



2021-2022 Program Information

Director of CTE.....Sara Nicodemus, snicodemus@cville.k12.in.us; cell: 260.610.3792
CTE Program Coordinator Ande Warren, awarren@cville.k12.in.us
Career Guidance & Work-Based Learning Coordinator Patrick Francis, pfrancis@cville.k12.in.us

Daily Schedule:

AM Session: 7:45-10:00 am
Midday Session: 10:00-12:15 (Pre-Nursing only)
PM Session: 12:45-3:00 pm

Two Hour Delay Schedule:

AM Session: 10:00-11:30 am
Midday Session: 11:30 am-1:00 pm (Pre-Nursing only)
PM 1:30-3:00 pm

*unless specified in program information below

Automotive Services Mr. Fletcher, bfletcher@cville.k12.in.us
Paul L Pfledderer Building, 222 E Market St, Crawfordsville, IN 765.362.4354
Open House Orientation: Thursday, August 5th
First day of program: Tuesday, August 10th

Business Administration Ms. Howden, mhowden@ivytech.edu
Ivy Tech, 2255 Phil Ward Blvd, Crawfordsville, IN 765.359.0570
Orientation Meeting: Wednesday, August 11th
First day of program: Wednesday, August 18th
*Schedule will be set by Ivy Tech Community College

Cosmetology Ms. Riddle, mitzi.riddle@comcast.net
Freestyle Academy for Hair, 107 N Meridian Street, Lebanon, IN 765.482.9500
First day of program: Tuesday, August 10th
*Schedule will be set by Freestyle Academy for Hair

Criminal Justice Mr. Coudret, Bob.Coudret@southmont.k12.in.us
Southmont High School, 6425 US 231 South, Crawfordsville, IN 765.866.0350
First day of program: Tuesday, August 10th

Cybersecurity Mr. Baitz, jbaitz@ivytech.edu
Ivy Tech, 2255 Phil Ward Blvd, Crawfordsville, IN 765.359.0570
Orientation Meeting: Wednesday, August 11th
First day of program: Wednesday, August 18th
*Schedule will be set by Ivy Tech Community College

EMT Mr. Shaw, Bryan.Shaw@southmont.k12.in.us
Southmont High School, 6425 US 231 South, Crawfordsville, IN 765.866.0350
Orientation Meeting: Thursday, August 5th
First day of program: Tuesday, August 10th



Fire & Rescue..... Mr. Waddell, Eugene.Waddell@southmont.k12.in.us
Mr. Patton, Nathan.Patton@southmont.k12.in.us
Southmont High School, 6425 US 231 South, Crawfordsville, IN 765.866.0350
First day of program: Tuesday, August 10th

HVAC..... Mr. Riley, criley56@ivytech.edu
Hosted by Ivy Tech at Crawfordsville High School, One Athenian Dr, Crawfordsville, IN 765.362.2340
Orientation Meeting: Wednesday, August 11th
First day of program: Wednesday, August 18th
*Schedule will be set by Ivy Tech Community College

Health Science Education II: Pharmacy..... Mrs. Lewis, alewis@nm.k12.in.us
North Montgomery High School, 5945 N US Hwy 231, Crawfordsville, IN 765.362.5140
First day of program: Tuesday, August 10th
*online course; schedule provided by Instructor

Precision Machining..... Mr. Yarger, richard.yarger@vinu.edu
Vincennes University – Haas Training, 316 N Mount Zion Rd, Lebanon, IN..... 317.362.4738
First day of program: Tuesday, August 10th
*Schedule will be set by Vincennes University – see enclosed calendar

Pre-Nursing (CNA)..... Mrs. Runyan, arunyan@cville.k12.in.us
Mrs. Franklin, bfranklin@cville.k12.in.us
Ivy Tech, 2255 Phil Ward Blvd, Crawfordsville, IN..... 765.359.0570
Clinical Sites: Wellbrooke of Crawfordsville, 517 Concord Road, Crawfordsville, IN
Ben Hur Health & Rehabilitation, 1375 S Grant Ave, Crawfordsville, IN
Open House Orientation: Thursday, August 5th
First day of program: Tuesday, August 10th

Radio/TV..... Mr. Foxworthy, Matt.Foxworthy@webo.k12.in.us
Western Boone High School, 1205 North SR 75, Thorntown, IN..... 765.482.6143 ext. 3133
First day of program: Tuesday, August 10th

Welding Technology..... Mr. Harp, jharp@nm.k12.in.us (North site)
Mr. Lockhart, jeff.lockhart@southmont.k12.in.us (South site)
North Montgomery High School, 5945 N. US Hwy 231, Crawfordsville, IN 765.362.5140
Southmont High School, 6425 US 231 South, Crawfordsville, IN 765.866.0350
First day of program: Tuesday, August 10th

It is the policy of the West Central Career & Technical Education not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by the Indiana Civil Rights Act, Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title II, Title IX and Section 504 of the Rehabilitation Act of 1973.



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



Partner High Schools

Crawfordsville High School – 765.362.2340, FAX: 765.364.3200

One Athenian Drive, Crawfordsville, IN 47933

Jay Strickland, Principal, jstrickland@cville.k12.in.us

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

Madison Smith, School Counselor (x1092), masmith@cville.k12.in.us

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

Kris Ervin, Students Services Admin Assistant (x1095), kervin@cville.k12.in.us

Send Attendance to: Sarah Ewoldt (x1001), sewoldt@cville.k12.in.us **AND**

Carrie Saunders (x1000), csaunders@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

Josh Cockerham, School Counselor (x234), jcockerham@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

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

Kyle Owens, Assistant Principal, kyle.owens@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

Brittany Newton, School Counselor Secretary (x209), Brittany.newton@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

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



West Central IN CTE General Information

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)*

NOTE: 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 Session- 7:45-10:00 am; Midday Session- 10:00 am-12:15 pm; PM Session- 12:45-3:00 pm. If the class time or location has been approved to be changed, School Counselors and the School Administrator(s) will be notified 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.
- 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, 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 by the student.



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 during the morning session and modified transportation will be provided in the afternoon. 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 must 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.

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 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.