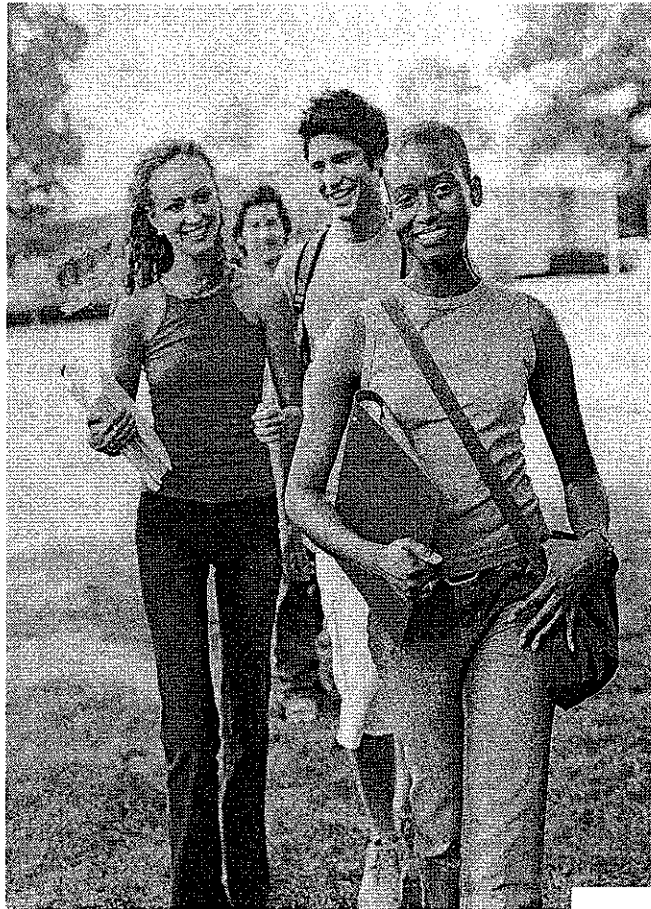


Invest in Your
Future...



Learn a Skill
with
Career & Technical
Education

Kankakee Area Career Center 2009-2010



P. O. Box 570
Bourbonnais, IL 60914
Phone: 815-939-4971
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Web site: www.kacc-il.org



KANKAKEE AREA CAREER CENTER
STUDENT HANDBOOK

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Dear Student:

Welcome to the Kankakee Area Career Center. The program you are entering has been carefully organized to provide you with the best we can offer in career and technical education. We encourage you to attend regularly and take advantage of all that will be provided. At the end of your program you will be ready to continue on to the next step as you pursue your career goals whether it is further education, immediate employment or both. We will offer you the opportunity to "PREPARE FOR TOMORROW" by getting you ready to meet the demands and challenges of future work and/or advanced education. You will be prepared to work in a worldwide marketplace using applied technology in a diversified and changing business atmosphere. THE REST IS UP TO YOU!!

The **KANKAKEE AREA CAREER CENTER (KACC)** located in Bourbonnais, Illinois, is a high school level institution and a cooperative agency offering elective career and technical programs for students from fourteen high schools in three counties. Although the primary purpose of KACC is to provide students with employable skills, KACC serves both the non-college bound student as well as the college-bound student. Whether you are interested in attending a trade school or obtaining employment upon graduation from high school, interested in obtaining technical skills, or are college bound, your course will be of benefit to you.

Thirteen programs are offered by the Career Center, spanning a wide range of occupational areas. Although all programs are designed as two-year programs, students may elect to take a program for one or two years. Programs are offered for three high school credits per year with tuition being paid by the sending school district on a per capita basis. Students spend two hours per day of instructional time at KACC. Transportation is provided by each school.

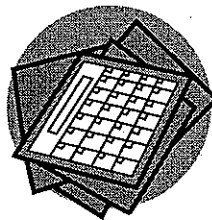
The philosophy of the **KANKAKEE AREA CAREER CENTER** is based on the concept that all students, regardless of creed, race, economic level or academic level should have an equal opportunity to participate in and profit from high quality career and technical programs. Programs are based on the needs of the communities served and are made available to juniors and seniors in the Kankakee Area Regional Vocational Education System (KARVES).

American education recognizes two basic needs common to all people. First, the need for basic academic education required to participate fully as a socially responsible citizen. Second, the need for each person to possess those specialized skills and knowledge required for economic productivity. It is the intent of the Kankakee Area Career Center to be the vehicle by which an individual will be able to realize his/her potential by "*preparing students for tomorrow.*"

Career and technical education not only provides education in a specific skill area, it also provides further education in the basic skills needed to succeed not only in today's world, but in tomorrow's world as well. The Center, an extension of the schools within the region, increases the feasibility to provide expanded career and technical programs for students by cooperatively sharing available resources and costs.

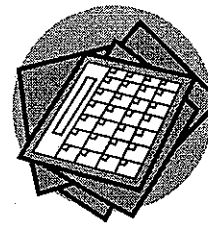
SECTION A

SCHOOL CALENDAR/ TIME SLOTS



School Calendar/Schedule

Kankakee Area Career Center 2008-2009 School Calendar



First Semester

Aug. 24,25	Opening Day Institute for Teachers
Aug. 26	First Day for Students
Sept. 7	Labor Day (No School)
Oct. 9	Institute Day (No School)
Oct. 12	Columbus Day (No School)
Oct. 23	End of 1st Quarter
Oct. 26	First Day of 2nd Quarter
Nov. 11	Veterans Day (No School)
Nov. 24	Parent/Teacher Conferences (4:00-7:00 pm)
Nov. 25	Parent/Teacher Conferences (8:00-12:00)
Nov. 26	Thanksgiving Vacation (No School)
Nov. 27	Thanksgiving Vacation (No School)
Dec. 15-16	Semester Exams
Dec. 22	End of 2nd Quarter/1st Semester
Dec. 23	Winter Break Begins (No School)

Second Semester

Jan. 4	School Resumes/Start of 3 rd Quarter
Jan. 18	Martin Luther King Holiday (No School)
Feb. 15	Presidents Day (No School)
Mar. 1	Casimir Pulaski Day (No School)
Mar. 12	End of 3rd Quarter
Mar. 15	First Day of 4th Quarter
Apr. 2	Spring Break Begins (No School)
Apr. 12	School Resumes
May 31	Memorial Day (No School)
June 2	Last Day of Student Attendance

Time Slots for Participating Schools

Students attend the Career Center during the assigned time slot for their home school. The following is a schedule of the assignments for the participating schools:

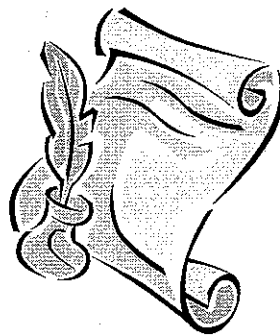


Session 1 8:15 – 10:15 a.m.	Session 2 10:25 a.m. – 12:25 p.m.	Session 3 12:55 – 2:40 p.m.
Bishop McNamara Beecher BBCHS St. Anne Momence Manteno Iroquois West Watseka Donovan	BBCHS Herscher Kankakee Clifton Central	BBCHS Grant Park Kankakee Momence Peotone

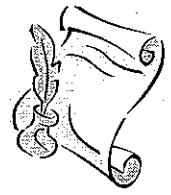


SECTION B

ENROLLMENT/ GENERAL POLICIES



ENROLLMENT/GENERAL POLICIES



Enrollment Procedures

Enrollment at the Kankakee Area Career Center is determined by the principal and counselor of the home school along with the parent. The KACC Principal annually conducts a multimedia presentation with the sophomore and junior classes of the participating schools to inform students of the opportunities available at the Kankakee Area Career Center. Individuals interested in attending classes at the Career Center should see their counselor for an application before their junior or senior year. Upon approval of the home school principal and counselor, the student will be admitted to KACC.

Changing Classes at KACC

Class changes are not permitted without the consent of both the home school and the KACC Principal. A Course Change Form must be completed and signed by both the home school counselor and your parent/guardian.

Dropping Classes at KACC

When it is necessary for a student to drop a KACC program, the student must secure permission from the home school and Career Center Principal's Office. All drops, except for those due to severe cases of discipline, are initiated by the home school.

Change of Address

Students should report any change of address or telephone number to the Principal's Office so records can be kept up to date.

Check Out Procedures

Students are accountable for a preliminary check of all materials during the 4th Quarter. All materials must be accounted for by the home school's last day of attendance. Special certificates or awards will not be presented to students with outstanding obligations.

Fundraisers

Fundraisers are employed from time to time to enable KACC organizations and courses to expand experiences beyond the regular classroom. Students must follow all KACC and KACC instructor rules/policies, home school rules/policies and bus company/driver rules/policies regarding fund raising activities. Abuses of any rule or policy may result in the loss of fund raising activities.

Care of Equipment

Students are to utilize common sense and care while using KACC facility and equipment. Remember, broken or damaged equipment will only serve to slow students' progress. In cases where student damage of tools and/or equipment is considered negligence by the instructor and/or administrator, the student is required to pay for the repair or replacement of such, whichever is appropriate.

Search and Seizure

In order to maintain order and security in the school, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left there by Students

School authorities may inspect and search school property and equipment owned or controlled by the school, such as lockers, desks, and parking lots, as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. This paragraph applies to student vehicles parked on school property. In addition, the principals shall require each high school student, in return for the privilege of parking on school property to consent to school searches of his or her vehicle and personal effects therein, without notice and without suspicion of wrongdoing.

The Director may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc) when there is a reasonable ground for suspecting the search will produce evidence the particular student has violated or is violating either the law or the system's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the Center's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Vandalism

The Kankakee Area Career Center will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property.

Lockers

Hall lockers are provided for each student. Students are required to keep coats and other personal belongings not pertaining to class in their assigned locker and to keep their lockers locked at all times for their own protection. Failure to do so may result in a Level 1 Offense (see Discipline Policy). KACC does not assume responsibility for money or other valuables taken from lockers.

All students are expected to occupy the locker assigned to them. Locker combinations are given only to the student(s) assigned to a particular locker. Students are not permitted to change lockers unless they have received approval from the Principal's Office. Defacing or placing objectionable materials on the locker is not permitted. Students defacing and/or damaging lockers are responsible for repairs and subject to disciplinary action.

Note: All student lockers are property of KACC and are subject to inspection with or without the student's knowledge and/or consent.

BUILDING PROCEDURES

Asbestos Notice

In compliance with the Asbestos Hazard Emergency Response Act (AHERA) students are hereby notified that the Kankakee Area Career Center Asbestos Management Plan is available for public inspection in the Main Office from 8:30 a.m. to 3:30 p.m. weekdays.

Fire Drills

There will be periodic fire drills at the Career Center. These drills will occur without warning. Students should become familiar with the pattern their classroom area to avoid any confusion. The fire warning is a continuous buzzer. When this occurs, all students and staff are to leave the building in an orderly fashion according to designated exits. Equipment should be shut down, lights turned off, windows closed (if applicable). The last person out of the room must close the door. **STUDENTS ARE NOT TO take books, etc., or go to lockers. THEY MUST LEAVE THE BUILDING IMMEDIATELY!** All students are to remain out of the building until the all clear, a continuous ringing of the bell, is sounded.

Pesticides

In the best interest of the students, faculty, and staff of the Kankakee Area Career Center and as required by the Structural Pest Control Act (225 ILCS 235/10.2), this memo has been created. The intention of this notice is to make known to those persons who regularly attend this facility and the parent/guardians of students who attend the Kankakee Area Career Center of the dates of the pest control applications. All applications of pest control service will be made on the 1st Friday of each month during the regular school year. These services will take place after 4:00 p.m. when normal building activities have ceased and all students and teachers have left for the weekend.

Tornado Drills

Tornado warnings are designated by a siren over the intercom system, followed by a call over the public address system. It is called as follows: "**A TORNADO DRILL (or "WARNING" if appropriate) IS IN EFFECT: MOVE TO DESIGNATED AREAS.**" All Clear is a regular class bell. If a tornado is actually sighted, students will be instructed to follow safety procedures after the horn sounds. Emergency procedures are as follows: leave classroom and enter the hall. Face the wall or lockers in the crouch position. Remain in this position and remain quiet to hear further instructions or until the "all clear" is given which is a continuous ringing of the bell. Silence must be maintained in order that students can hear instructions from the teacher. Designated areas are posted in each classroom.

DRESS CODE



General Student Dress

The main concern of the Career Center relative to dress is safety and appropriateness. KACC follows the safety rules and codes established by local industries. Any dress that is deemed, by the administration, to be in violation of the above or inappropriate will be treated as a Level 1 Offense (see Discipline Policy).



Course-Specific Dress Code

Students are expected to have the appropriate clothing for class as specified by the instructor. Violation of the dress code policy will be treated as a Level 1 Offense (see Discipline Policy).



Hats/Headcoverings

Hats/headcoverings may not be worn in KACC classrooms and must be removed and left in student lockers during class time. Individual teachers may, when necessary for class activities, allow students to wear hats in the classroom. Violations will be treated as a Level 1 Offense (see Discipline Policy).

Duffel Bags

Duffel bags, book bags, and backpacks will be allowed at the Kankakee Area Career Center, but are not allowed in the classroom/shop. They must be placed in student lockers during class time. Violation of this policy will be treated as a Level 1 Offense (see Discipline Policy).

Safety Glasses/Safety Procedures

Safety gear, including safety glasses and appropriate footwear, must be worn as specified by the instructor. Dangling earrings are considered a safety hazard and are not to be worn in shop classes. Long hair must be tied back. Violation of safety procedures, i.e. not wearing safety glasses, will be treated as a Level 2 Offense (see Discipline Policy).



GUIDANCE

The Principal is available at KACC to confer with students when the need arises. The subject may be educational, career and technical, or personal in nature. An "open-door" policy is always maintained. The student must obtain a hall pass from the instructor to come to the Principal's Office.

The KACC Principal is not a substitute for the home school counselor, but rather will supplement the guidance services that are available in the students' home school.

ILLNESS/INJURY/MEDICATION POLICIES

Injury or Illness

If a student suffers an injury or becomes ill, they are report the matter immediately to their instructor. If the injury occurred at KACC and it becomes necessary to go to the doctor, the home school and/or parent should notify KACC. An accident report on each injury occurring at KACC is kept on file.

Medicine

KACC does not dispense medicine of any type. Any student under doctor's care and taking prescription medicine is to leave the prescription medicine in the Principal's Office at the beginning of the session. At the doctor's prescribed time, the student may come to the Principal's Office at which time they will be allowed access to their medicine. At the end of the session, the student is to pick up his/her medicine and take it home.

Medication for Asthma

Asthmatic students will be allowed to carry their inhaler with parental and physician approval and to self-administer this medication as needed. The necessary permission forms are available in the Principal's Office.

INSURANCE

Insurance

Students are strongly encouraged to obtain accident insurance from their home school that will cover them while in attendance at KACC. Students going on Shadowing/Internship **MUST** provide proof of insurance, i.e. school insurance and/or parental policy as well as proof of current automobile insurance.

PERSONAL PROPERTY

Food and/or Beverage

Students are not to bring food or beverages to the Career Center. Candy and pop from KACC vending machines are allowed in the classrooms at the discretion of the teacher. Any violation of this policy will result in a Level 1 Offense (see Discipline Policy).

Musical Equipment

Pocket/portable radios, CD players, tape players with headphones may be brought to the Career Center, but are not to be taken to the classroom, nor played at the Career Center other than while waiting to go to class or to the bus. The volume must be such that it can only be heard by the individual with the radio. If a student chooses to bring such equipment to KACC, it must be kept in his/her locker. KACC assumes no responsibility for the theft or loss of such item.

All other musical reproduction equipment (i.e. boom boxes, radios/players without headphones) are prohibited at the Career Center. Any violation of this policy will be treated as a Level 2 Offense (see Discipline Policy).

Pagers/Cell Phones

In order to maintain a quiet and orderly learning environment, students are not allowed to use or have, in the "ON" position, any electronic signaling and cellular radio telecommunication device while at the Kankakee Area Career Center. Electronic signaling devices include pocket and all similar electronic paging devices. Cellular radio telecommunications devices include, but are not limited to, Personal Digital Assistant devices, walkie-talkies and devices that incorporate voice communication or can function as a cellular phone. The use of Personal Digital Assistant devices for instructional purposes is generally permitted, but the administration and/or the classroom teacher may limit their use.

Students at the Kankakee Area Career Center may store cellular phones (that are turned off) in their lockers. The Kankakee Area Career Center is NOT responsible for a lost or stolen cell phone.

Any violation of this policy may result in the electronic device being confiscated and violations may be treated as a Level 2 Offense (see Discipline Policy).

Laser Pointers

Laser pointers are not permitted at KACC unless authorized by and under the direction of an instructor. Violation of this policy will result in a Level 2 Offense (see Discipline Policy).

Lost and Found

Any "lost and found" items should be reported to the Main Office. If a student finds an item at KACC, they are to turn it in to the Main Office. Likewise, any student who loses an item of value while at the Career Center can check the Main Office to see if it has been turned in.

STUDENTS/VISITORS ON CAMPUS

Building Exit Procedures

All students are to exit the building using the UPPER LEVEL MAIN DOORS. Cosmetology students are the only exception and may use the LOWER LEVEL DOORS to exit the building.

Hall Permits

A student **must** have a signed pass in order to leave the room to go to the office, restroom, or any other place in the building. A signed pass may be obtained from the instructor. A student may be required to show a pass by any school personnel. Failure to do so will result in a violation of the policy. Passes are issued at the discretion of the instructor. Only one student at a time will be issued a pass from class. Being in the hall without a pass will be treated as a Level 1 Offense (see Discipline Policy).

Loitering

Students are to report directly to class and are to refrain from loitering in the hallways and/or on school property upon entering and exiting the building. Violations will be treated as a Level 1 Offense (see Discipline Policy).

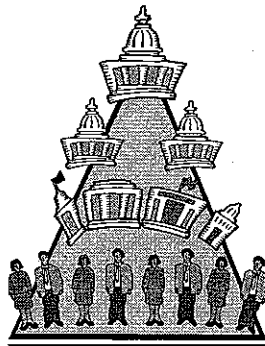
Visitors

Anyone Visiting KACC is requested to report to the **MAIN OFFICE** for clearance. Students of the Career Center who wish to have someone visit their class can obtain "Visitor's Permit" form and file the completed form with the Main Office at least one day in advance of the visit. Do not bring visitors to your class without prior permission. Instructors will not grant permission without the appropriate visitor's form. This is not a ticket to travel the building, but an opportunity to visit a class. Violations of this policy will result in Level 1 Discipline problem to the involved Career Center student(s).

STUDENT ORGANIZATIONS

Student organizations are available for participation. For more details about each club, students should contact their instructor or the KACC Principal. Some of the clubs available are:

- **Skills/USA**
- **Future Business Leaders of America (FBLA)**



SECTION C

ATTENDANCE POLICIES





ATTENDANCE POLICY (Absenteeism, Tardiness, Late Arrival and Early Dismissal)

Absenteeism is not only one of the greatest causes of failure, but a major cause for loss of employment. At KACC we believe student attendance is an integral part of the total learning experience. We take a very strong position on the need for students to be in attendance on a regular basis. KACC simulates business and industry; therefore, we expect students to develop and maintain a good attendance record. A student's attendance record is an important part of the recommendation KACC provides potential employers. Since regular attendance is of the utmost importance to future employment, the following attendance policy has been established.

Attendance Reports

Attendance is taken shortly after the bell rings for each time slot. Students are expected to report directly to class when the bell rings. Home schools are contacted during each time slot to report any absences.

Absences Due to School Sponsored Events

The Career Center realizes students may have responsibilities at their home school which may make it necessary to pre-arrange a day's absence. Pre-arranged absences are counted against the certificate hours. **All work missed must be completed!** Prior arrangements must be made for the following approved school sponsored events:

Field Trips	Musical Events
School Plays	Assemblies
Sport Events	College Visitation Day (authorized by home school)

Students must obtain and complete the appropriate form and return to the Principals Office prior to the scheduled event. It is the responsibility of the student to contact his/her instructor prior to the absence to determine what he/she will miss during the absence. All make-up work is due on or before the day of return from the absence. Additionally, students will participate in any KACC activity (test, quiz, etc.) which may occur on the day of return from absence.

Absences Due to Being Homebound

Occasionally it may become necessary for a student to be placed on homebound. When this occurs, KACC will readily work with the homebound student's home school. Upon request from the home school, the KACC instructor will provide material for the homebound student to complete. **Upon completion of the material, it is to be returned to the KACC instructor for grading.** After receiving completed work, the instructor will provide new assignments for the student to complete. This process will continue as long as requested by the home school.

Although a student is homebound, they are expected to complete assignments equal to those administered to students in attendance at KACC. **Kankakee Area Career Center shall make the final determination of the grade for any homebound student.** The grade shall be based upon work completed while in attendance and work completed while homebound.

Make-up Work for Absences

Due to the large amount of lab and shop work involved in the courses at KACC, it is difficult, if not impossible, to make up work missed in many classes. Since attendance is required to complete much of the work assigned, it is difficult to obtain a good grade when days are missed. Excessive absences could result in a poor, or even failing, grade. **Make-up work is the responsibility of the student.**

- **Assignments**

Students will be allowed to make up missed assignments any time they are absent. Students absent for one day will be given one day to “make up” the assignment. Students absent for two days will have two days to “make up” the assignment; absent for three days will have three days to complete missed assignments; etc. This “make up” assignment will count toward the students “Productivity Grade”, which is 60% of their grade. Late work will be accepted and credit given will be up to the discretion of the teacher. No work turned will result in zero credit for the work from the day the student was absent.



- **Employability Skills Points**

Instructors perform daily grading of “Employability Skills”, which is 40% of the student’s grade. Students can receive 10 points per day. If a student is absent, he/she will receive zero points for “Employability Skills” on the day of the absence. The only exception to this is if the student is involved in a school-sponsored event and submits a KACC prearranged form.



Tardiness

Students are expected to report to the classroom before going to the restroom or any other part of the building. Failure to be in the room at the beginning of class will be considered a tardy. Tardy slips may be issued by the instructor, or by the Main Office. The instructor receives the white copy and the yellow copy remains in the student’s folder. The following disciplinary policy regarding unexcused tardies will be invoked at the beginning of each semester.

- 1st Unexcused Tardy.....Warning
- 2nd Unexcused Tardy.....”0” for Day in Employability Skills
- 3rd Unexcused Tardy.....Becomes a Level 1 discipline problem

An excessive number of tardies will be reviewed, resulting in possible parent conference and/or moving into discipline procedure.

Late Arrival

Students arriving late due to a late school bus will not be counted tardy. If a student finds it necessary to arrive late for another reason, a parent must call the home school to inform them and receive approval for the means of transportation. Upon arrival to KACC, the student is to report directly to the Main Office, where the home school will be called to verify. Any student arriving late without the approval of the home school principal (or his/her designated person) will be considered unexcused and possible further disciplinary action will be taken.

Early Dismissal

No student will be allowed to leave KACC by any means other than the school provided bus without prior approval. Any student needing to leave KACC before scheduled departure time must have a parent/guardian call the home school to request permission. If permission is granted, the home school will notify KACC. The parent/guardian will be required to come in and sign the student out. Violations will result in a Level 2 Offense.

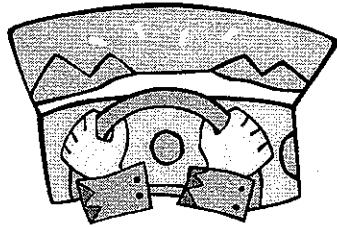
Overnight Field Trips

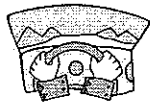
Occasionally Career Center teachers may offer an overnight field trip to his/her students. **If such a trip is offered, the parents/guardians of the student will be required to participate in a meeting with the sponsoring teacher.** Any participating student will be required to sign an Overnight Field Trip Student Responsibilities Form. No student will be allowed to attend the trip who has not signed the Responsibilities Form.



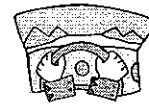
SECTION D

DRIVING POLICY





DRIVING POLICY



Each high school provides bus transportation to and from the Career Center. For this reason, students are not permitted to drive to KACC. Under one of the following three circumstances, students are allowed to request permission to drive to KACC **for one-day situations only**:

- With written permission from the home school principal
- For field trip arrival or departure
- For training purposes

In order for a student to drive to KACC for reason two or three above, the procedures listed below must be followed. Driving without written permission from the home school principal may result in a Level 1 Offense, but will normally be considered a Level 2 Offense. Likewise, a violation of any KACC driving procedure will result in similar disciplinary action.

Driving for Field Trip Purposes

Students driving for field trip purposes will adhere to the following steps.

1. Student will notify his/her instructor that he/she will be driving and advise instructor of any passengers they will be carrying in their vehicle.
2. Upon arrival at KACC, the student will park his/her car in the visitor's lot at the far north end of the parking area.
3. Student will proceed to front entrance of school.
4. Student will sign in at the Main Office and provide the office with his/her name, make of car and car license plate number.

Driving for Training Purposes

Students enrolled in a KACC class may be permitted to drive for purposes of training in their course area. Examples include Auto Technology students bringing in their vehicle for classroom work, Welding students transporting materials for classroom assignments, Computer Technology students bringing in equipment for classroom work, etc. Driving for training purposes requires **advance approval** and students will be required to adhere to the following steps:

Prior to the day the student is requesting to drive to KACC:

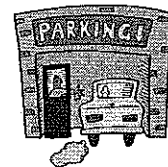
Student	Bring a driving permit and work order to the Main Office. Both forms must be completed and signed by student and instructor of class doing the work.
Main Office	Assign a number to both forms
	Log information from forms into Work Order Book
	Send student to KACC Principal's Office for approval and signature on permit.
Principal's Office	Review and approve forms as appropriate, retaining the bottom copy for their records. Give remaining copies of forms to student.
Student	Obtain signatures from home school principal and parent prior to the day they drive to KACC.

On the day the student drives to KACC:

Student	Drive to KACC, carrying NO passengers in their vehicle either to or from KACC. No illegal or unauthorized items may be in the auto when on KACC property.
	Park car in back of KACC (near Auto Shop).
	Walk to front of school and enters KACC with other students.
	Report to Main Office to turn in white copy of driving permit (must e signed by home school principal and parent).
	Pay work order charge and any supply/parts costs; obtain receipt
	Bring receipt to course instructor
Instructor	Ask student to produce receipt showing payment of work order charge <u>before allowing student to perform work</u>
Principal's Office	Following bell for each session, check to see that completed driving permits have been turned in to match all pink copies for that day and time slot. Check with Auto Shop or other course instructor for any missing permits

Minimum Shop Charges for Training Purposes:

- In-Class Students.....\$5.00
- Students From Other Classes.....\$8.00



Driving Policy on Saturdays and During the Summer Months for Cosmetology

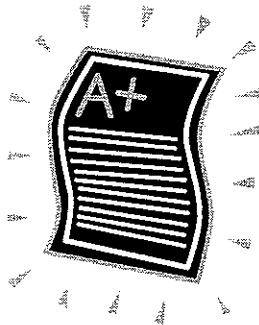
Students will be allowed to drive to KACC on Saturdays and during the summer months while attending the Cosmetology program. Classes start at 8:30 a.m. and end at 4:30 p.m. **Students who have not graduated from high school:** Upon arrival students will not be allowed to leave as KACC has a closed campus policy. Students who need to leave KACC for any reason prior to 4:30 p.m. must bring a note from home signed by a parent designating the time the student needs to be released.

Driving Policy for Internship Program

Students will be allowed to drive to a worksite as necessary for them to complete their Internship Program. Satellite driving permits can be requested and will require the approval of the KACC Principal, home school principal, parent and Internship instructor and proof of automobile insurance.

SECTION E

GRADING POLICY



GRADING POLICY

Grades are reported to the home schools at the end of each nine (9) week grading period. Grades are also reported directly to the student. Parents will be able to access their son's/daughter's progress via the Internet. This is a secure network whereby you or your parents will only be able to access your grades. We encourage parents to do this. A user ID and Password will be issued to parents at the beginning of the school year.

Classroom Grades

The following grades may be earned by a student:

A – Superior

B - Above Average (Good)

C – Average

D - Below Average (Poor)

F - Failing

I - Incomplete



Grading Scale

A small graphic of a document with a large 'A' written on it, surrounded by a decorative border.

<u>Grade</u>	<u>Score Range</u>
A+	100 -98
A	97 – 95
A-	94 – 93
B+	92 – 90
B	89 – 87
B-	86 – 84

<u>Grade</u>	<u>Score Range</u>
C+	83 – 81
C	80 – 78
C-	77 – 75
D+	74 – 72
D	71 – 68
D-	67 – 65
F	64 and below

Progress Reports

The Career Center considers your career and technical development of extreme importance. We, therefore, monitor your progress as closely as possible. The progress report communicates to the principal, counselor, parent, and student how the student is progressing.

Any student receiving a "D" or "F" grade at the middle of the quarter will receive a progress report at that time. Additional progress reports will be sent as the need arises during the school year. If a student receives a progress report, it may be advisable to set up a conference with the KACC principal, the instructor, the home school counselor, the parent and the student.

Incompletes

A student who receives an "incomplete" has until ten (10) days from the end of the quarter to make up any deficiencies. (No incompletes are issued for the 2nd semester). At the end of the ten (10) days the "incomplete" work becomes a "zero" and is averaged in with all other grades.

If an incomplete is determined to be a medical incomplete, then additional time may be granted to complete the work. All work must be completed by the end of the year.

Quarter Grades

A student's quarter grade is made up of a combination of classroom/academic achievement and achievements in the area of employability skills. Each area counts toward the quarter grade as follows:

- **Productivity.....60%**
(Includes all classroom activities, tests, quizzes, homework, lab, and any academic achievement from the Learning Center.)
- **Employability Skills.....40%**
(Includes participation, work ethic, cooperation, following directions, staying on task, teamwork and other workplace skills.)

Semester Grades

A student's semester grade is comprised of a combination of their two quarter grades and their semester exam. Each of the quarter grades counts for 40% of the semester grade, and the semester exam will count for 20%.

Grading Period Schedule

	<u>Begins</u>	<u>Ends</u>
1st Quarter	Aug 26	Oct 23
2nd Quarter	Oct 26	Dec 22
3rd Quarter	Jan 4	Mar 12
4th Quarter	Mar 15	Home School's Last Day



LEARNING CENTER

Because employers demand competency in reading and math, improving these skills is the top priority of the Learning Center. Through KARVES (Kankakee Area Regional Vocational Education System), the KACC Learning Center offers assistance in both applied reading and math as they apply to their KACC Course.

The Learning Center is staffed with degreed instructors and administered by a certified chairperson. Individual and small group support is provided to ensure each student's success in his/her chosen CTE field at KACC.

At the beginning of each school year, all KACC juniors and newly-enrolled seniors are tested in their math and reading skills through the WorkKeys test (Applied Academics portion of the PSAE Test). Students who do not meet the State standards set in either applied math or reading for information are identified for tutoring assistance in the Learning Center.

Students who attend the Learning Center do so twice per week, for 40-minute intervals over a 10-week period. This small amount of time in a more individualized learning environment offers students the huge benefit of enhancing their reading and math skills – all a part of the well-rounded education provided at KACC. With the cooperation of the student's course instructor, tutors make every attempt to customize tutoring lessons to relate to the individual student's program area.

During the first semester, tutoring is focused on Reading Skills, including:

- Content Reading (text books, supplementary articles)
- Vocabulary building (general vocabulary as well as specific vocabulary relating to the students' CTE class)
- Comprehension
- Interpretation of
 - Diagrams, charts, blueprints and directions
 - Writing Skills, including word processing

During the second semester, tutoring is focused on math skills, including:

- Fractions, decimals and percentages
- Measurements and graphs
- Proportions and averages
- Applied word problems with emphasis on areas relating to students' CTE class

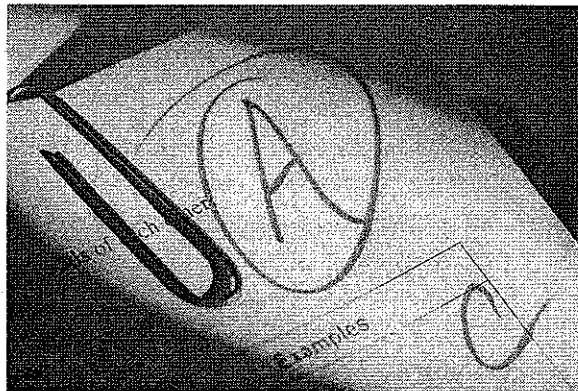
In addition, the Learning Center staff also works on student and employability skills such as:

Test Taking	Resume Writing	Communication Skills
Critical Thinking	Teamwork Skills	Career Awareness
Self Motivation	Job Applications	

Two Senior students will be selected from the Learning Center each year to receive a **\$250 scholarship** toward their continuing education. The funds may be utilized toward a 2 or 4-year college, a technical school or an internship program.

SECTION G

DISCIPLINE POLICY & GRIEVANCE POLICY



DISCIPLINE POLICY

Discipline is a means of fostering the growth of students toward maturity and responsibility. The learning/educational environment of the Kankakee Area Career Center shall be such that the administration and teachers shall demonstrate fair, firm, frank, friendly and flexible attitudes with regard to discipline efforts toward all KACC students. Student behavior which disrupts the educational environment of the Center or endangers others will not be permitted at the Center or at any of its functions. Student discipline and all handbook policies specifically apply to student conduct:

- On school grounds before, during, or after school hours and at any other time when the school is being used for school purposes
- Off school grounds at a school activity, function, or event
- Traveling to or from school or a school activity, function, or event
- Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or an interference with school purposes or an education function.

The Kankakee Area Career Center disciplinary policies may include, but are not limited to, the following disciplinary measures:

- Counseling
- Warnings (verbal and written)
- Loss of hours
- Denial of privileges
- Removal from the classroom
- Detention
- Suspension
- Probation
- Removal from KACC

The Kankakee Area Career Center is an educational extension of the home school. Because of this, the Kankakee Area Career Center must attempt to maintain an extension of the home school's policies. These policies, in combination with the policies developed by the Kankakee Area Career Center, represent the discipline procedures to be followed by the Kankakee Area Career Center staff, faculty and administration. The home school will be contacted and consulted on all discipline incidents. Disciplinary consequences will be the result of communications between the home school and the Kankakee Area Career Center administration.

Any problems considered to be of such a nature that it requires disciplinary action may be referred to the KACC Principal. Prior to receiving a disciplinary action, the student shall be given the opportunity to deny, and/or to explain his/her misconduct to the classroom teacher and/or KACC Principal (if not available, the home school administrator). These referrals are the last means by which a classroom teacher or staff member may deal with a disruptive or unlawful student.

The following pages provide a summary of the discipline categories, and the corresponding disciplinary actions taken at KACC for each level. The examples given are not all inclusive, but are intended to give an overview of the Center's disciplinary policy.

Discipline Levels

Discipline offenses fall into one of four basic categories:

<u>Level 1 Offense</u> (Includes, but not limited to)	<u>Level 2 Offense</u> (Includes, but not limited to)
<ul style="list-style-type: none"> • Disruptions • Unintentional safety violations • Misuse of hall pass • Out of assigned area • Refusal to follow directions • Refusal to do work • Loitering 	<ul style="list-style-type: none"> • Driving violations • Disrespect • Vulgar language/gestures • Insubordination • Leaving without permission • Horseplay • Intentional safety violation; i.e., safety glasses, • Smoking • Possession of musical equipment other than authorized communication devices

<u>Level 3 Offense</u> (Includes, but not limited to)	<u>Level 4 Offense</u> (Includes, but not limited to)
<ul style="list-style-type: none"> • Fighting • Leaving building without permission • Harassment • Cheating • Unauthorized usage of computers • Bullying/Aggressive Behavior • Membership/Pledge to secret society • Possession of sexually explicit material 	<ul style="list-style-type: none"> • Stealing or being in possession of stolen goods • Deliberate damage to customer/school property • Possession of weapons, firebombs, guns, knives, etc. • Being under the influence of, in possession of, or sale of alcohol/drugs and/or look-alikes, or combining with other students to bring or sell alcohol/drugs on school grounds • Bomb threats, false fire alarms or phone threats • Assaults: <ul style="list-style-type: none"> • Unprovoked assault upon another student • Threatening or physical attack upon a teacher, administrator or any school employee • Setting or causing fires • Inciting or plotting a riot or illegal demonstration • Gang involvement <p style="text-align: center;">These offenses are considered to be criminal offenses, and will not be permitted on KACC grounds, school buses, or at KACC-sanctioned events.</p>

The following is a guideline of the disciplinary actions that may be taken for each discipline level and occurrence of an infraction:

	1st Offense	2nd Offense	3rd Offense
<u>Level 1</u>	In-school suspension	1 to 3 day suspension from KACC	Minimum 3 day suspension. (May become a Level 2 Discipline problem (1 st Offense consequence) and may require a parent conference before returning to KACC.)
<u>Level 2</u>	3 to 5 day suspension from KACC	6 to 8 day suspension from KACC	Becomes a Level 3 Discipline problem (1 st Offense consequence)
<u>Level 3</u>	8 to 10 day suspension from KACC	10 day suspension from KACC	Additional 10 day suspension from KACC for each offense thereafter; possible withdrawal from KACC.
<u>Level 4</u>	First Offense - 1 to 10 days suspension from KACC and/or immediate withdrawal from KACC. Charges may be pressed through the State's Attorneys Office. A parent conference may be required before returning to KACC.		

The following is a list of some infractions and a guide to the disciplinary actions and consequences developed by the Kankakee Area Career Center related to those specific infractions. It must be understood that this information is just a guide and that consequences related to an infraction may become more severe as the situation warrants or as the home school dictates. This list is not a complete inventory of discipline violations or actions. For a more concise discipline overview please refer to your home school Student Handbook or discipline policy.

Alcohol/Drugs

There is absolutely to be no possession, use or selling of alcohol and/or drugs or look-alikes. Violation of this policy will result in a Level 4 Offense.

Membership/Pledge to Secret Society

The possession, display, or use of signs, emblems, symbols, colors, slogans, or graphic materials of unauthorized student organizations and/or those associated with the occult is prohibited at the Career Center and/or any KACC sponsored events. Violation of this policy will be treated as a Level 3 Offense. (See full harassment policy at end of this section.)

Horseplay

KACC will not tolerate improper conduct such as pushing, shoving, teasing, tormenting, throwing of any objects, or any other activity that may be harmful to persons or property while students are on the Career Center grounds. Violations will be treated as a Level 2 Offense. (See full harassment policy at end of this section).

Inappropriate Language and/or Gestures

Blatant use of foul or abusive verbal and/or body language and any written or printed material considered as obscene or pornographic is prohibited at KACC and at all KACC sponsored events in or away from KACC building or grounds. First offense results in Level 2 Offense or higher. (See full harassment policy at end of this section.)

Insubordination to a Staff Member

Insubordination, extreme disrespect to a staff member, immoral or illegal acts and other actions which adversely affect the health, safety, or welfare of other students, faculty, staff, or visitors will be treated as a Level 2 Offense or higher. (See full harassment policy at end of this section).

Photographs/Illustrations/Writing

Possession of any material showing, illustrating or describing any sexual contact or exhibiting, in any fashion, unclothed persons is unacceptable at KACC and will be treated, at a minimum, as a Level 3 Offense. (See full harassment policy at end of this section.)

Sexual Harassment

Sexual harassment in any form, toward anyone, is totally unacceptable, will not be tolerated, and will be considered, at a minimum, as a Level 3 Offense. The aforementioned is a guideline. The discipline consequence may be more or less at the discretion of the KACC principal. (See full harassment policy at end of this section.)

Smoking/Chewing Tobacco

There is absolutely no smoking or chewing of tobacco on KACC premises, grounds, or KACC sponsored events. Violation of this policy will be treated as a Level 2 Offense.

Bullying/Aggressive Behavior

Bullying is defined as using any type of aggressive behavior that does physical or psychological harm to someone else and/or using other students to engage in such conduct. Violation of this policy will be treated as a Level 3 Offense. (See full harassment policy at end of this section.)

Weapons

A student who uses, possesses, controls, or transfers a weapon, or any other object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year, but no more than 2 calendar years. The Director may modify the expulsion period and the Board may modify the Director's determination, on a case-by-case basis. A "weapon" means possession, use, control, or transfer of: (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1. of the Firearm Owners Identification Act, or use of a weapon as defined in section 24-1 of the Criminal Code; (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs; or (3) "look-alikes" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered

to be a weapon if used or attempted to be used to cause bodily harm. The Director or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, not intended, to do bodily harm.

Harassment of Students Prohibited

No person, including a System employee or agent, or student, shall harass, intimidate or bully another student based upon a student's race, color, national origin, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. The system will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment, intimidation or bullying are handled according to the provisions on sexual harassment below. The Principal/Director shall use reasonable measures to inform staff members and students that KJACC will not tolerate harassment, intimidation and includes this policy in the teacher handbook and policy manual.

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a system employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex that:

1. Denies or limits provision of educational aid, benefits, services or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making Submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidation," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal or Assistant Building Principal, or a Complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the

Principal or Assistant Principal for appropriate action.

The Director has identified the names, addresses and telephone numbers of the Career Center's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:

Don Fay
PO Box 570
4083 N 1000 W Rd.
Bourbonnais, IL 60914

Complaint Managers:

Don Fay
PO Box 570
4083 N 1000 W Rd.
Bourbonnais, IL 60914

Bosa Goodale
PO Box 570
4083 N 1000 W Rd.
Bourbonnais, IL 60914

The Director shall use reasonable measures to inform staff members and students that the System will not tolerate sexual harassment, such as by including this policy in the appropriate handbooks.

Any Career Center employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any Career Center student who is determined, after an investigation to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge with regard to employees, suspension and expulsion, with regard to students.

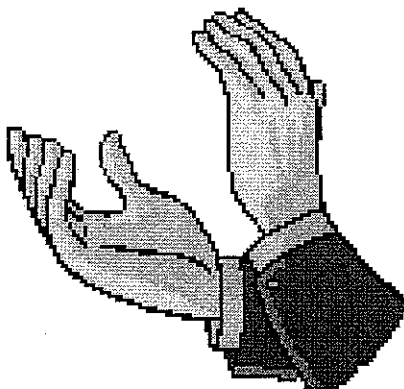
STUDENT GRIEVANCE PROCEDURES

It is the policy of the Kankakee Area Career Center that discrimination will not be practiced in any area or program, and that equity in educational opportunities and facilities will be provided for all students to the fullest extent possible in accordance with all legal requirements, without regard to race, color, religion, national origin, ancestry, sex, or handicap. Nothing contained herein shall be construed to limit in any way the option of KACC and the grievant to resolve any grievance mutually and informally.

- **Step 1:** The student(s) and/or parents should discuss the matter with the person(s) directly involved in the grievance issue. This oral discussion must be held within five (5) school days of the situation causing the grievance.
- **Step 2:** If the communication in Step 1 does not resolve the grievance issue, the grievance must be submitted in writing within ten (10) school days of the situation causing the grievance to the Grievance Coordinator (the Kankakee Area Career Center Principal). A meeting must be held within five (5) school days and a written response returned by the Grievance Coordinator within ten (10) school days of the meeting. (In cases where the KACC Principal is named in the grievance, the process automatically skips this step and moves directly to Step 3)
- **Step 3:** If the grievance issue is not resolved in Step 2, the grievant(s) must appeal the issue in writing to the KACC Director within ten (10) school days from the receipt of the response in Step 2. A meeting will be convened within five (5) school days and a written response made within five (5) school days after the meeting.
- **Step 4:** If the issue is not satisfactorily resolved in Step 3, the grievance must be appealed in writing to the Executive Committee within five (5) school days from the receipt of the response in Step 3. The Executive Committee will hear the grievance and issue a written response to the grievant(s) within ninety (90) school days from the receipt of the written appeal. The decision of the Executive Committee is final.

**SECTION
H**

**STUDENT
RECOGNITION**



STUDENT RECOGNITION

Attendance Awards

All students at KACC are eligible to receive attendance awards. Students who achieve "Perfect Attendance" will have their name placed on the "Perfect Attendance Plaque" recognizing the completion of two (2) full school years without absences. Certificates will be issued on the following criteria:

<u>Criteria</u>	<u>One (1) Year</u>	<u>Two (2) Years</u>
Perfect Attendance	0 Hours Absence	0 Hours Absence
Excellent Attendance	2 Hours Absence	4 Hours Absence
Good Attendance	4 Hours Absence	8 Hours Absence

KACC High Achievers

Students who maintain a "B" or better will be listed as **KACC High Achievers**. Each semester there will be a quarter and a semester High Achiever's List.

Student of the Quarter

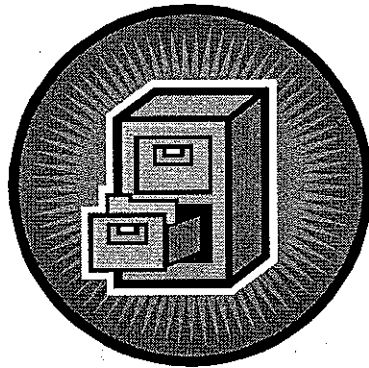
The top achiever from each course will be recognized with a certificate and have their picture displayed in the main corridor. A student from each program will represent the top student from all 3 sessions per quarter.

Certificate of Completion

The following criteria will be used to determine those students who will receive a certificate:

1. Senior standing (2 year completer)
2. B average or better for the first three quarters
3. Good attendance
4. Good employability skills

**SECTION
I
STUDENT
RECORDS**



Student Records

I. What information is included in the student's permanent record?

- A. The permanent record shall consist of:
 - 1. Basic identifying information
 - 2. Academic transcript
 - 3. Attendance record
 - 4. Record of release of permanent information
- B. May also consist of:
 - 1. Honors and awards received
 - 2. Accident reports and health records
 - 3. Extracurricular activities

II. What temporary information is included in the student's permanent record?

- A. Temporary information may include:
 - 1. Family background information
 - 2. Intelligence test scores, group and individual
 - 3. Aptitude test scores
 - 4. Reports of psychological evaluations
 - 5. Secondary achievement level test results
 - 6. Extracurricular activities
 - 7. Honors and awards received
 - 8. Teacher anecdotal records
 - 9. Disciplinary information
 - 10. Verified information/reports from non-educational persons
 - 11. Other verified relevant information
 - 12. Record of release of temporary record information

III. Who may see the student records?

- A. Inspect and Access
 - 1. A parent or any person specifically designated as a representative by a parent shall have the right to inspect and copy all student permanent and temporary records of that parent's child. A student has the right to inspect and copy his/her school permanent record. A parent or student request to inspect and copy records or to allow a specifically designated representative to inspect and copy records, must be granted within a reasonable time, and in no case later than 15 school days after the date of receipt of a written request by the official records custodian.

IV. What are your rights regarding student record information?

- A. Challenges
 - 1. Parents shall have the right to challenge the accuracy, relevance or propriety of any entry in the school student record, exclusive of academic grades of the child. Parents shall also have the right to insert in their child's school student record a statement of reasonable length setting forth their position in any disputed information contained in that record. The school shall include a copy of such statement in any subsequent dissemination of the information in dispute.

V. What is the procedure used when the school deletes or destroys outdated

student records?

A. Parents or eligible students have the right to copy any school record or information therein proposed to be destroyed or deleted. Each school shall maintain student permanent records and the information contained therein for not less than sixty(60) years after the student transferred, graduated, or otherwise permanently withdrew from the school.

B. Schedule for Destruction of Temporary Records. All temporary records of students, both regular and special education, will be maintained for a period of five(5) years prior to destruction of temporary records. Parents, students, or other designated persons may obtain copies of information contained within these files. All requests for copies of information must be submitted in writing to the Principal's Office.

VI. What directory information can be made public?

A. Information that may be designated as directory information shall be limited to:

Identifying information:

1. Name, gender, grade level, and parent's name.
2. Academic awards, degrees, and honors.
3. Information in relation to school-sponsored activities.
4. Course of study

B. "Directory Information" may be released to the general public, unless a parent requests that any or all such information not be released on his/her child or the home school has a policy that prohibits the release of such information.

APPENDIX

1

HEALTH INSURANCE NOTIFICATION FORM



Appendix I: Health Insurance Form

Kankakee Area Career Center
4083 N. 1000W Road
P.O. Box 570
Bourbonnais, Illinois 60914

Dear Parent/Guardian:

While a rare occurrence, at times, injuries occur to students while attending the Kankakee Area Career Center (KACC). KACC requires assurance your child's medical costs are paid for any personal injuries incurred or disease contracted during the course of their time here at KACC or while participating in any KACC program.

To meet this requirement, KACC students must have their own health insurance, and have their parent/guardian sign below to assume responsibility for their child/ward's medical costs. KACC strongly recommends carrying major medical insurance coverage.

_____ is covered by a major medical plan. Yes_ No

(Students Name)

I, _____, will accept responsibility for the costs of
(Parent/Guardian Name)
treatment for any injury incurred or disease contracted while participating in any KACC program.

Student Signature
Date: _____

Parent/Guardian Signature
Date: _____

Insurance Form is to be signed and turned in to your teacher.

