FOOD & OUTSIDE DELIVERIES

Students are not allowed to bring outside food/drink to the Career Center, and the office will not accept outside food/drink brought for students.

TOBACCO/ALCOHOL/DRUG FREE SCHOOL POLICY:

Use and/or possession of all tobacco products (i.e. cigarettes, cigars, pipes, electronic cigarettes and smokeless tobacco), use and/or possession of alcohol and use and/or possession of drugs and drug paraphernalia are prohibited on the grounds and in the buildings and vehicles of the school district. This policy applies to employees of the school district, students and visitors. This policy is in effect 24 hours a day and violation of said policy may/could result in termination.

CONDUCT POLICY:

Students are expected to comply with policies and regulations established by the administration of the PACTC. Each student is expected to accept the responsibility of conducting themselves in the same professional manner required of employees in the occupation for which they are training. This professional conduct will be explained and discussed by the instructor; disruption(s) of the learning environment will result in disciplinary action and may result in removal from Career Center class(es). As stated previously, respective sending school student handbooks will be followed regarding dress code and/or disciplinary issues.

Students are expected to conduct themselves in the most appropriate manner. Violation of accepted expectations, rules and regulations will subject the student to reprimand, suspension, or termination depending upon the seriousness of the violation and consideration of the student's record(s). Students are subject to termination for the following infractions:

1. Assaultive or aggressive behaviors
2. Illegal use or possession of alcohol, chemicals, drugs, prescriptions, substances or weapons
3. Being under the influence of alcohol, chemicals, drugs, unsubscribed prescriptions or substances
4. Insubordination to school district employees, including volunteers, and internship supervisor
5. Maliciously damaging/destroying school property and/or unauthorized use or theft of school property
6. Failure to comply with established safety policies
7. Conduct regarded as disrespectful, defiant or disruptive to the learning environment
8. Excessive absences and/or tardiness
9. Unlawful activity or actions
10. Excessive or disruptive discipline issues – disruption of the learning environment
11. A suspension of 5 days or greater **may** result in termination from PACTC course(s).
12. A suspension of 10 days or greater **will** result in termination from PACTC course(s).

GRIEVANCE PROCEDURE:

All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law and with the provisions outlined in the Board of Education policies and regulations on student suspension and student expulsion.

No student shall be suspended/terminated unless:

1. The student shall be given oral or written notice of the charges/violations; and
2. If the student denies the charges/violations, he/she shall be given an oral or written explanation of the facts which form the basis of the proposed suspension/termination; and
3. The student shall be given an opportunity to present his/her version of the incident; and
4. In the event of a suspension for more than ten days, a termination where the student gives notice that he/she wishes to appeal the suspension/termination to the board, the suspension/termination shall be stayed until the board renders its decision, unless in the judgment of the superintendent of schools, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, in which case the student may be immediately removed from school, and the notice and hearing shall follow as soon as possible.

Suspension/termination by the Career Center Director may be appealed to the assistant superintendent and superintendent. Suspensions/terminations by the superintendent may be appealed to the Board of Education.

No student shall normally be suspended/terminated without having an opportunity to hear the charges against him/her and being able to give his/her side of the incident.

GRADING POLICY:

Grading will occur on a daily basis and is maintained through PACTC's technology program. Students and parents may request access to their online grades. Grades are calculated on a numerical basis using the following scale:

Grade	Scale
A	95-100
A-	90-94
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	0-59

Official grade reports are issued by the school at the end of each quarter. At the end of each quarter, student grades will be reviewed:

- Grades 73% (C) and above are considered satisfactory.
- Grades lower than 73% (C) are considered unsatisfactory.
- Students with unsatisfactory grades will be placed on **academic probation** (normally 9 weeks).
- If grades are satisfactory during the probationary period, then the probationary status is removed.
- If grades do not reach satisfactory level during probationary period, the student's enrollment in PACTC program(s) may be terminated.

Other miscellaneous grade information:

- Block program students must earn a "C" or higher to receive a **program completion certificate**.
- Block program students must earn a "C" or higher in each class to receive **dual/articulated credit**.
- Block program students must earn a "C" or higher to continue or **advance to year 2 of a 2-year class**.
- Block program students must earn a "C" or higher in each class to receive embedded/technical **mathematics**
- & **communication arts** credit.

STUDENT PARKING POLICY:

Students enrolled in PACTC programs are allowed to utilize the PACTC parking lot and must abide by the following guidelines:

- Vehicle must remain in parking lot for entire school day unless obtaining permission to leave early
- No vehicle traffic is allowed while students are entering or exiting the PACTC
- Vehicles must enter, park and exit the parking lot in an orderly fashion with no passing or cutting in line.
- Vehicles must abide by all speed limits and traffic signs
- Vehicles must yield to all school bus traffic

Failure to abide by these guidelines will result in loss of PACTC parking privileges:

- 1st offense = No parking at PACTC for 1 month
- 2nd offense = No parking at PACTC for 1 semester
- 3rd offense = No parking at PACTC

SUPPORT SERVICES:

Student Services Coordinator

School counseling services are provided to PACTC students, adult students, and anyone who is interested in improving his/her career knowledge and skills. Cooperation will be given to the sending school counseling offices in providing information and knowledge about PACTC programs. Test evaluation and class performance analysis will be conducted for students on a request basis, or when provided on a voluntary basis to all students in acquiring the attitudes and skills necessary for entry into and success in industry and business. PACTC staff will provide recommendations for career placement and/or continuing education opportunities. The student services placement program is actively engaged in providing services to those students enrolled in PACTC programs. Assistance is provided to students exploring post-secondary education and/or seeking employment. The Coordinator will assist students wishing to pursue a CTE Certificate – see page 23.

Technical Communication Arts/ Mathematics Instructor – Embedded Credit

The goal of the Embedded Communication Arts/Mathematics instructor is to facilitate successful experiences for students in Communication Arts and Mathematics for PACTC programs. This will be accomplished by providing individual and group work in reading, writing, oral presentation, vocabulary, math computation/application, and study skills. Assisting in locating and providing various teaching resources to PACTC instructors to meet their students' individual needs is also an important part of the job.

Instruction in Career and Technical Skills is a required component of the block classes at the Perryville Area Career and Technology Center. The ten block classes include: Automotive Collision Repair Technology, Automotive Service Technology, Construction Technology, Computer Maintenance/Electronics (IOT), Digital Media, Early Childhood Professionals, Graphic Design, Health Occupations, Industrial/Engineering Technology and Welding Technology.

Career and Technical Mathematics includes both Mathematics Computation and Applied Mathematics. Mathematics Computation consists of: add/subtract/multiply/divide whole numbers, decimals, fractions, integers, percentages, order of operations, and algebraic operations. Applied Mathematics incorporates number and number operations, computation in

context, estimation, measurement, geometry and spatial sense, data analysis, statistics and probability, patterns, functions, algebra, and problem solving and reasoning.

Career and Technical Communication Arts includes: business communications, career guidance plans, vocabulary, classroom journals, industry-specific forms, article summaries, professional development summaries, process papers, oral presentations, student portfolio and choice of recommendation report or student/instructor project.

Upon successful completion of a two-year block program, students will have had the opportunity to complete the coursework and requirements equivalent to 1.0 unit of credit in Mathematics and 1.0 unit of credit in Communication Arts. The manner in which credits may be awarded to students is at the discretion of each respective sending high school. Additionally, information is disseminated to incoming students, their parents, instructors and the public as needed.

*Participation is required for all students in 3-period programs – embedded credit will be a minimum of 10% of overall 3-period block class grade.

SAFE LEARNING ENVIRONMENT:

In order to promote a safe learning environment for all students, the Perry County School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Definitions

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

School Day – A day on the school calendar when students are required to attend school.

Designated Officials

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC will serve as the districtwide anti-bullying coordinator. The anti-bullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and anti-bullying education and training programs. In addition, the anti-bullying coordinator will assist in making any relevant reports as required by state and federal law.

Reporting Bullying

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

Investigation

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's anti-bullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

Policy Publication

The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

Training and Education

The district's anti-bullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him- or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal locus of control.

Additional School Programs and Resources

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

Perryville Area Career & Technology Center

Bring Your Own Device Information:

Students at the Perryville Area Career & Technology Center (PACTC) have the opportunity to bring their own electronic devices into the classroom to support their learning. The district looks at this as an opportunity for students to use their own personal technology to assist with learning.

It is important to note that students are not required to bring their own electronic devices to school, and many will choose not to bring them. PACTC will continue to provide computers and laptops for student use. There is no requirement for students to purchase special software.

All PACTC classes have access to computers and other required electronic devices for students to use as needed. Classroom teachers and administrators have the ultimate say on when and how personal electronic devices will be used. As with other learning tools, there will be times when electronic devices will not be allowed.

Please Note: The classroom teacher has the final say when it comes to the use of devices. If a classroom teacher asks students not to use their technology devices, then students need to follow those directions. Internet access is only available, not guaranteed, for each classroom situation. The use of the district's Internet connection is a privilege, and inappropriate use is subject to serious disciplinary action.

Student Code of Conduct:

Students at PACTC may possess and use personal technology devices at school in accordance with the conditions set below:

Personal technology devices may be used on school premises before the school day begins and after the school day ends. Use of these devices on school premises during the school day is prohibited unless they are used for instructional purposes only as deemed appropriate and necessary by staff.

Classroom teachers and building administrators will determine when and how personal technology devices can be used. There will be times when use of these devices will not be allowed.

Students are prohibited from using devices in dressing rooms, locker room or restrooms. Cameras and recording devices may not be used at any time at school or on school buses.

Use or display, of these items other than described may result in a conference, confiscation of device, loss of use privileges, in-school suspension (ISS), out-of-school suspension (OSS), inactivation of student's Google account. Repeated offenses could result in increased consequences. School administrators will investigate the reason for use of an electronic device by a student to determine if other district policies are also applicable, which could result in an increase in the discipline. (i.e.; using personal technology device for the purpose of cheating on a test would also be subject to policies governing academic dishonesty). Laser pointers are

allowed only for demonstration purposes. The district will not be responsible or liable for any damage, loss or theft of personal technology devices.

*The administration may search personal technology devices if they have reasonable suspicion that a search would reveal school rules have been violated.

Communication and Information Systems Guidelines

Guidelines for Student and Staff Access and Use:

The principal/designee shall oversee the maintenance of communication and information technologies for each school and may establish limits and guidelines on their use. Students and staff shall be trained in their proper use. The policies and guidelines shall be incorporated into the student and faculty handbooks.

Students and staff are authorized to use communication and information technologies in accordance with user obligations and responsibilities as follows:

1. Each user must be logged on to the district's student network (pcsdstudent). Personal account numbers, home addresses, and telephone numbers shall be kept private at all times.
2. System use shall be limited to educational purposes. Commercial and political use of the systems is prohibited. Personal use of the systems shall be kept to a minimum.
3. The systems shall not be used to promote the use of alcohol, drugs or tobacco nor for any activity prohibited by law.
4. Students and staff shall not use the systems to transmit material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political belief.
5. Copyrighted material may not be placed on the system without the permission of the author. Users may download copyrighted material for their own use only.
6. Vandalism will result in the termination of user privileges. Vandalism includes uploading, downloading or creating computer viruses and/or any attempt to modify, harm or destroy district equipment or materials or the data of any other user.
7. No user shall read the mail or files of the other users. No attempt shall be made to interfere with any other users' abilities to send or receive information, nor shall they attempt to read, delete, copy or modify any other users' information.
8. Users shall immediately report any security problem or misuse of the district communication and information systems to their teacher or principal.
9. Any use to access or download obscene or pornographic materials is prohibited.
10. Any use to access or download files dangerous to the security or integrity of the district network or any third party network is prohibited ("hacking" software).
11. Unauthorized installation of copyrighted software or use of copyrighted printed material is prohibited.

12. A user account shall be used only by the authorized owner of that account. The owner of each account is responsible for all use of that account.
13. Users shall immediately report any violations of policy to the Superintendent or designee.

The Superintendent/designee shall ensure that all employees using any communication or information resources will receive copies of related policies, regulations and guidelines.

To ensure compliance, the district may monitor communications through the district's communication and information systems at any time without advance notice or consent. This includes employee and student files, e-mail, voice mail and telephonic communications.

The district reserves the right to monitor the use of the system for improper use.

Guidelines for Use of Personal Technology Devices by Students and Staff:

1. The classroom teacher and building administration may restrict when and how personal devices can be used. There will be times when the use of these devices will not be allowed.
2. Students and staff (users) are responsible for appropriate behavior on personal technology devices.
3. Users agree to act in a considerate and responsible manner, use good judgment, show respect for people and property and demonstrate ethical decision-making.
4. Technical support of personal technology devices will be the sole responsibility of the user. District staff will not provide technical support for personal devices.
5. The district will not be responsible or liable for any damage, loss or theft of personal technology devices.
6. Users must report lost or stolen devices to school administrators/staff or School Resource Officer as soon as they are aware of an event occurring.
7. Personal technology devices connected to the district's wireless network will have filtered Internet access. Any attempt to bypass network filtering or altering of the wireless network is prohibited.
8. All users of the district's network, including those using the wireless component through personal technology devices, are subject to the provisions and requirements of District Internet Usage Policy.
9. As with district owned computers, there is no expectation of privacy when using personal technology devices connected to the district network. The district reserves the right to monitor, log and review all activity on personal technology devices connected to the district network.
10. If personal technology devices are used inappropriately and/or become a disruption to the learning environment, the device may be confiscated by a building principal or designee.

11. Using a personally owned technology device for illegal or prohibited reasons, to disrupt the educational process, to bully, harass, threaten others, or to endanger the health or safety of any user is forbidden.
12. Students are prohibited from using personally owned technology devices in dressing rooms, locker rooms, bathrooms or other locations that are deemed private in nature by the building administrator.
13. The district provides no guarantee of Internet service and/or quality of service for personal technology devices connected to the district's wireless network.
14. Access to printing devices will not be provided. Students will need to utilize email or personal storage devices to transfer files to district computers for printing.
15. Users are responsible for charging their own devices. There are a limited number of electrical outlets in any given classroom and may only be used with the permission of building staff and connected in a safe manner. Students should charge their technology device(s) before arriving at school.
16. Students who bring in personal technology devices are not required to purchase special applications for use in class.
17. Teachers are encouraged to assign projects that are device neutral using common file formats.
18. Staff downloading email from a district account to a personal device must password protect the personal device to better secure potentially sensitive information.
19. Sensitive data is not to be stored on personal devices. The district reserves the right to remotely wipe this data from personal devices.
20. Consequences may be given to users based on the district's Policies, Regulations and the Policy and Procedure Handbook.

Perry County School District #32 Staff and Student Technology Guidelines

Electronic Devices

Students:

- Personal devices may be used by students during the school day under the direction of school staff for educational purposes.
- All personal devices must be on the school's wireless network for safety and security reasons as outlined by the *Children's Internet and Protection Act (CIPA)*. Staff must check student devices *every* time they use them to ensure the device is on the school network. The student network is **PCSDStudent** and the password is_____.
- Perry County School District is not responsible for repairing damaged or replacing lost or stolen personal devices. Personal devices brought to school are the sole responsibility of the owner.
- Misuse of a personal device may result in confiscation of the device, loss of privileges for using the device on campus, and inactivation of school Google account. Discipline

action will be left to the discretion of each building and will be outlined in the building handbooks.

Staff:

- Personal devices may be used by staff for educational purposes on campus.
- Personal devices brought to school by staff for educational purposes must be pre-approved for use by building administration and the technology department.
- All personal devices used with students must be on the school's wireless network for safety and security reasons as outlined by the *Children's Internet and Protection Act (CIPA)*.
- Perry County School District is not responsible for repairing damaged or replacing lost or stolen personal devices. Personal devices brought to school are the sole responsibility of the owner and may connect to the student network.
- The use of personal electronic devices must comply with district policies.

**Perry County School District #32
Staff and Student Google Account Guidelines**

Perry County School District #32 has created Google accounts for district users and has adopted a district domain (@pcsd32.com) for Google Apps for Education (GAFE).

Google Accounts

- All district staff are provided with Google accounts.
- All students in Grades 4-12 are provided with Google accounts.
- All students in Grades 9-12 have the capability to email outside of the domain/district.
- Accounts may be set up for students in Grades K-3 by request to the technology department and building administration.
- All Google accounts are the property of the school. Staff and students should have no expectations of privacy when using Google accounts.
- Google accounts will be available to graduates until October 31 of the same year the student has graduated. Google accounts will be deleted after October 31.
- Parents/guardians may request access to their student(s) Google accounts. Access will be given unless students are 18 years of age or older and have been emancipated from parents/guardians.
- Staff and students should keep all passwords private.
- Staff and students should use their own school account at all times.
- Misuse of Google accounts may result in loss of privileges and/or inactivation of school Google account. Discipline action will be left to the discretion of each building and will be outlined in the building handbooks.

Gmail

- All email will be archived in Google Vault for 5 years.

- All email correspondence at PCSD should be professional and academic. No personal correspondences, information, or comments should be exchanged between students and staff.
- District administration reserves the right to review any and all email correspondence.

Google Drive

- Google Drive is intended to be used as storage of files for educational purposes only.
- District administration reserves the right to review any and all files stored in Google Drive.

ADULT STUDENT - ADDITIONAL INFORMATION

ADULT STUDENT - PROGRAM OFFERINGS:

PROGRAM	DURATION	INSTRUCTOR
Auto Collision Repair	3 period/2 year	Mr. Carl Burr
Automotive Service Technology	3 period/2 year	Mr. Thomas Canter
Construction Technology	3 period/2 year	Mr. Joel Kurre
Digital Media	3 period/2 year	Mrs. Rachael Hodgson
Graphic Design	3 period/2 year	Mrs. Alissa Ernst
Welding Technology	3 period/2 year	Mr. Karsten (Chris) Tripp
Embedded Credit	1 period/2 year	Mrs. Sharon Buehler

*Participation required for all students in 3-period programs – minimum 10% of overall class grade.

ADULT STUDENT - ENROLLMENT PROCEDURES:

Adults who seek admission to a program listed above must complete a PACTC application and an interview with the PACTC Director. Applicants will be considered on a first-come, first-served basis pending submission of documents/payment listed below and approval by the PACTC Director.

All applicants must:

- Submit verification of achievement of high school diploma/High School Graduate Equivalency/High School Equivalency Test (HiSET) certification
- Pay a non-refundable \$100 deposit (cash or check/money order payable to: Perryville Area CTC)
- Complete and pass Criminal Background check

- Submit proof of health insurance
- Pay tuition fees prior to the first day of class
 - Current tuition: \$2,800/year (payment plans available)
- Pay SkillsUSA membership fees
 - Current SkillsUSA fee: \$20
- Pay any additional materials/books/supplies necessary for the program in which they are applying (see course description publication)

APPROVING AGENCIES:

- Missouri Department of Elementary and Secondary Education
- Missouri Department of Senior & Health Services
- Veterans' Education
- Vocational Rehabilitation

ADULT STUDENT - REFUND OF TUITION FEES:

The following schedule will be used to calculate a tuition fee refund for a student who withdraws for any reason or is terminated from the PACTC program:

Withdrawal Date	Percentage of fees/tuition returned to student
Before classes begin	100%
Between 1-10 days	90%
Between 11-20 days	20%
After 20 days	0%

*Books, supplies, and miscellaneous expense allowances are assumed to be expended at the beginning of the course and will not be refunded.

ADULT STUDENT - FINANCIAL AID:

Adult students seeking financial assistance to attend the PACTC should contact the agency administering the financial aid program. Specific information concerning award amounts for each financial aid program is determined by that agency. Entrance and exit interviews are required for all students receiving financial assistance.

Current financial aid programs include the following:

1. Veterans' Educational Benefits (G. I. Bill) : The Perryville Area Career and Technology Center is approved for veterans to receive educational benefits under the G. I. Bill. Veterans must be full-time students enrolled in a long-term course(s) to be eligible. The full-time programs cited in this handbook are approved for veterans, Division of Workforce Development, and Vocational Rehabilitation participants. Prior course credit is available to veterans and other eligible participants when applicable. Program records are maintained by the school and furnished to students upon request. Information and

application forms are available from: Veterans' Administration Regional Office, 3100 Lemay Ferry Road, Room 100 St. Louis, MO 63125. Telephone: 1-314-467-5080.

2. Vocational Rehabilitation : Students may receive the total cost of tuition, books, supplies, and transportation. Eligibility may be fulfilled by a student with a certified physical condition. Our facilities are accessible to handicapped students. Information and application forms for Vocational Rehabilitation benefits are available from: Division of Vocational Rehabilitation, 901 Progress, Farmington, MO 63640. Telephone: 1-573-218-6119.
3. Fee Waiver for Homemakers : This program is part of the Carl Perkins Act and provides financial assistance to individuals unmarried or legally separated from a spouse who has a minor child for which the parent has either custody or joint custody; or to an individual who is an adult and has worked as an adult primarily without pay to care for the home and family, and for that reason has limited marketable skills. Information and application forms for Fee Waiver for Homemaker benefits are available from: PACTC Director, Perryville Area Career and Technology Center, 326 College Street, Perryville, MO 63775. Telephone: 1-573-547-7500 ext. 254.
4. Missouri A+ Scholarship Program : Eligible graduates from A+ designated high schools may qualify for a state-paid financial incentive to attend any public community college or career/technical school in Missouri. Specific eligibility requirements may be found at <https://dhe.mo.gov>

ADULT STUDENT - VERIFICATION:

Verification is the process used by this institution to determine the validity of certain information necessary for the proper awarding of financial aid.

Should a student be selected for verification, certain financial and other pertinent information will be gathered before any financial aid can be awarded, disbursed or credited to the student at this institution. If selected for verification the student will receive written notification. The student will have 30 days to provide the necessary financial documentation. Items to be verified include one or more of the following:

- Adjusted gross income for the year(s) in question
- U.S. income tax paid for the year(s) in question
- Number of family members in the household
- Number of family members attending post-secondary educational institutions at least half time
- Income and/or benefits from Family Services, Social Security or other state and federal sources
- Certain other taxable and non-taxable income, deductions and benefits outlined on the tax return(s) in question. In most instances, a copy or copies of tax returns will provide most information in question.

Applicants must have all verification information on file before the starting date of each program if the student is depending on financial aid for school attendance. Should the requested information not be supplied, the applicant may not be permitted to begin classes. No awards will be made until the necessary information is obtained.

If a financial aid award is made based on preliminary data and it changes due to verification, the applicant will receive written notification. An interview will be conducted and needed documentation reviewed. Students will then have 30 days to provide the needed documentation. No awards will be made until the documentation is provided.

Students should be aware that providing fraudulent information or other criminal conduct will be referred to the Office of the Inspector General.

ADULT STUDENT - OVERPAYMENT POLICY:

An overpayment of financial aid funds occurs anytime the student receives a financial aid payment that is greater than the amount for which the student is eligible. No matter what the reason for the overpayment, it must be repaid by the student.

If the overpayment is not the fault of the PACTC and cannot be eliminated in the current award year, no other payments may be made to the student until the debt is paid.

The PACTC will notify the student in writing of the amount of the overpayment. The PACTC will set up a repayment plan that will repay the debt in a reasonable amount of time, as determined by the financial aid officer.

If the overpayment is due to any error of the PACTC, the PACTC will continue to make payments to the student if the student acknowledges the overpayment in writing and agrees to repay it in a reasonable period of time. If the overpayment can be eliminated within the award year the PACTC will reduce the student's subsequent payments. This procedure will be followed first, instead of having the student repay the debt.

ADULT STUDENT - PROBATION AND FINANCIAL AID:

A student receiving financial aid who has been placed on probation will continue to be eligible for financial aid during the probationary period. If attendance or performance continues below a satisfactory level, the student will no longer be eligible to receive financial aid and will be subject to termination from the program. A student may seek re-entrance after termination according to the guidelines of Re-Entrance After Termination. A student granted re-entrance is then eligible to reestablish financial aid.

ADULT STUDENT - ADDITIONAL INFORMATION:

A student may not audit courses or repeat them unless the original grade for the course repeated remains on the transcript.

No courses may be taken which exceed degree requirements unless the student is in his/her last term and courses are needed to justify full time benefits.

The PACTC will report any change in status of an eligible veteran to the V. A. within 30 days under the following circumstances:

- Last date of attendance
- Dropping or adding course
- Unsatisfactory progress

- Unsatisfactory conduct

Students are expected to report their intentions to terminate. The school will report a termination due to unsatisfactory progress if a student remains on academic or attendance probation beyond one quarter without an improvement in his/her academic and/or attendance standing.

ADULT STUDENT - LEAVE OF ABSENCE:

Adult students may present a request for a leave of absence based on personal need. All such requests are to be submitted to the PACTC Director who will confer with the program instructor and Student Services Coordinator when reviewing the request. The PACTC Director may approve a request for a leave of absence not to exceed 5 days.

***MEDICAL AND ACCIDENT INSURANCE – ADULT STUDENTS:**

Missouri State Law does not permit a school district to carry accident insurance on students. However, it is important that adult students and parents/guardians carry an accidental or medical policy on their students while enrolled in programs at PACTC that require shop or medical field experiences. In such programs, the students may be exposed to such things as: hand tools, power equipment, and machinery or in medical setting, contagious disease. ***MEDICAL & ACCIDENT INSURANCE IS THE RESPONSIBILITY OF THE INDIVIDUAL STUDENT AND HIS/HER PARENT/GUARDIAN.** For more information on accident insurance, contact your home school office or your insurance agent.

Perry County School District 32

Guidelines for Release of Directory Information

From time to time, student directory information is published on the Perry County School District 32 Website, Facebook page, in school and other publications or released to the media to recognize student achievement or depict activities of the District.

Directory information can include:

- Student's name;
- Student's grade;
- Student's school;
- Student's city of residence;
- Names of student's parents or guardians;
- Student's photograph;
- Student's participation in officially recognized activities or sports;
- Any honors or awards a student receives;
- Student's plans for higher education

Parents who object to the disclosure of their child's directory information should notify BOTH the superintendent of schools and their child's building principal - in writing - on or before September 15 of each school year.

The Family Educational Rights and Privacy Act (FERPA), a Federal law, allows schools to disclose appropriately designated "directory information" without written parental consent, unless the parents have advised the school district to the contrary. The primary purpose of directory information is to allow the school district to include this type of information from your child's education records in school publications, on the school Web site or for appropriate release to the media or other outside organizations such as companies that make school rings or publish yearbooks.

Examples include but are not limited to:

- A school playbill, showing your child's role in a drama production;
- School yearbooks;
- Honor roll or other recognition lists (released to the media, posted on the district Web site, etc.)
- Graduation programs;
- Sports stories in the local newspaper including photos of athletes and/or team statistics showing weight and height of team members;
- A photo of your child in the district newsletter depicting him or her at work in their classroom.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations, by law, without a parent's prior consent.

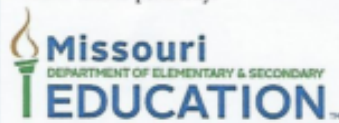
PLEASE NOTE: While the district will honor the request of any parent who has submitted written notification opting their child out of publicity efforts, the district is not responsible for media that covers news happenings, sporting events or school events, such as Community Day.

Reference: MSBA Board Policy JO



The 98th Missouri General Assembly passed legislation in 2016 which required the State Board of Education, in consultation with the CTE Advisory Council, to establish minimum requirements for a career and technical education (CTE) certificate that a student can earn in addition to his or her high school graduation diploma. Beginning July 1, 2017, students entering high school in school year 2017-18 and thereafter shall be eligible to earn a career and technical education (CTE) certificate.

The requirements set forth by the State Board of Education are intended to provide students with the necessary technical and employability skills to be prepared for an entry-level career or additional training in a technical field. Students must meet all requirements in order to receive the CTE certificate. It is intended that schools support student efforts to accomplish these requirements through the development and monitoring of the individual personal plan of study based on a career pathway.



Certificate Criteria

The requirements for the CTE Certificate are as follows:

1. Meet all requirements set forth in state and local board of education policies related to earning a high school diploma.
2. Qualify as a career and technical education (CTE) concentrator. A CTE concentrator is defined as a student who has earned three or more credits in a sequence in any department-approved career education program area as defined on the student's personal plan of study.
3. Maintain a minimum grade point average of 3.0 on a 4.0 point scale in the CTE area of concentration as defined on the student's personal plan of study.
4. Pass an approved Technical Skill Assessment (TSA) and/or earn an approved Industry-Recognized Credential or Certificate (IRC) aligned with the student's CTE area of concentration.
5. Complete a minimum of 50 hours of appropriate work-based learning experiences aligned with the student's CTE area of concentration. Work-based learning experiences may include Registered Apprenticeships, Cooperative Career Education programs, internships, clinical settings, job shadowing, entrepreneurial experiences, school-based enterprises, structured business/industry field trips, service learning or other opportunities that provide students with real-time, authentic work experiences.
6. Maintain at least a 95% attendance record overall for grades 9-12.
7. Demonstrate attainment of soft-skills/business skills. The requirement can be met in one of three ways:
 - Active participation in a Career and Technical Student Organization during the junior or senior year; or
 - Score at proficient or advanced level on a district-developed or adopted soft-skill/ethics assessment during the junior and/or senior year; or
 - Three or more letters of recommendation, from at least three different business or industry employers or other individuals who have knowledge of the student and can assure that the student has a high level of soft-skill efficacy and is career ready. Letters may not be from a relative or student.
8. Achieve a score at or above the state standard on any department-approved measure(s) of college and career readiness, for example, the ACT*, SAT*, ACT-WorkKeys*, or the Armed Services Vocational Aptitude Battery as determined in the most current MSIP performance standards. Schools are to use the .75 weighted measures described in the Assessment Scores Matrix as the standard. This matrix is found in Appendix C of the MSIP 5 *Comprehensive Guide to the Missouri School Improvement Program*, 2016.



The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Agc Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email civilrights@dese.mo.gov.

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JULY					0
Mo	Tu	We	Th	Fr	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
31					

AUGUST					9	12
Mo	Tu	We	Th	Fr		
	1	2	3	4		
7	8	9	10	11		
14	15	16	17	18		
21	22	23	24	25		
28	29	30	31			

SEPTEMBER					18	19
Mo	Tu	We	Th	Fr		
				1		
4	5	6	7	8		
11	12	13	14	15		
18	19	20	21	22		
25	26	27	28	29		

OCTOBER					20	21
Mo	Tu	We	Th	Fr		
2	3	4	5	6		
9	10	11	12	13		
16	17	18	19	20		
23	24	25	26	27		
30	31					

NOVEMBER					17	19
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		1	2	3		
6	7	8	9	10		
13	14	15	16	17		
20	21	22	23	24		
27	28	29	30			

DECEMBER					14	14
Mo	Tu	We	Th	Fr		
				1		
4	5	6	7	8		
11	12	13	14	15		
18	19	20	21	22		
25	26	27	28	29		

Perry County School District #32 2023-2024

July 29 - Aug. 6 Sports Dead Week
 Aug. 7-9 New Teacher Days
 Aug. 15-17 All Staff Workshop Days
 Aug. 21 1st Day of Student Attendance Grades 1-12

Aug. 23 Kindergarten First Day of Attendance

Sept. 4 Labor Day - No School

Sept. 21 Collaboration/PD - No School

Sept. 22 East Perry Fair - No School

Oct. 13 Mid-Term Grade (37 days)

Oct. 19 Parent Teacher Conference - No School

Oct. 20 - Fall Break - No School

Nov. 20-21 Collaboration/PD - No School

Nov. 22-24 Thanksgiving Holidays - No School

Dec. 20 Dismiss at 11:30 - 1st Semester (77 days)

Dec. 21 - Jan. 3 Christmas Break - No School

Jan. 2-3 Collaboration/PD - No School

Jan. 15 MLK Day - No School

Feb. 15-16 Collaboration/PD - No School

Feb. 19 Presidents' Day - No School

Mar. 11 Mid-Term Grade (45 days)

Mar. 27 Collaboration/PD - No School

Mar. 28 - Apr. 1 Easter Break - No School

Apr. 8 - Eclipse - No School

May 17 Last Day of Senior Attendance - Graduation

May 22 Dismiss at 11:30 - Last Day of School

End of 2nd Semester (91 days)

JANUARY					19
Mo	Tu	We	Th	Fr	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			

FEBRUARY					18
Mo	Tu	We	Th	Fr	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29		

MARCH					18
Mo	Tu	We	Th	Fr	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

APRIL					20
Mo	Tu	We	Th	Fr	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30				

MAY					16
Mo	Tu	We	Th	Fr	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	

JUNE					0
Mo	Tu	We	Th	Fr	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	

Students dismissed at 11:30

New Teacher Days

No School

Mid-Term Checkpoints

Teacher Days - No School

Student Days: 169

Teacher Days: 181

2023-2024 BOE APPROVED 12-14-2022

RETURN THIS PAGE TO YOUR INSTRUCTOR

The Perryville Area Career & Technology Center (PACTC) student handbook is located in each classroom and can be accessed at the following on-line or web page address:

www.pcsd32.com

Grades, attendance, assignments, discipline, etc. can be accessed or reviewed at any time by logging into District 32's student and parent portals. Registration/log-in/access to the portals are located at the following web address:

www.pcsd32.com

My signature and printed name below indicate that my parent/guardian and I have reviewed and know where to locate the PACTC student handbook and student and parent portals. Further, I understand by signing my name below I am responsible for the content of the PACTC student handbook and will meet or exceed all expectations stated in said handbook. Furthermore, I understand this acknowledgement/signature page is **to be signed by all parties and returned to my instructor**.

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Student Printed Name: _____

Student Signature: _____

Date: _____

RETURN THIS PAGE TO YOUR INSTRUCTOR

Instructor Signature: _____

Program Name: _____

Date: _____