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Education

# Kankakee Area Career Center

## 2017-2018



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**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.

Twelve 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 color, race, nationality, religion, age, sex, sexual orientation, ancestry, disability or 504 accommodations, economic level or academic level; gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy should have an equal opportunity to participate in and profit from high quality career and technical programs. No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

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). Should parents or students have any questions or any cause to believe a disability is impacting the educational opportunities provided through Kankakee Area Career Center, they may contact the Director's Office at 815-939-4971.

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.

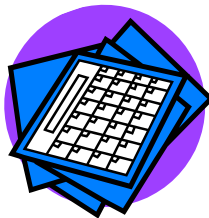
### **Student Rights and Responsibilities**

All students are entitled to enjoy the rights protected by the US and Illinois Constitutions and laws for persons of their age and maturity in a school setting. These rights include the right to voluntarily engage in individually initiated, non-disruptive prayer that consistent with the Free Exercise and Establishment Clauses of the US and Illinois Constitutions is not sponsored, promoted or endorsed in any manner by the school or any school employee. Students should exercise these rights reasonably and void violating the rights of others. Students who violate the rights of others or violate policies or rules will be subject to disciplinary measures as outlined in the disciplinary section of this handbook.

# **SECTION A**

## **SCHOOL CALENDAR/ TIME SLOTS**



**School Calendar/Schedule**  
**Kankakee Area Career Center**  
**2017-2018 School Calendar**

<b>First Semester</b>		<b>Second Semester</b>	
<b>Aug. 14, 15</b>	Opening Day Institute for Teachers	<b>Jan 8</b>	Teacher's Institute
<b>Aug. 16</b>	<b>First Day for Students</b>	<b>Jan. 9</b>	<b>School Resumes/Start of 3<sup>rd</sup> Quarter</b>
		Jan. 15	Martin Luther King Holiday (No School)
<b>Sept. 4</b>	Labor Day (No School)		
		<b>Feb. 19</b>	Presidents' Day (No School)
<b>Oct. 6</b>	Institute Day (No School)		
Oct. 9	Columbus Day (No School)	Mar. 9	End of 3rd Quarter
Oct. 13	<b>End of 1<sup>st</sup> Quarter</b>	Mar 12	First Day of 4th Quarter
Oct. 16	<b>First Day of 2<sup>nd</sup> Quarter</b>	Mar 29	No School
		Mar 30	No School
<b>Nov. 10</b>	Honor Veterans Day (No School)		
Nov. 16	Parent/Teacher Conferences (4:00-8:00 pm)	April 2	No School
Nov. 21	Parent/Teacher Conferences (4:00-8:00)	April 3	No School
Nov. 22	Thanksgiving Vacation (No School)		
Nov. 23	Thanksgiving Vacation (No School)	April 27	Teacher's Institute (no School)
Nov. 24	Thanksgiving Vacation (No School)		
<b>Dec. 4,5</b>	<b>Semester Exams</b>	May 21	Last Day of Student Attendance
Dec. 20	<b>End of 2<sup>nd</sup> Quarter/1<sup>st</sup> Semester</b>		
Dec. 22	Early Dismissal/No 3 <sup>rd</sup> Slot	*****	May 22 through 29: Emergency Days – if needed
Dec. 25	Winter Break Begins (No School)		

**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:

<b>Session 1</b> 8:15 – 10:15 a.m.	<b>Session 2</b> 10:25 a.m. – 12:25 p.m.	<b>Session 3</b> 12:45 – 2:40 p.m.
Beecher Donovan Iroquois West HS Manteno HS Momence HS St. Anne HS Watseka HS	BBCHS Clifton Central HS Herscher HS Kankakee HS Kankakee Trinity Academy	BBCHS Bishop McNamara Crete Monee HS Grant Park HS Kankakee HS Momence HS 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 must report any change of address or telephone number to the Principal's Office so records can be kept up to date.

### **Checkout 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, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing 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.

### Students

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.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Director.

### Seizure of Property

If a search produces evidence that the student has violated or is violating 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.

### Agency and Police Interviews

The Director shall manage requests by agency officials or police officers to interview students at school through procedures that: (1) recognize individual student rights and privacy, (2) minimize potential disruption, (3) foster a cooperative relationship with public agencies and law enforcement, and (4) comply with State Law.

### Student Appearance

A student's appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or comprise reasonable standards of health, safety, and decency. (See Dress Code)

### 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.

### **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 1<sup>st</sup> 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.

### **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.

### **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.

### **Evacuation Plan**

In the event it is determined it is safer outside than inside the building (i.e., fire, explosion, hazardous material spill inside, etc.) students will evacuate to the nearest exit, walk to the closest school parking lot and meet their teacher to await instruction. Teachers are organized near the exit closest to their classroom/shop area.

### **Crisis Management Codes**

Please be advised of the following information concerning warning codes. If we were to make the following announcements, we will expect the following actions by our faculty and student body. In the event of a power outage, please stay in the classroom.

CODE	REASON	ACTION
We are in Lockdown due to	Serious/Dangerous situation inside the building	Lock/Barricade Fight/Flight
We need to evacuate the building to Centennial Chapel due to	Evacuate all school grounds	Leave school property
We need to evacuate the building and proceed to the stadium due to.....	Need to leave the building	Follow instructions over the intercom system
We have a medical emergency inside the building.....	Situation has occurred in building	Stay in room until further notice
There is a dangerous situation in our community due to.....	Danger exists in community	Teachers check doors. Normal procedures.

## **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).

State educational authorities and court decisions have determined that hair and dress styles should enhance not detract from the educational process as well as comply with state health and safety standards. Many national studies concerning schools list a positive school climate as a major characteristic of effective schools. Student dress is one of the factors that influence school climate.

KACC encourages students to dress in a manner that reflects good taste. Parents and guardians are expected to monitor students' dress before their son(s)/daughter(s) leave home each day.

The Principal's Office will make decisions regarding the appropriateness of dress for students.

Specifically, the following shall apply:

1. All clothing must be clean.
2. No student may wear any article of clothing or display any insignia or sign which shows disrespect for any race, creed, color, sex or nationality.
3. Clothing that displays anti-social, immoral, or illegal behavior is not permitted.
4. Articles of clothing that display an obscene, or suggestive phrase, will not be worn in school.
5. Students are not to have overcoats and hats in their possession during school hours. All overcoats are to be kept in the student's locker. Hats are not to be worn while inside the building. Hats should be removed immediately upon entering the building and should not be put on until exiting through the doors outside the building.
6. Occult apparel or symbols may not be worn during the school day or at school-sponsored activities.
7. Shorts, if worn, must be of appropriate length. The rule will be when your arms are at your side, your shorts can be no shorter than where your fingertips touch your leg. The same rule will apply to the length of girl's skirts.
8. Shirts or tops must contain modest coverage and extend past the waist. Tank tops, tops with spaghetti straps, shirts that bare the midriff and skin-tight clothing are not permitted. The width of the strap on tops must cover the bottom of the neck to the top of the arm.
9. Clothing with excessive holes or tears that are above fingertip length are not permitted.
10. Articles of clothing that advertise or promote alcohol, tobacco or narcotics are not permitted.
11. For reasons of health and safety, all students shall wear **safe** shoes. Slippers and shoes with wheels are not acceptable.
12. Halter tops, tank tops and tube tops are not permitted. Off the shoulder tops that bare the shoulders are not acceptable.
13. Sun glasses may be worn if medically prescribed or approved by the school nurse.
14. Hats or inappropriate headgear are not permitted.
15. Chains that present a hazard or that could be used as a weapon may not be worn in school.
16. Undergarments should not be exposed.
17. Pajama pants are not permitted to be worn to school.
18. Tight fitting attire must be covered by a shirt or shorts that reach the fingertips.

### **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/Head coverings**

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**

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the System's procedures on dispensing medication.

No System employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

A student may possess an epinephrine auto-injector (Epipen©) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form." The System shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School System and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

(See School Medication Authorization Form)

## **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**

iPods, 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).

### **Cell Phones**

In order to maintain a quiet and orderly learning environment, students are not allowed to use or have a cell phone 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**

Using or possessing a laser pointer, unless under a staff member’s direct supervision and in the context of instruction is not permitted at KACC. 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**

All visitors to school property are required to report to the **MAIN OFFICE** and receive permission to remain on school property. All visitors must sign a visitors' log, show Driver's License or State identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution. The Center expects mutual respect, civility, and orderly conduct among all people on school property.

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 clubs, students should contact their instructor or the KACC Principal. The most prevalent of the clubs available is:

- **SkillsUSA**



## **Article I. Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the [Name of school ("School")] receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the [School] to amend their child's or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to

determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))



# **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.

#### **Excessive Absence**

Excessive absences have a direct effect on your grade and ability to be granted an opportunity to test for your certification/license in your curriculum area. In addition, excessive absences may result in not being promoted to second year of the program.

#### **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.

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed classroom (non-lab) work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work. **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.

- 1<sup>st</sup> Unexcused Tardy.....Warning
- 2<sup>nd</sup> Unexcused Tardy....."0" for Day in Employability Skills
- 3<sup>rd</sup> 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 be provided a Personal Liability and Medical Release form, and Field Trip Permission to Drive form. These forms must be complete and signed by all required parties in order to drive or be a passenger of another student on the day of the field trip.
2. Upon arrival at KACC, the student will park his/her car in the student'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. <b>Both forms must be completed and signed by student and instructor of class doing the work.</b>
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 <b>prior to the day</b> they drive to KACC.

**On the day** the student drives to KACC:

Student	Drive to KACC, carrying <b>NO passengers</b> 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 enter KACC with other students.
	Report to Main Office to turn in white copy of driving permit (must be 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.

**Driving for Miscellaneous Reason**

Students will be allowed to drive on a case-by-case basis when agreed upon by their parent and the KACC principal with advance notice, i.e. family emergency, medical necessity, etc. At all times, a driving permit must be complete and approved and signed by all parties. Students must always park in student parking on north side of KACC.

# **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**

<b><u>Grade</u></b>	<b><u>Score Range</u></b>
A	100-90
B	89 - 80

<b><u>Grade</u></b>	<b><u>Score Range</u></b>
C	79- 70
D	69-60
F	59 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**

	<b><u>Begins</u></b>	<b><u>Ends</u></b>
1st Quarter	Aug 16	Oct 13
2nd Quarter	Oct 16	Dec 20
3rd Quarter	Jan 9	Mar 9
4th Quarter	Mar 12	Home School's Last Day

## **LEARNING CENTER**

The Federal Government, the State of Illinois, and employers demand competency in reading and math skills, 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.

In accordance with the Carl D. Perkins Career and Technical Education Act of 2006:

### **Section 113: ACCOUNTABILITY**

- (a) PURPOSE—The purpose of this section is to establish and support State and local performance accountability systems, comprised of the activities described in this section, to assess the effectiveness of the State and the eligible recipients of the State in achieving statewide progress in career and technical education, and to optimize the return of investment of Federal funds in career and technical education activities.
- (b) STATE PERFORMANCE MEASURES
- (c) REPORT—
  - 1) IN GENERAL—Each eligible agency that receives an allotment under section 111 shall annually prepare and submit to the Secretary a report regarding—
    - (A) the progress of the State in achieving the State adjusted levels of performance on the core indicators of performance; and
    - (B) information on the levels of performance achieved by the State with respect to the additional indicators of performance, including the levels of performance.

After the Career Center Students receive the allotted tutoring services they are post tested so that we can prove and provide performance accountability in achieving an optimum return on our investment of the federal dollars that we receive.

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 students are tested in their math and reading skills through the ACT WorkKeys test (Applied Academics portion of the PSAT 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 the course of a semester. The students who attend the Learning Center DO NOT miss out on any new curriculum from their Career Center class. Instructors utilize this time to review previous taught information. 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 who attended the Learning Center during their perspective school year have the opportunity to apply for the Learning Center Scholarship. The scholarship recipient will 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**

## **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                    | • Detention          |
| • Warnings (verbal and written) | • Suspension         |
| • Loss of hours                 | • Probation          |
| • Withholding of privileges     | • Removal from KACC  |
| • Seizure of contraband         | • Notifying juvenile |
| • Removal from the classroom    | authorities or law   |
| • Notifying parents/guardians   | enforcement          |

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.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may

reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

### **When and Where Conduct Rules Apply**

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

### **Prohibited Student Conduct**

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination,

excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
- 5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
- 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
- 9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
- 10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.



11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

#### Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

### Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).

2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alike” of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by-case basis. The Superintendent 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, nor intended, to do bodily harm.

This policy’s prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

#### Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student’s ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

#### Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student’s parent/guardian. “School grounds” includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

#### Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

#### **Disciplinary Measures**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.

4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The following list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

### **Corporal Punishment**

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

### **Re-Engagement of Returning Students**

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

### **Access to Student Social Networking Passwords & Websites**

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to

make a factual determination.

### **In-School Suspension**

The Director or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

### **Out-of-School Suspension**

The Director or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
    - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
      - a) A threat to school safety, or
      - b) A disruption to other students' learning opportunities.
    - ii. For a suspension of 4 or more school days, an explanation:
      - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
      - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
      - c) That the student's continuing presence in school would either:
        - i) Pose a threat to the safety of other students, staff, or members of the school community, or
        - ii) Substantially disrupt, impede, or interfere with the operation of the school.
    - iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Director or designee determining what, if any,

appropriate and available support services will be provided to the student during the length of his or her suspension.

5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Director or designee.
6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Director or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

### **Expulsion Procedures**

The Director or designee shall implement expulsion procedures that provide, at a minimum, for the following:

Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested.

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
  - a. Include the time, date, and place for the hearing.
  - b. Briefly describe what will happen during the hearing.
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - d. List the student's prior suspension(s).
  - e. State that the School Code allows the Governing Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
  - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Director or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Director or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

4. If the Board acts to expel the student, its written expulsion decision shall:
  - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
  - b. Provide a rationale for the specific duration of the recommended expulsion.
  - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
  - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

### **Discipline Levels**

Discipline offenses fall into one of four basic categories:

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

<b><u>Level 3 Offense</u></b> (Includes, but not limited to)	<b><u>Level 4 Offense</u></b> (Includes, but not limited to)
<ul style="list-style-type: none"> <li>• Fighting</li> <li>• Leaving building without permission</li> <li>• Harassment</li> <li>• Cheating</li> <li>• Unauthorized usage of computers</li> <li>• Bullying/Aggressive Behavior</li> <li>• Membership/Pledge to secret society</li> <li>• Possession of sexually explicit material</li> </ul>	<ul style="list-style-type: none"> <li>• Stealing or being in possession of stolen goods</li> <li>• Deliberate damage to customer/school property</li> <li>• Possession of weapons</li> <li>• 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</li> <li>• Bomb threats, false fire alarms or phone threats</li> <li>• Assaults:               <ul style="list-style-type: none"> <li>• Unprovoked assault upon another student</li> <li>• Threatening or physical attack upon a teacher, administrator or any school</li> </ul> </li> </ul>

	<p>employee</p> <ul style="list-style-type: none"> <li>• Setting or causing fires</li> <li>• Inciting or plotting a riot or illegal demonstration</li> <li>• Gang involvement</li> </ul> <p><b>These offenses are considered to be criminal offenses, and will not be permitted on KACC grounds, school buses, or at KACC-sanctioned events.</b></p>
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The following is a *guideline* of the disciplinary actions that may be taken for each discipline level and occurrence of an infraction:

	<b><u>1<sup>st</sup> Offense</u></b>	<b><u>2<sup>nd</sup> Offense</u></b>	<b><u>3<sup>rd</sup> Offense</u></b>
<b><u>Level 1</u></b>	In-school suspension	1 to 3 day suspension from KACC	Minimum 3 day suspension. (May become a Level 2 Discipline problem (1 <sup>st</sup> Offense consequence) and may require a parent conference before returning to KACC.)
<b><u>Level 2</u></b>	3 to 5 day suspension from KACC	6 to 8 day suspension from KACC	Becomes a Level 3 Discipline problem (1 <sup>st</sup> Offense consequence)
<b><u>Level 3</u></b>	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.
<b><u>Level 4</u></b>	<b>First Offense</b> - 1 to 10 days of suspension from KACC and/or immediate expulsion from KACC for a period of up to 1 year but not more than 2 calendar years. Charges may be pressed through the State's Attorneys Office. A parent conference may be required before returning to KACC.		



## **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:**

Matt Kelley  
PO Box 570  
4083 N 1000 W Rd.  
Bourbonnais, IL 60914

**Complaint Managers:**

Matt Kelley  
PO Box 570  
4083 N 1000 W Rd.  
Bourbonnais, IL 60914

Alice Argyelan  
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:

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

### **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**

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law.

### **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.





Kankakee Area Career Center  
PO BOX 570  
Bourbonnais, IL 60914  
www.kacc-il.org  
815-939-4971

## Permit to Drive Form

Date of Request: \_\_\_\_\_ Work Order Number \_\_\_\_\_

### THIS PERMIT IS VALID ONLY FOR THE DATE(S) STIPULATED BELOW

\_\_\_\_\_ requests permission to drive \_\_\_\_\_  
(Student Name) (Make/Model)

\_\_\_\_\_ to the Kankakee Area Career Center. Said student understands and (Year)  
(License #)

agrees that this permit is granted only if said auto is used for instructional purposes in the vocational education program. The student also understands and agrees to drive **alone, with no passengers**. The auto will be driven, by the above-named student to/from the Kankakee Area Career Center between the hours of \_\_\_\_\_ and \_\_\_\_\_. The effective time of this permit is from

\_\_\_\_\_ to \_\_\_\_\_  
Month Day Year Month Day Year

Any violation of the policies herein stated on this permit shall result in immediate permit revocation and disciplinary procedures.

### Parental Release of Liability:

In consideration of the grant of permission for my child to drive to and from the Kankakee Area Career Center, as parent/guardian of the student named above,  
\_\_\_\_\_ agrees to release the Kankakee Area Career Center, its (Parent/Guardian Name-Print Clearly) Board, Board members, representatives, agents, servants, and employees from all liability for any injury, claims, demands, actions, rights of action and/or judgement arising from any cause whatsoever at any time while above-named student is traveling to or from the Kankakee Area Career Center.

The signatures below acknowledge and approve the terms and conditions under which the above-named student will drive to and from the Kankakee Area Career Center during the aforementioned date(s)

KACC COURSE \_\_\_\_\_ INSTRUCTOR \_\_\_\_\_

REASON FOR DRIVING: \_\_\_\_\_

STUDENT: \_\_\_\_\_ PRINCIPAL \_\_\_\_\_

PARENT: \_\_\_\_\_ KACC PRINCIPAL \_\_\_\_\_



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PO BOX 570  
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KACC COURSE \_\_\_\_\_ INSTRUCTOR \_\_\_\_\_

REASON FOR DRIVING: \_\_\_\_\_

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\_\_\_\_\_ to \_\_\_\_\_  
Month Day Year Month Day Year

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Career Center, as parent/guardian of the student named above,

\_\_\_\_\_ agrees to release the Kankakee Area Career Center, its  
(Parent/Guardian Name-Print Clearly)

Board, Board members, representatives, agents, servants, and employees from all liability for  
any injury, claims, demands, actions, rights of action and/or judgement arising from any cause  
whatsoever at any time while above-named student is traveling to or from the Kankakee Area  
Career Center.

The signatures below acknowledge and approve the terms and conditions under which the above-  
named student will drive to and from the Kankakee Area Career Center during the  
aforementioned date(s).

KACC COURSE \_\_\_\_\_ INSTRUCTOR \_\_\_\_\_

REASON FOR DRIVING \_\_\_\_\_

STUDENT \_\_\_\_\_ PRINCIPAL \_\_\_\_\_

PARENT \_\_\_\_\_ KACC PRINCIPAL \_\_\_\_\_

Kankakee Area Career Center  
**PERSONAL LIABILITY AND MEDICAL RELEASE FORM**

Name of Participant: \_\_\_\_\_

Field Trip Location: \_\_\_\_\_

Field Trip Date: \_\_\_\_\_

All persons under legal age must have a parent and/or guardian agree to and affix their signature to this form. All participants must sign this form.

I hereby agree to release the Kankakee Area Career Center, its representatives, agents, servants, and employees from liability for any injury to the above named person, resulting from any cause whatsoever occurring to the above-named person at any time while attending the Kankakee Area Career Center sponsored fieldtrip listed above, including travel, excepting only such injury or damage resulting from willful acts of such representatives, agents, servants and employees.

I do voluntarily authorize the Kankakee Area Career Center designees to administer and/or obtain routine or emergency diagnostic procedures and/or routine or emergency medical treatment for the above-named person as deemed necessary in medical judgment.

I agree to indemnify and hold harmless the Kankakee Area Career Center, and said Director and/or assistants and designees for any and all claims, demands, actions, rights of action, and/or judgments by or on behalf of the above-named person arising from or on account of said procedures and/or treatment rendered in good faith and according to the accepted medical standards.

I truly understand that this is an educational activity and will, to the best of my ability, apply myself for the purpose of learning and uphold at all times the finest qualities of a person representing the Kankakee Area Career Center.

Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

Participant \_\_\_\_\_ Date \_\_\_\_\_

Dear Parent/Guardian:

Your son/daughter/minor student is scheduled to participate in a fieldtrip through **Kankakee Area Career Center**. The date of the trip is \_\_\_\_\_.  
The students will be going to \_\_\_\_\_.

This is an all day fieldtrip and as such it will be necessary for all students to provide their own transportation to and from KACC. KACC and your students home school want to insure that all students are transported safely.

Your signature below assures KACC and the home school that your son/daughter/minor student will arrive and leave KACC in one of the following ways:

1. By parent/guardian/responsible adult transportation in a vehicle with adequate insurance to cover all occupants.
2. By driving a family car with adequate car insurance to cover the student driver.
3. With another student from your son/daughter/minor student's school who you know to have adequate auto insurance to cover the driver and all occupants.

All signatures are required and this form must be returned to KACC prior to the fieldtrip. Only students with properly completed forms will be allowed to attend the fieldtrip.

\_\_\_\_\_  
KACC Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Home School Principal

\_\_\_\_\_  
Date

## Health Insurance Form

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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.

\_\_\_\_\_ Date: \_\_\_\_\_  
Student Signature

\_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian Signature

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

KANKAKEE AREA CAREER CENTER  
***PRE-ARRANGED ABSENCE REQUEST FORM***

STUDENT NAME \_\_\_\_\_ DATE \_\_\_\_\_  
*Please Print First And Last Name*

HIGH SCHOOL \_\_\_\_\_ KACC COURSE \_\_\_\_\_ SLOT # \_\_\_\_\_

This is a REQUEST ONLY! If granted, you are required to make up all work missed. You are responsible to have homework completed for the day of return and be prepared for any test/quizzes on the day of return. Classes with clinicals, hours missed are still deducted.

THIS FORM MUST BE COMPLETED AND SUBMITTED TO KACC PRINCIPALS OFFICE PRIOR TO ABSENCE(S).

**Date(s) Of Requested Absence:** \_\_\_\_\_

**Reason for Request:**

_____ Field Trip	_____ Drama / Musical / Band Event
_____ Sports Event	_____ School Assembly
_____ Authorized College Visitation Day	

Other: Provide details below, *please note, appointments for medical, ortho and court or family vacations cannot* be considered as Pre-Arranged Absences at KACC.

\_\_\_\_\_  
\_\_\_\_\_

**Signatures Required:** The following signatures must be obtained **before** submitting to the KACC Principals Office.

_____ Requesting Teacher or Principal	_____ Student
_____ KACC Instructor	_____ Parent/Guardian

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_____ Approved	_____ Date Returned to KACC
_____ Not Approved	_____ KACC Principal