PTEC
STUDENT
HAND BOOK
2023–2024

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WHAT IS PTEC?

Pembina Trails Early College (PTEC) is a program designed by experts in the IT field, post-secondary and Pembina Trails School Division.

All students receiving a seat at PTEC will be attending PTEC's new home in Pembina Trails Collegiate (PTC). PTC is Pembina Trails newest high school and not only will it be home to our highly technical programs in Software Development and Networking and Cyber Security, but also student's compulsory courses from grades 9-12.

In grades 9 and 10, PTEC students will spend the entire day at PTC learning their compulsory and high tech courses. In grades 11 and 12, students will take their compulsory courses at PTC, then transfer to MITT where they will work towards earning their post-secondary diploma in either Software Development or Networking and Cyber Security.
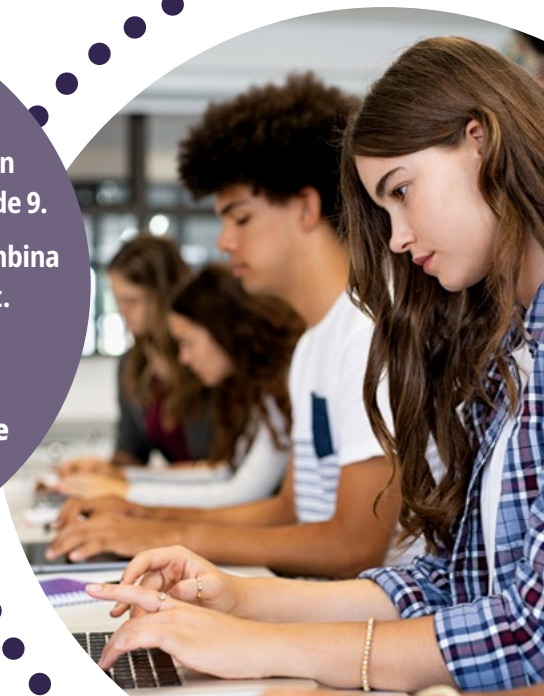
PTEC is a blend of high school, post-secondary and the professionalism of the IT industry and guidance on what is relevant in this field.

PTEC creates a comprehensive and authentic experience for students who are interested in being a part of the digital world.

Students interested in PTEC must apply when they are in grade 8 to begin PTEC at PTC in grade 9.

Students must also reside in the Pembina Trails School Division catchment.

Students interested in learning more should visit: pembinatrails.ca/ptcollegiate

TRANSPORTATION

PTEC is a divisional program and so, we accept students from all corners of the division. Students who gain a seat at PTEC must also attend PTC and MITT.

Transportation plans should be organized and thought through with families before they apply. There is no available transportation supplied by the division. Families will have to find their own way to and from PTC, MITT and home.

PTEC GRADE SCHEDULES

GRADE 9 – PTC ALL DAY	
AM Compulsory	PM PTEC
GRADE 10 – PTC ALL DAY	
AM PTEC	PM Compulsory
GRADE 11	
PTC AM	MITT PM
GRADE 12	
MITT AM	PTC PM

TECHNOLOGY

PTEC students have access to divisional devices that will support their coursework in grades 9 and 10. It is highly recommended that students are able to use a device at home if they can not complete their work at school. From time to time, students are able to sign out devices for a short amount of time to complete a project.

In grades 11 and 12, students are required to have a device that is acceptable to work in the post-secondary area. Specifics for devices will be given to families in grade 10.

SCHOOL SUPPLIES

School supplies at PTC will be class specific and typically not given to students until school begins.

PTEC requires grade 9 and 10 students to begin school with the following:
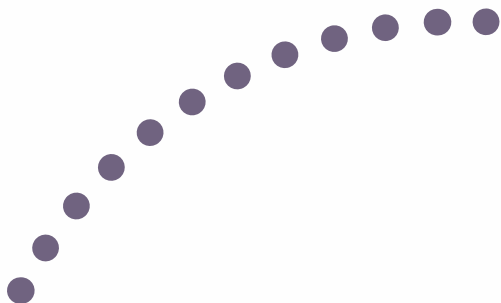
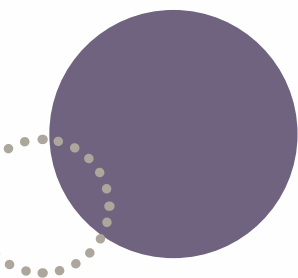• wireless mouse
• headphones
• 32 gig USB

STANDARD OF BEHAVIOUR

Students attending PTEC and PTC are expected to uphold the high standard of behaviour that our community has come to understand and appreciate about our program. That means that our students are expected to be courteous, respectful, kind, and professional in all environments which include but are not limited to: Pembina Trails Collegiate, Bison Run, other Pembina Trails schools, the businesses and homes in the community.

THE FOLLOWING SHOULD GUIDE YOUR ACTIONS:

- **RESPECTFUL INTERACTIONS** with staff and students of Pembina Trails Collegiate, Bison Run School, and our community and industry members.

- **RESPECTFUL INTERACTIONS** with community members

- **RESPECTFUL INTERACTIONS** through email, Teams and other outside applications

- **RESPECTFUL INTERACTIONS** on social media, including GitHub

- **ABSOLUTELY** no bullying, in any form

- **RESPECTFUL** language must be used at all times in our professional learning environment and online

- **RESPECT** for the divisional device must be used at all times

- **RESPECT** for the teacher means that students will not play games during class time

PTEC STUDENTS AGREE TO ETHICS AND APPROPRIATE USE:

- I will not use my computer to play games during class time

- I will not steal other people's intellectual property

- I will not create software for harmful or inappropriate reasons

- I will think about the social and professional consequences of the program I am designing

- I will respect my peers' devices

- I will always use a computer in ways that are considerate and respectful

- I will respect the space provided to me

- I will only use MY code for my assignments, projects and test

- I will uphold the line between helping, collaborating and academic dishonesty

- I will not download any applications or software to the divisional device through the Internet or Microsoft Store without the express permission of a PTEC staff member

PTEC students will follow PTEC guidelines for ethical, appropriate, acceptable use of technology and abide by the policies written for all Pembina Trails students as well as MITT's policy for our students attending MITT in grades 11 & 12.

ATTENDANCE

The success of our students is directly tied to attendance. PTEC is a program which offers accelerated programming in highly technical courses. We require from both students and their family members that they commit to positive attendance in PTEC, Pembina Trails Collegiate and MITT.

ILLNESS: If your child is ill for the whole day or a portion of the day, log on to Edsby to submit your child's absence. Any extended illness must be accompanied by a Doctor's note.

APPOINTMENTS: From time to time, students are required to leave early or arrive late due to an appointment. Please submit your child's absence to Edsby or call the school at **204.489.8989** to let us know when your child will be leaving and who will be picking them up.

EXTENDED VACATIONS: We understand that at times, some families need to extend the regularly scheduled school vacation. Some families plan to visit family members outside of Canada. It is very important that you discuss this trip with Administration before you book it, so that we create a plan can that is best for your child's academics. We will work with families to support the least disruptive times, and plan for the student's success. This is something that we don't take lightly, and highly discourage more than an extra week past regular holiday time. We can not honour or commit to external work given to the child while they are on holidays.

TECH MANITOBA

PTEC is proud to have TECH MANITOBA as one of our pillar partners. We believe that social and workplace mentorship is one of the best ways to explore the tech industry.

Our industry partners supply our students with valuable insight into what a career looks like in positions at highly-sought-after tech companies.

In grade 9, we require our students to participate in Industry Wednesday meetings where students learn from a company lead presentation and a Q & A period with members in leading IT companies.

In grade 10, based on students' marks, and behaviour in class, they are engaged in a year long introduction to project management in the IT sector. This is a highly supported program that allows students to learn valuable skills and behaviours necessary to be successful in the IT field.

If the administration, workplace coordinator, or teacher believe that the student is not ready to be placed in a professional environment, we will let them know ahead of time and the student will stay at school and work on projects which will prepare them for grade 11 industry readiness programming.

Work placements are not optional, and are part of the focused learning that happens at PTEC.

GRADE 9
Social Mentorship
Industry leaders share their careers and career paths

GRADE 10
Workplace Project Management
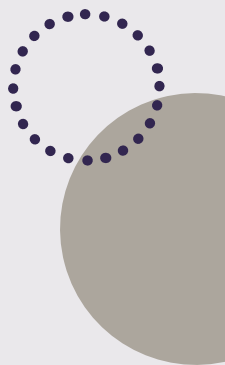Many mentors to many students in a chosen stream

GRADE 11
Industry Readiness
Interview preparedness, resume, job selection

GRADE 12
Work Internship
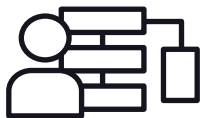Paid for work experience (if applicable)

MANITOBA INSTITUTE OF TRADES & TECHNOLOGY

MITT – GRADES 11 & 12

PTEC's second, post-secondary pillar is the Manitoba Institute of Trades & Technology. MITT plays a key role in our PTEC education system, providing skills training leading to employment through its strong ties with industry. MITT provides our students with innovative pathways to quality post-secondary education.

PTEC partners with MITT to supply our students with post-secondary diplomas in one of two streams: Network and Systems Administrator or Software Developer.

NETWORK AND SYSTEMS ADMINISTRATOR

Students in the NSA program train for these vital roles, gaining specialized and in demand knowledge and skills through hands-on learning with industry standard hardware and software so they can:

• Perform IT network analysis

• Identify anomalous activity and potential threats to resources

• Design and implement appropriate courses of actions using industry standard computer network defence tools

• Perform virtualization and secure integration of cloud services into existing IT structures

SOFTWARE DEVELOPER

Students in the SD pathway acquire the knowledge, skills, and abilities to qualify for a Junior Full-Stack Software Developer.

Students work on projects that emphasize quantitative reasoning, analysis and problem solving, technical writing and communications, and disciplined development of modern front-end and back-end software systems.

MITT continuously updates their curriculum to reflect current technologies and trends in the industry.

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