



## **LACC STUDENT HANDBOOK 2017-2018 “Education Today...Skills for Life”**

*The Livingston Area Career Center is dedicated to providing a quality technical educational experience, developing skills for lifelong learning, and assisting career decision-making in a safe and secure environment.*

### **Purpose of the Livingston Area Career Center:**

The Area Career Center concept is a unique approach to high school education. It operates on the philosophy that a need for skilled people exists within the communities served by our area center, and that the center exists for the purpose of providing young people with those skills. In this way, newly developed skills are continuously provided for the growth of a strong and progressive community.

The curriculum and emphasis of the instruction at the Livingston Area Career Center include the following goals:

1. To teach skills needed for employment.
2. To provide placement opportunities and services.
3. To provide certification of attained skills and competencies.
4. To provide continuous progress checks on student achievement and skills.
5. To provide an articulated pathway for students to continue their education at a community college.
6. To provide a sound basis to continue their training and/or education.
7. To prepare students for the next level of schooling, Example: community college, trade school, apprenticeships, private institutions and major universities.

All students attending LACC fall under the jurisdiction of the Center while in their classes. It is of vital importance that our students maintain their identity and loyalty to their home high school, but it is also necessary that they understand the rules and regulations established by the Administrative District Board. There are a minimum number of rules of conduct, but it is the responsibility of all members of the Center to see that the rules are enforced in a fair and reasonable manner.

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**Welcome...to the Livingston Area Career Center. The expectations and procedures contained in this booklet are the results of a concerted effort on the part of the faculty and administration to assure your success while attending the LACC. We believe that the time you spend with us will be a rewarding experience and a wonderful opportunity to begin your career.**

## **ABOUT THIS HANDBOOK**

The content of this handbook is designed to provide students with explanations of our expectations for appropriate student behavior and an overview of how our school operates. LACC staff and administration recognize that our students come from a variety of school learning environments which may have rules and expectations that are different than those here at LACC. Students and parents need to acknowledge that while the students attend and participate in LACC programs, they must adhere to our expectations for student behavior. In addition, since Pontiac Township High School is our host campus, LACC students are expected to comply with the expectations of PTHS for students attending our campus. Take some time to read through this handbook carefully. After reviewing its content, if you have any questions or require further explanation about any portion of the handbook, please contact us at LACC.

## **CONTACT INFORMATION**

LACC Director: Mrs. Tera Graves  
LACC Office Staff: Mrs. Kim Schulz, LACC/EFE Administrative Assistant  
Mrs. Kathy Dunham, LACC/EFE Bookkeeper  
Mrs. Kim Spafford, LACC/EFE Special Projects Coordinator  
Mrs. Betsy Thompson, Career Coordinator

LACC Faculty: Mr. Jack Bristow - Law Enforcement  
Mr. Jake Campbell & Mr. Rick Higgins - EMT  
Mrs. Jodi Lancaster – Welding  
Mr. Doug Masching – Computer Networking & Computer Maintenance  
Mrs. Stephanie Nelson – Inter-related Cooperative Education  
Mr. Charles Prong – Automotive Technology  
Mrs. Amy Richardson – Early Childhood Education  
Mrs. Ruth Ann Rodino – Certified Nurse Assistant & Medical Terminology  
Mr. Scott Rowan – Culinary Arts  
Mr. Ryan Woith – Engineering/Architectural Design

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[www.livcareer.org](http://www.livcareer.org)  
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## **NON-DISCRIMINATION AND SEXUAL HARASSMENT POLICIES**

No current student, student applicant for enrollment, employee, or applicant for employment shall, on the basis of age, race, color, gender, religion, national origin, marital status, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any education program or activity. Correspondence concerning these issues may be addressed to the LACC Director's office.

Livingston Area Career Center, District 90, is in full compliance with Title IX of the Education Amendments of 1972 passed by the Congress of the United States as an amendment to the Civil Rights Act of 1964. This law prohibits discrimination by gender in educational programs that receive federal money.

Persons, who feel they have been, on the basis of gender, excluded from participation in, have been denied the benefits of, or have been subjected to discrimination under any activity or program of Livingston Area Career Center, may appeal such discrimination, by phone or in writing, to the Director, Livingston Area Career Center, 1100 E. Indiana Ave, Pontiac, IL, 61764.

Livingston Area Career Center will not tolerate any form of sexual harassment, whether by a fellow student, volunteer, or a staff member. Sexual harassment may include unwelcome sexual advances or requests for sexual favors, repeated and uninvited sexually oriented verbal kidding, repeated and uninvited demeaning sexual innuendos, unwelcome touching, such as patting, pinching, or intentional brushing against another's body. Either gender may be the victim of sexual harassment. Students who believe they have been subjected to sexual harassment should contact any LACC teacher, staff member, or administrator.

## **ATTENDANCE**

A primary goal of the Center is to prepare you for entry into the world of work either directly after high school or after further education. Because of this career-minded approach, we would be doing you a disservice if we didn't bring to your attention the fact that attendance problems are one of the top five concerns that personnel managers have expressed to us. Your skills are irrelevant if you are not present to display them.

To assure your success and readiness for the competitive job market, the LACC staff will maintain contact with the home school and parents if attendance becomes an issue.

PLEASE BE ADVISED THAT YOUR HOME SCHOOL MAY HAVE AN ADDITIONAL ATTENDANCE POLICY THAT WILL BE ENFORCED.

## **CO-OP STUDENTS MUST FOLLOW THE ATTENDANCE POLICY PRESENTED IN THE CONTRACT.**

WHEN LIVINGSTON AREA CAREER CENTER IS IN SESSION, ALL STUDENTS ARE EXPECTED TO ATTEND THE CENTER. ARRANGEMENTS FOR TRANSPORTATION SHOULD BE ARRANGED WITH THE HOME SCHOOL. DRIVING PERMITS WILL BE PERMITTED FOR THESE DAYS ONLY!

## **ABSENCES**

The attendance policies of each participating school vary. The Center will report any student who is not in attendance. The home school will determine if the absence is excused or unexcused. Students should contact the teacher to make the necessary arrangements for making up the work. \*\*Programs with specific attendance requirements will be distributed by the instructor.

## **EARLY DISMISSAL PROCEDURES**

Students who need to leave the building for a doctor, dental, court, or other valid appointment must call or present a written request from their parent/guardian to the LACC office before school or during a passing period. All requests for early dismissal must be approved by the administration.

Once the request is approved, the student will receive an Early Dismissal Pass to present to the teacher and the LACC office when it is time to leave the building.

When leaving the building, the student must sign-out in the main office. When returning to the building, the student must sign back in at the LACC office and may be asked to present a written statement verifying the appointment.

## **TARDINESS**

Promptness to class and work are important. You are expected to be in the classroom and seated when the tardy bell begins to ring. If a student is tardy, they are to report to the LACC office and check-in with Mrs. Schulz or Mrs. Spafford to receive a pass, and then go to their classroom. **STUDENTS ARE NOT TO BE ADMITTED TO CLASS WITHOUT A PASS.** The instructor will confer with you regarding any problems. Habitual offenders will be referred to the director and discussed with the home school principal.

## **TRUANCY**

Most employers are concerned with the attendance record of their prospective employee while in high school. Good attendance is an asset to landing a job. Truancy is defined as absence without permission or knowledge of the parent and/or school officials. A student who is truant from the Area Center will be reported to the home school for further disciplinary action. Excessive truancy may result in dismissal from the Center.

## **GRADING**

Grades will be reported to the students' home school using the following grading scales:

A 100-92      B 91-83      C 82-74      D 73-65      F Below 65

The Center considers your development to be extremely important. We, therefore, monitor your progress as closely as possible. Progress grades are completed for all students at the mid-term and at the end of each nine-week session and are available through Skyward. A paper copy can be mailed home if needed. Please notify the LACC office. Progress grades will be sent to the home school. The purpose of the progress report is to help the home school, parents, and the students to understand how they can improve their progress. No student should fail a class without receiving a progress report.

## **SEMESTER EXAMS**

Semester exams will be given in each class. Exams will include some form of written evaluation and include hands-on or practical applications. Exams will count one-fifth of the semester grade. A regular schedule will be announced; however, because each school will vary their attendance, we will work with schools when necessary. Second semester exam for seniors are optional, but seniors may take this exam in order to raise their grade. If a senior is receiving an "F" for the second semester, the exam **MUST** be taken. If a student achieves perfect attendance for either first or second semester, the final exam is optional.

## **SNOW DAYS AND EARLY RELEASES**

The Center runs on PTHS District 90's school policies. If you attend an outlying school, you should follow their inclement weather policies. If your home school is closed, communication will take place between administration and an announcement will go out by the home school and LACC.

## **IF IT BECOMES NECESSARY TO CLOSE SCHOOL BECAUSE OF WEATHER OR OTHER EMERGENCIES, THE ADMINISTRATION HAS SET UP THE FOLLOWING PROCEDURES AND CHANNELS OF COMMUNICATION TO ASSIST YOU:**

1. Listen to WJEZ/WTRX or watch WHOI television. Other radio stations also informed are WBNQ-Bloomington.
2. School Administrator will send a message through Skyward Skylert system to notify you of the late start, early dismissal, or cancellation.
3. Check the LACC Website ([www.livcareer.org](http://www.livcareer.org)). If conditions such as power failures do not allow remote access to the LACC website for an update, please refer back to 1 & 2.

## **SPECIAL EDUCATION**

An Individual Education Program (IEP) is developed for any student who meets the criteria to receive special education and related services under the Individuals with Disabilities Educational Act – Reauthorization 2004 (IDEA). An IEP is a written document designed by the multi-disciplinary team, including the student, and his or her parents, which outlines the educational program and goals that are specific to the individual students needs.

## **FOOD AND DRINKS**

Food and drinks are to be finished and disposed of before entering the classroom or labs. Food and drinks are only allowed in the classroom/labs with prior permission from LACC administration.

## **DISCIPLINE**

Minor problems that may arise in the Center will be handled by the individual classroom teachers. However, if the problem is persistent or of a serious nature, the teacher may refer the individual to the Director of the Center.

Cases of willful violation of the rules and regulations of the Center will be dealt with in the following manner:

- Offenses such as willful defiance of authority, obscene language, smoking, drug usage, vandalism, and other offenses that occur on or about the school premises and are considered to be detrimental to the success and smooth operation of the Center will result in a conference with the Director or his designee and other involved personnel. The principal of the home school will also be advised of the incident. Suspensions from the Center are made by the Director of the Center with the cooperation of the home school principal. Persistent unacceptable behavior and conduct during the time of assignment to the Center may result in the permanent separation of the offender from the Center.
- The Center is also informed if a student is suspended from his home school by his principal. Students suspended or expelled from their home school may not attend the Center during the period of suspension or expulsion.
- It is further understood that the nature and severity of each case is taken on a case-by- case basis. First-time offenders may be suspended or expelled. Every reasonable attempt will be made to keep students enrolled who want to attend and who will be productive, cooperative workers.

**NOTICE:** The LACC Student Handbook addresses extensive information including expectations, rules, policies and procedures. However, not every detail or specific circumstance can be included thus unique circumstances and situations will be handled on a case by case basis.

Page 9 is a listing and explanation of the various administrative consequences to be followed in disciplinary cases. However, consequences may be modified at the discretion of the administration, depending on the severity of the specific infraction.

## **SCHOOL'S AUTHORITY**

Illinois School Code: Chapter 122, Section 24-24. Maintenance of Discipline. "Teachers and other certified educational employees shall maintain discipline in the schools, including school grounds which are owned or leased by the Board and used for school purposes and activities. In all matters relating to the discipline in and conduct of schools and the school children, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians.

Nothing in this Section affects the powers of the Board to establish rules with respect to discipline.

The Board may make and enforce reasonable rules of conduct for extended campus activities. Any person who violates such rules may be denied admission to school events for not more than one year, provided that written 10 days notice of the violation is given such person and a hearing held thereon by the Board pursuant to its rules and regulations. The administration of any school may file legal charges as agents of the school against persons committing any offense at school events.

## **PROHIBITED STUDENT CONDUCT**

***Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:***

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-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, controlled substance, or cannabis (including marijuana, medical cannabis 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. "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.
  - g. 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.
  - h. 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 a tablet or powdered form.  
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 have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar 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 and 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 telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other 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); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
9. 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.

10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. 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, and bullying using a school computer or a school computer network or other comparable conduct.
  11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
  12. Engaging in teen dating violence.
  13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
  14. Entering school property or a school facility without proper authorization.
  15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); 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.
  16. Being absent without a recognized excuse.
  17. Being involved in a gang or engaging in gang-like 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. 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.  
 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.
- Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, 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; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

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.

### **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.



## **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. Detention.
5. Temporary removal from the classroom.
6. Return of property or restitution for lost, stolen or damaged property.
7. In-school suspension.
8. After-school 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.)
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. 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 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 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.

## **WEAPONS PROHIBITION**

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 not less than one year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
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-alikes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

## **GANG & GANG ACTIVITY PROHIBITED**

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

## **RE-ENGAGEMENT OF RETURNING STUDENTS**

The director 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. In addition a behavioral, academic, and/or social emotional support plan will be created to assist in preventing future misconduct.

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

### **Behavioral Interventions**

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board or an appointed designee will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

### **Discipline of Special Education Students**

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

## **DUE PROCESS - STUDENT RIGHTS**

To ensure that the student receives fair treatment consistent with the fundamental requirements of due process, student suspensions or recommendations for expulsion are made in accordance with the following procedures for out-of-school suspensions:

1. A student must be given the opportunity to present information on his/her own behalf prior to suspension. The suspension shall be reported immediately by phone to the parent or guardian of each suspended student and to the Board of Education through the Superintendent of Schools. The report to the parents shall be made by letter through the U.S. mail. A copy of this letter will be sufficient notification to all others. The suspension will begin immediately unless a formal appeal has been made to the appropriate administrator.
2. The suspension letter shall give full statement of the reasons for the suspension and notice to the parents or guardian of their right to review.

## **PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any nonschool-related activity, function, or program.

### **Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)**

*Bullying* includes *cyberbullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

*Cyberbullying* means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

*Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

*School personnel* means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

## **BULLYING PREVENTION AND RESPONSE PLAN**

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

**Complaint Manager:** Tera L. Graves

1100 Indiana Avenue, Pontiac, IL 61764

E-mail: [tgraves@pontiac90.org](mailto:tgraves@pontiac90.org)

Telephone: 815-842-2557

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Director or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
  - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Director or designee shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.
6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Director or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.

## **BULLYING, INTIMIDATION, AND HARASSMENT OF STUDENTS PROHIBITED**

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, 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, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

### **Sexual Harassment Prohibited**

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

1. Denies or limits the 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 "intimidating," "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. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

### **Making a Complaint; Enforcement**

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal/Director, or a Complaint Manager. A student 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 a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal or Assistant Building Principal for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

#### **Nondiscrimination Coordinator:**

Jon Kilgore, Superintendent  
1100 Indiana Ave., Pontiac, IL 61764  
E-mail: [jkilgore@pontiac90.org](mailto:jkilgore@pontiac90.org)  
Telephone: 815-844-6113

Home School Superintendent

**Complaint Managers:**

Tera Graves, Director  
1100 Indiana Ave., Pontiac, IL 61764  
E-mail: [tgraves@pontiac90.org](mailto:tgraves@pontiac90.org)  
Telephone: 815-842-2557

Jack Bristow  
1100 Indiana Ave., Pontiac, IL 61764  
E-mail: [jbristow@pontiac90.org](mailto:jbristow@pontiac90.org)  
Telephone: 815-842-2557

The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy 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 prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

**PENALTY FOR BULLYING, INTIMIDATION, AND HARASSMENT**

Any student who is found guilty harassment will face disciplinary action. Consequences may range from verbal reprimand to a recommendation of expulsion from school and could be turned over to local law enforcement agency. A written report will be filed with the Superintendent within 30 days.

**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.

**SUICIDE AND DEPRESSION AWARENESS AND PREVENTION**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

**SCHOOL-WIDE CLASSROOM DISCIPLINE PLAN**

This plan allows every student to manage his or her behavior. We believe this plan will promote a good learning environment for academic and social success.

We encourage all students to display appropriate behavior. If a student chooses to break a rule, the following consequences will be administered cumulatively on a daily basis.

Step 1 - Warning for violation of handbook/classroom rules.

Step 2 - Room Detention with the teacher. (10 minute maximum) Parents will be contacted by teacher.

Step 3 - Room Detention with the teacher. (30 minute maximum) Teacher must provide 24 hours notice, Parents will be contacted by teacher.

Step 4 - Severe Case - Sent to the office, Sent to the office after Steps 1, 2, 3 have failed or student displayed gross misconduct, Violations will be handled on an individual basis by the administration. Consequences may range from verbal reprimand to expulsion.

If a student repeatedly exhibits inappropriate, disruptive or insubordinate behavior the teacher may skip any step on the plan, dropping down to more serious consequences.

By following the rules it allows our faculty to teach, thus creating a productive classroom environment.

## **SUSPENSIONS**

Suspensions will be assigned by the administration to students who have reached the extreme levels of the discipline plan or whose behavior has been grossly inappropriate.

A student may not be allowed to attend school for a given period of time. Parents are notified when their son/daughter is suspended out of school. A parent conference may be requested before the student returns to school. Students who are suspended out of school may not participate in or attend any school-sponsored activities during the time of their suspension. This will include any practices or regularly scheduled events.

## **EXPULSION**

Expulsion shall take place only after the parents have been notified by certified mail to appear at a meeting of the Board of Education to discuss their child's behavior. The Board, at such a meeting, shall state the reasons for dismissal and the date on which the expulsion is to become effective.

A pupil may be readmitted to school after expulsion only by official action of the Board of Education. Reinstatement shall occur only after a parental conference involving appropriate school personnel.

An expulsion shall prohibit the student from attending school for the designated period assigned.

Expulsion hearings may be called for by the administration for but not limited to the following types of infractions:

1. Gross misconduct or misconduct for which suspension has not been an adequate remedy.
2. Any act that endangers the health and welfare of the staff or student population.
3. Repeated occurrences of inappropriate behavior.
4. Bomb threat.

## **THEFT REPORT/ STOLEN ITEMS**

Unfortunately, thefts do occur; therefore students are encouraged not to bring valuable items or large sums of money to school. At any time an item is stolen, a student is to report the incident to their teacher. The teacher will then send the student to the office to fill out a theft form and have a conference with the principal. A report of the incident will be filed with the principal, and students are encouraged to report the incident to the local law enforcement agency. **The student is responsible for keep the combination to the locks of the lockers confidential.**

## **DUE PROCESS- STUDENT RIGHTS**

To ensure that the student receives fair treatment consistent with the fundamental requirements of due process, student suspensions or recommendations for expulsion are made in accordance with the following procedures for out-of-school suspensions:

1. A student must be given the opportunity to present information on his/her behalf prior to suspension. The suspension shall be reported immediately by phone to the parent or guardian of each suspended student and to the Board of Education through the superintendent of the school. The report to the parents shall be made by letter through the U.S mail. A copy of this letter will be sufficient notification to all others. The suspension will begin immediately unless a formal appeal has been made to the appropriate administrator.
2. The suspension letter shall give full statement of the reasons for the suspension and notice to the parents or guardian of their right to review.

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

### **Behavioral Interventions**

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board or an appointed designee will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

### **Discipline of Special Education Students**

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

## **STUDENT SEARCHES**

In order to maintain order, safety and security in the schools, 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.

The building principal 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 that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may 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 the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

### **Seizure of Property**

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



### **CELL PHONES/ELECTRONIC DEVICES**

Students are not allowed to use cell phones or electronic devices during school hours. These items must be turned off during school hours. Cell phone usage is prohibited during fieldtrips, however, instructor approved electronic devices may be utilized for photographs and recording of educational activities. Such items are subject to confiscation initially until the end of the school day, and subsequently, the parent will be expected to reclaim the item. The school assumes no liability for such items if they are lost, stolen, or damaged while confiscated. Repeat offenses of this rule will result in disciplinary action. Students are directed to not bring such devices to school.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

### **EMERGENCY CALLING**

LACC students who have an emergency and need to make a call to the home school or to parents need to secure a pass from their instructor and seek permission to use the phones in the LACC office. ONLY EMERGENCY USE WILL BE ALLOWED.

### **ACCESS TO ELECTRONIC NETWORKS**

District technology and electronic systems, including networks, the internet and all related equipment, hardware and software are provided only to support instructional programs and educational research with a legitimate school purpose. All content must be consistent with District curriculum and comply with the selection criteria for instructional materials. Use of District technology and electronic systems is a privilege, not a right or a public forum. There is no expectation of privacy for use of District technology and electronic systems and District officials can monitor and read any material or communications on the systems. The District will conduct and cooperate with investigations into misuse and illegal activity, including disclosure of records and communications as allowed by law. General rules for appropriate behavior and communications apply to use of District technology and electronic systems and inappropriate use. Including copyright, language, cheating, plagiarism, hacking, bypassing content filters, etc. will result in loss of privilege, discipline, and other appropriate legal action. The District is not liable for improper use and does not assure the validity of any information on its technology and electronic systems. To use District technology and systems, each student and parent shall sign the Districts Acceptable Use Policy.

## **COMPUTER/NETWORK/INTERNET USE POLICY**

Students are encouraged to use the computer/network/Internet for educational reasons and educational endeavors. Students, however, must follow the PTHS acceptable use policy. Unacceptable use of computers includes, but is not limited to, the following:

1. Using the computer/network/Internet for any illegal activity, including violation of copyright or other contracts transmitting any material in violation of any US or State regulation;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or devised;
3. Downloading copyrighted material for other than personal use;
4. Using the computer/network/Internet for private financial or commercial gain;
5. Wastefully using resources, such as file space on a computer or network;
6. "Hacking" or gaining unauthorized access to resources of entities; Invading the privacy of individuals; or other unlawful activities of minors;
7. Using another user's account and password;
8. Posting material authorized or created by another without his/her consent;
9. Posting anonymous messages;
10. Posting or using of any personal information to the computer/network/Internet;
11. Using the computer/network/Internet for commercial or private advertising;
12. While on the computer/network/Internet; accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, sexually oriented, threatening, racially offensive, harassing, gang related, illegal or inappropriate material for minors;
13. Using the computer/network/Internet while access privileges are suspended or revoked;
14. Downloading any form of instant messenger and/or communicating with any form of instant messenger;
15. Using e-mail, chat rooms, and other forms of direct electronic communications while not under the direct supervision of instructor and for purposes other than directly relating to classroom assignments;
16. Security-Computer/Network/Internet security is a high priority. If the user can identify a security problem on the computer/network/Internet, the user must notify a teacher or the Principal. Do not demonstrate the problem to other users. Keep the user's account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the computer/network/Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the computer/network/Internet.

Students who violate the computer policy will be handled on an individual basis by the administration. Consequences may range from verbal reprimand to expulsion. The student's will be financially responsible for any cost to repair damaged computers or hardware. Students will also be financially responsible for reinstalling software, fixing software, or other software related issues.

## **INTERNET SAFETY**

Livingston Area Career Center is taking appropriate measures to comply with the Child Internet Protection Act.

Technology protection measures have been put into place to block or filter Internet access. It protects minors from visual depictions that are obscene, child pornography, or — with respect to use of computers with Internet access by minors — harmful to minors. The filter can be disabled for certain adults that are using the Internet for bona fide research or other lawful purposes. On-line activities of minors are also monitored. LACC/PTHS is compliant with new legislation providing internet safety education and resources.

## **INTERNET THREATS**

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. Students who make an explicit threat will be handled on an individual basis by the administration. Consequences may range from verbal reprimand to expulsion.

## **GUIDELINES FOR SCHOOL-SPONSORED PUBLICATIONS, PRODUCTIONS, AND WEBSITES**

School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Except as provided below, a student journalist has the right to exercise freedom of speech and of the press in school-sponsored media, including the right to determine the news, opinion, feature, and advertising content of school-sponsored media.

Student journalists are prohibited from using school sponsored media in a way that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

All school-sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one through four above will not be tolerated and school officials and student media advisers may edit or delete such material.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the school, school district or an expression of school board policy.

## **MODE OF DRESS**

One of the functions of the Center is to assist young people in their search for employment following completion of an occupational training program. It is well known that proper dress often assists one in securing a job. Therefore, students are expected to dress in a conventional manner prescribed by and to the satisfaction of the Board of Education. In some cases, students may be asked to adjust their wearing apparel to comply with safety considerations.

As a clarification of the above guidelines, the following are some examples that are considered unacceptable:

- Spiked apparel, spiked accessories, animal collars, chains, or wallet chains
- Head coverings of any kind. Examples include hats, caps, bandannas, sweatbands, etc
- Sunglasses unless prescribed by a doctor or approved by the administration
- Clothing with suggestive language and/or advertising, displaying or depicting alcoholic beverages, drugs, violent behavior, gang symbols, tobacco products, and sex
- Clothing made of see-through fabric
- Any attire that is too revealing or provocative will be considered inappropriate, and students will be asked to remove, change or cover this clothing. Examples include but not limited to revealing tops or blouses, spaghetti straps, tube tops, halter tops, tank tops, sleeveless T-shirts or undershirts, bare midriffs, clothing with holes, sagging, or any other clothing that is offensive due to it being revealing. Tops, which are not tucked in, must be long enough to cover the midsection when the student is in a sitting or standing posture. Pants should be worn at waist without undergarments visible.
- Coats or blankets
- Clothing that targets groups or individuals in a lewd, obscene, or vulgar manner
- Shoes and/or sandals are appropriate footwear except where classroom safety is a concern
- Spandex shorts unless worn under acceptable shorts
- The length of shorts, skirts, or shirts must be appropriate for the school environment

If there is any doubt about dress and appearance, the building administration will make the final decision.

## **CARE OF SCHOOL PROPERTY**

The facilities of the Center are a source of pride to all the members of the communities who helped to form it. The work of the maintenance staff can be minimized through the cooperation of the student body. We expect our students to do the following:

**Food, candy, or drinks of any kind must be put away in lockers or disposed of before class starts.** You will be asked to throw away any food or drink brought into the classroom or lab areas without prior permission from the administration.

- Keep your lockers clean and neat.
- Pick up the waste paper on the floors in the rooms and corridors and deposit it in waste containers; paper and slick floors can be a dangerous combination.
- Use the sidewalks and thoroughly clean your shoes before entering the building.
- Exercise special care in the restrooms to keep them clean at all times.
- Do not mark or mar any school furniture or walls; be particularly careful with ink.
- Misuse of or tampering with lockers may affect the combination locks; report locks that do not function properly to the Career Center office.
- Do not sit on the floor in the LACC main hallway.

## **HALLWAY PASSES**

During class time, students are not to be in the hallways without a written pass from the instructor. Students that are outside the classroom without a written pass are subject to discipline.

## **ENTRANCE AND EXIT OF BUILDING**

Students attending the Center from outlying schools are to use the Southwest doors to enter and exit the building. Students from outlying schools are required to stay in the LACC hallway or report directly to their classroom. \*\*\*\***They are not allowed to walk the PTHS hallways or visit the cafeteria prior to the start of classes.**\*\*\*\* For security purposes, the doors will be locked at all times. Students will need to ring the bell for admittance.

## **CLOSED CAMPUS**

All students, except those scheduled to leave the building, must get permission from the LACC administration prior to leaving the building. In addition, they must have a pass signed by their instructor and a signed note from their parents stating the date/time they need to leave and reason for leaving. Students must sign out in the LACC office. Cutting classes or leaving the campus at an unauthorized time without permission will be subject to disciplinary action. Students may not leave the campus for lunch or other unapproved purposes during their assigned schedule

## **VISITORS**

The staff is proud of its facilities and cordially invites interested individuals to visit the Center. Parents of students may visit the school and meet with the instructors. Please call and make arrangements prior to your visit. **ALL VISITORS MUST REPORT TO THE LACC OFFICE AND RECEIVE A VISITOR'S PASS BEFORE THEY ATTEND ANY CLASSROOM.**

## **HALL AND CLASS LOCKERS**

Lockers are provided for the storage of inexpensive personal property, classroom projects, supplies, equipment, and such school property as the student has been assigned. Each student will be held responsible for any locker assigned and its condition. School lockers are the property of the Livingston Area Career Center/LACC and the Pontiac Township School District. Lockers are provided free of charge. At no time does the Livingston Area Career Center/LACC and the Pontiac Township School District relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason may conduct inspections at any time without notice, without student consent, and without a search warrant.

### **SEX OFFENDER NOTIFICATION LAW**

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.
4. In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.
5. Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.
6. A violation of this law is a Class 4 felony.

### **VIOLENT OFFENDER COMMUNITY NOTIFICATION**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>. You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>. Anyone with any information concerning a sex offender living close to a school, with children attending a school, or coming within 500 feet of school property should immediately notify the Principal of that school.

### **SCHOOL VISITATION RIGHTS**

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

### **STUDENT SERVICES**

The Center offers students many services.

- Guidance services are provided which include personal and career counseling and career assessment.
- Health services are provided to students who return signed parent permission slips.
- Safety glasses are sold in the Center's office area.
- Academic support for math, reading, and specific skills are provided to students in targeted programs through the Special Needs Coordinator.

### **EMERGENCY DRILLS**

1. Periodic drills will be held throughout the year.
2. Instructions are posted in each room and reviewed by teachers. Crisis Management Plans are provided to each teacher.
3. Fire and tornado drills are held in accordance with regulations of the State Fire Marshall and the local Fire Chief. Detailed instructions have been issued and posted in each classroom and laboratory and are explained to the students.
4. Please cooperate during drills. Their purpose is to prepare you for a safe and orderly procedure in dealing with a life threatening situation.
5. The fire alarm signal is a steady blast on the fire alarm horns.
6. The disaster signal will be a short series of rings of the bell system.
7. "All Clear" for tornado and code yellow situations will be announced over the intercom. Procedures for an active shooter will follow those outlined in the Crisis Management Plan. "All Clear" after a fire alarm has sounded will be given by school personnel at each entrance.

### **PERSONAL EQUIPMENT**

Students will be provided with all the necessary equipment for their classroom work. Students are not allowed to bring personal equipment to internship/off-campus sites without administrative approval. If a student's cell phone is turned in to the administration, a parent must call the Director to return said phone. The Center is not responsible for any equipment that is brought by students.

## **TRANSPORTATION**

**All students are expected to be transported to the Center by their home school.** Any change from this procedure must be approved by the Director, prior to the day of the change. Courses that leave the LACC campus will be provided with transportation to and from the class. Any change from this procedure must also have approval from all of the following: home school, parents and the Director prior to the day of the change. **Students are not to drive themselves or ride with another student to and from LACC without prior permission from the Director, home school, and parents. If a student is given permission to drive to the Center, the student must park in the west parking lot by the Pontiac Recreation Center.**

**Temporary Parking Permits** may be issued to students who have special circumstances which require them to drive (doctor appointment, dentist appointment, field trip, etc.). Arrangement for special permission to drive and park on campus requires written permission from parents and the home school principal. The written permission must be presented to the LACC office and a Temporary Parking Permit will be issued for one day only. Students must park in the student parking lot on the west side of the PTHS building.

## **Bus Behavior**

The school bus is considered an extension of the classroom and student behavior on the bus and at bus stops is expected to be the same as that in the classroom. Student discipline is enforced on the bus and at bus stops to ensure a safe ride to and from school. While on the bus, riders are under the jurisdiction of the school bus driver.

1. Be ready and waiting at the designated bus stop five (5) minutes before the scheduled stop time.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to board the bus.
4. Do not cross the street to board the bus or after leaving the bus until the driver signals it is safe.
5. Remain ten (10) feet from all sides of the bus and do not cross behind the bus.
6. Follow the driver's instructions and assist in keeping the bus safe and sanitary.
7. Remain seated and facing the front of the bus.
8. Do not lower windows below the safety line and keep arms, legs and head out of the aisles and inside the bus.
9. Keep hands and feet to yourself. Keep all personal belongings under control on your lap or where specified by the driver.
10. Do not throw things inside or outside the bus.
11. Avoid loud talking and laughing which can divert the driver's attention. Be absolutely quiet when approaching and crossing a railroad crossing.
12. Do not make obscene verbal remarks or gestures to persons inside or outside the bus.
13. Do not smoke on the school bus or at the bus stop.

## **Bus Discipline**

If students refuse to follow the bus behavior rules, a bus driver or monitor may file a written bus conduct report with a principal who is responsible for student discipline. In extreme cases, the school administration may authorize a bus driver to return the bus to the school so the director can immediately deal with inappropriate student behavior. If a bus is returned to school, the bus schedule will be delayed for that route as well as for subsequent routes at other schools.

### **DROPPING CLASSES**

Students who wish to withdraw from the Center to enroll in a class at their home school must have approval of the home school and the Center. Contact your home school counselor and the Center's office.

### **CHANGING CLASSES AT THE CENTER**

Class changes at LACC can only be made with the approval of the home high school and the Center. Contact the LACC office. Classes will be changed only with a valid reason.

### **ENROLLMENT PROCEDURES FOR NEW STUDENTS**

Admittance to the Center is based upon a combination of:

- The student's past record and counselor recommendations
- Teacher, administrator, and counselor recommendations
- Certain test results which might indicate one's probable performance

Students who wish to attend the Center initiate their enrollment by completing and returning an application to their home school guidance counselor. Most counselors have an ample supply of applications in their office. Generally, following receipt of the application, your home school counselor will be able to provide students with notification of acceptance. In cases where the class is full, students may elect another class or may be put on a waiting list.

### **CHANGE OF ADDRESS**

Students of the Center are asked to report any changes of name, address, or telephone number to the Center office in order that permanent records may be kept up to date.

### **NON-CUSTODIAL REQUEST**

If a non-custodial parent would like to receive copies of report cards, progress reports, and discipline referrals, you will need to submit a written request. The request should be directed to the Director.

### **LOST AND FOUND**

Students are responsible for safeguarding their own property. Make inquiries concerning lost articles and return all items found to the LACC office.

### **TEXTBOOKS AND FEES**

Rental books are issued by the classroom instructors during the start of each class. Each text has a number and a label for names of students for purposes of identification. The students must fill out the book identification label completely in ink. Students are responsible for books rented and, if lost, must go to the Career Center office and purchase a replacement copy. Students must pay for damaged or lost books prior to taking semester examinations.

The course fee has been set at \$30.00 for most courses at Livingston Area Career Center. The exception is C.N.A. and EMT courses, which have a course fee of \$45. These fees are collected at the students' home school and then forwarded to the Center. These fees include items as special equipment, supplies, simple projects, workbooks, etc. THIS FEE DOES NOT INCLUDE UNIFORMS, TOOLS, SAFETY GLASSES, COVERALLS, ETC. All fees are charged on a yearly basis. SOME CLASSES REQUIRE SAFETY GLASSES AT A COST OF \$2.50 PER PAIR. THIS FEE IS PAYABLE AT LACC TO THE TEACHER OR THE OFFICE. The courses that require safety glasses are: Automotive and Welding.

## **ACCIDENTS OR INJURY**

Any student who suffers an injury, no matter how small, or becomes ill while attending the Center must report the injury or illness to his instructor as soon as possible. If the injury occurred at the Center, but is discovered while out of school, you should notify the Center, as well as report it to your parents and doctor. An accident report on each injury occurring at the Center is kept on file. **An insurance waiver must be completed before students will be allowed in any shops!**

## **STUDENT ACCIDENT INSURANCE**

Livingston Area Career Center and the Pontiac Township High School, District 90 do not carry medical, dental or other insurance for students injured in accidents on school premises. Parents are responsible for the costs of such accidents and any student insurance coverage. Because so many students have accidents at school, it is highly recommended parents purchase their own insurance coverage. As a convenience for parents, LACC and PTHS annually designate an optional student accident insurance plan that parents can purchase. Information and forms for this coverage are available at the time of school registration. While District 90 takes care to select a reliable insurance company, the District does not endorse the plan or recommend it instead of other insurance plans. The contract is solely between parents and the company and District 90 has no financial or legal responsibility for the plan or contract.

## **STUDENT HEALTH CENTER**

The mission of the Student Health Center at Livingston Area Career Center is to improve the overall physical and emotional health of students working in cooperation with the existing school health education curriculum and community health care services.

The Student Health Center is staffed by Mary Jo Krall, DPN, LNP, Lindsay Masching, RN, and Norma Francis, Secretary. The Student Health Center is funded by a grant from the Department of Human Services with donations from Humiston Trust, PTHS, Livingston County Health Department, and others.

The Student Health Center provides services such as:

- Emergency care
- Administer all prescription and non-prescription medication
- Routine medical care, including acute and preventive
- Laboratory screens
- Immunizations
- Prenatal counseling and referral to health care provider
- Chronic care counseling
- Counseling services
- Nutrition services
- Health education including sex education, substance abuse, etc.
- Referrals to other needed services
- Home visits on delinquent students
- Pregnancy tests
- STD screening and treatment

All students may use the Student Health Center provided they have written consent from parents or guardians. First Aid or emergency care can be provided to students without parental or guardian consent.

It is extremely important that all students with health problems apprise the staff at the Student Health Center of their condition and of any medications they are taking. Appropriate LACC staff/faculty will also be informed of a student's condition which could lead to a possible classroom emergency.

Students are allowed to use the Student Health Center before and after school, during study hall, or during lunch hour and appointments can be scheduled. Students should obtain a pass from their teacher and the Student Health Center will sign the pass for the student to return to class when their visit is completed. In an emergency situation, students can proceed directly to the Student Health Center and the office will be notified.

All services are confidential.



Medication: All medications are to be kept locked at the Student Health Center and will be dispensed by the Nurse Practitioner or an R.N. Those students with prescribed inhalers or Epi-Pens are strongly encouraged to keep medication with them.

The purpose of administering medications in school is to help each child maintain an optimal state of health that may enhance his/her educational plan. The medications distributed shall be those required during school hours for students with acute or chronic illnesses or disabilities.

The guidelines outlined below are to help reduce the number of medications given in school, yet ensure safe administration of medications for those students who require them.

--Administration of all student medications will be handled through the Student Health Center Office.

--ALL student medication must be accompanied by a Student Health Center signed consent form. Failure to present all of the appropriate paper work will result in no medication being distributed to the student that day.

--ALL medication must be brought to school in the original package or an appropriately labeled container, displaying the following:

- Student's name
- Prescription number
- Medication Name/Dosage
- Administration route and/or other directions
- Date and refill
- Licensed prescriber's name
- Pharmacy name, address, and phone number
- Name or initials of pharmacist

Prescription medication found in a student's locker or on the student's person will be considered in violation of the school's regulations concerning drugs and will be confiscated, excluding inhalers and Epi-Pens used by asthmatics.

Over the counter medications (OTC) will be distributed only through the Student Health Center with parental consent.

Students will be responsible at the end of the treatment regime for removing any unused medication from the school. If the medication is not picked up by the end of the school year, it will be disposed of and documented that the medications were discarded. Medications will be discarded in the presence of a witness.

## **AWARDS AND RECOGNITION**

Opportunities for recognition are available through the following awards programs:

- **Student of the Month:** nominated by classroom teacher and selected by LACC staff
  - A. The nominations of students will be done monthly, with nominations being turned into the Special Programs Coordinator on the designated date.
  - B. The above noted committee will vote and return selections to the Special Programs Coordinator.
  - C. All LACC courses are encouraged to nominate students that represent the goals of the LACC.
  - D. Two students will be selected per month.
- **Student of the Year:** selected by the LACC staff from the Student of the Month winners of the current school year.
  - A. Any student that has won Student of the Month is eligible for Student of the Year.
  - B. Students must submit forms to be included in the Student of the Year Nominations.
  - C. Any student that has been Student of the Month and submitted the application for Student of the Year is eligible to win regardless of year in school.
  - D. The committee will use a rubric which includes the following categories to award Student of the Year.
    - Accountability
    - Appearance
    - Communication
    - Dependability
    - Initiative
    - Integrity
    - Organized
    - Punctuality/Attendance
    - Respect
    - Teamwork
- **National Technical Honor Society:** induction held once a year. Some of the guidelines used to accept members into the NTHS are:
  - A. Gradepoint Avg. 3.3
  - B. Leadership
  - C. Responsibility
  - D. Honesty
  - E. Good Character
  - F. Attendance
  - G. Attending LACC programs
- **Perfect Attendance:** Students who receive perfect attendance can waive their LACC final exam and will be given recognition annually at year's end. To achieve perfect attendance the student must be in attendance on **ALL** school days. The only excused absences are related to school functions.

## **CLUBS AND ORGANIZATIONS**

You will have an opportunity to develop your leadership skills through participation in clubs and organizations such as:

### **CLUBS :**

**H.O.S.A.**.....Ruth Ann Rodino

- Health Occupations Students of America is open to L.A.C.C health science students. The main emphasis of the club is to promote involvement in health care concerns.

**Law Enforcement**.....Jack Bristow

- Law Enforcement Club is a security service organization whose main goal is to serve the Livingston Area Career Center, the schools, and the communities of Livingston County. Law Enforcement Club exists to promote student initiative, leadership, and teach students the functions of law enforcement and community service. Membership is open to any LACC student enrolled in or formerly enrolled in the Law Enforcement program.

**Technology Club**.....Doug Masching

- Technology Club is an alternative extra-curricular club for students who are interested in technology and related topics. Activities include, but are not limited to:
  1. Exploring new and emerging technologies
  2. Troubleshooting and diagnosing common household computer hardware and software problems
  3. Acting as a group of student technicians where members will bring in their home systems for upgrades, LAN projects, network testing and system assembly thereby reinforcing the hands-on activities provided by the curriculum.
  4. Exposing students to committee structure and group decisions

**F.C.C.L.A.**.....Stephanie Nelson and Amy Richardson

- The Family, Career, and Community Leaders of America is the national organization of students studying family and consumer science in the Junior and Senior High schools. All students who are enrolled or who have had a year of family and consumer science are eligible for membership.

### **ORGANIZATIONS:**

**SkillsUSA**.....Jack Bristow, Doug Masching, and Rick Higgins

- SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. SkillsUSA helps each student excel. SkillsUSA's mission is to help its members become world-class workers, leaders and responsible American citizens.

**NTHS (National Technical Honor Society)**.....Stephanie Nelson and Betsy Thompson

- NTHS is the international leader in providing recognition for excellence in career and technical education. They are committed to:
  1. Providing the highest quality recognition for outstanding students in career and technical education,
  2. Supplying excellent services to our diverse and multi-cultural membership and member schools,
  3. Providing scholarship opportunities for its members,
  4. Creating new and emerging relationships between the educational community and business and industry,
  5. Being a flexible organization on the leading edge of technology and constantly responding to change,
  6. Maintaining financial responsibility to meet our increasing needs,
  7. Sustaining growth, innovation and continuous improvement based upon ongoing evaluation.

**AWS (American Welding Society)**.....Jodi Lancaster

- AWS is a nonprofit organization dedicated to advancing the science, technology, and application of welding and allied joining and cutting processes, including brazing, soldering, and thermal spraying. Through their publications, internet forums, member services, local and national events, educational resources, networking activities, and certification procedures, AWS keeps welding professionals and those interested in materials science up to date with the most current advances and procedures in the industry.

### **AUTO REPAIRS AT THE CENTER**

Students from outlying schools who want to have cars repaired at the Center must secure permission from the instructor, the Director, principal of their home school, and their parents before they can drive. **ALL REPAIR BILLS MUST BE PAID IN FULL BEFORE THE CAR MAY BE TAKEN FROM THE CENTER.**

### **SEX OFFENDER COMMUNITY NOTIFICATION**

Information regarding sex offenders is available to the public on the Statewide Sex Offender Database. This can be found on the Illinois State Police web site at [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/).

Anyone with any information concerning a sex offender living close to a school, with children attending a school, or coming within 500 feet of school property should immediately notify the Principal of that school.

### **ASBESTOS MANAGEMENT PLAN**

In accordance with Federal regulations (45FR61987) District 90 is required to notify all students, employees, and parents, that friable asbestos is present in some areas of the building. A program has been implemented to ensure that the material is maintained in good condition and that appropriate precautions are followed.

### **PESTICIDE AND LAWN CARE APPLICATION NOTICE**

The district maintains a registry of parents and guardians of students who have registered to receive written or telephone notification prior to the application of pesticides and lawn care products to school grounds. To be added to the list, please contact the school.

Notification will be given before application of the pesticide and lawn care products. Prior notice is not required if there is imminent threat to health or property.

### **TEACHER QUALIFICATIONS**

Parents/guardians may request information about the qualifications of their student's teachers and paraprofessionals, including:

- Whether the teacher has met State licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the is teaching in a field of discipline of the teacher's certification; and
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school Principal a written request that identifies the record(s) they wish to inspect. The Principal 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. Parents or eligible students may ask the Principal to amend a record that they believe is inaccurate. They should write the School Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. 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 advise them 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 consent to disclosures of personally identifiable information contained in 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. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official 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, District 90 discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District 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 20202-4605

## **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

*Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED);

- 1) Political affiliations or beliefs of the student or student’s parents;
- 2) Mental or psychological problems of the student or student’s family;
- 3) Sex behavior or attitudes;
- 4) Illegal, anti-social, self-incriminating, or demeaning behavior;
- 5) Critical appraisals of others with whom respondents have close family relationships;
- 6) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- 7) Religious practices, affiliations, or beliefs, of the student or parents; or
- 8) Income, other than as required by law to determine program eligibility

*Receive notice and an opportunity to opt a student of –*

- 1) Any other protected information survey, regardless of funding;
- 2) Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- 3) Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

*Inspect*, upon request and before administration or use;

- 1) Protected information surveys of students;
- 2) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution; purposes; and
- 3) Instructional material used as part of the educational curriculum.

District 90 has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

District 90 will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participation in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents/eligible students who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW Washington, D.C. 20202-4605

## **OVERALL**

**If you have any questions concerning any of the rules and regulations outlined in this handbook, please visit the Director before or after class. These rules are enforced to assure the safety and well-being of all the students at Livingston Area Career Center. Please follow the rules outlined in the previous pages.**

## Professional Code of Conduct for Out of Classroom Students

As a representative of the Livingston Area Career Center, you have a responsibility to conduct yourself in a **Professional** and **Mature** manner when out of the classroom. You represent the Career Center and professional conduct is expected and anything less is not acceptable.

Confidentiality-Sharing of information gained in the out of classroom situation is not acceptable and may have legal consequences if violated.

Loyalty- Be loyal to the place of your out of classroom experience. This shows maturity and good citizenship.

Enthusiasm-Be enthusiastic and enjoy the experience. Pass that on to the people you have contact with.

Positive attitude-Be positive in and out of the classroom. A positive attitude makes the experience much better and time go faster. Remember to smile.

Pride in your work-No matter what you do, take pride in a job well done. Do that job to the very best of your ability. If you don't, people will notice. You are important to the out of classroom site and a reflection of Livingston Area Career Center.

Respect-Be respectful and courteous to all you have contact with. A smile and a "May I help you?" will get you further and promote respect.

Preserve company assets-Prevent damage to equipment and supplies. Prevent theft. Keep the environment clean. Stay busy and if needed, find things to do.

Be proactive-Look for ways to improve the out of classroom site. Keep the site neat and clean.

Attendance-Make sure you attend the out of classroom experience when you are supposed to. Many classes have attendance policies that must be followed to successfully complete the class.

Dressing and grooming-Follow the guidelines or dress code for your out of classroom site. Many places have a dress code that must be followed.

Cell phones and other electronic devices-Are not allowed on your person according to school policy so leave them in your locker turned off, on vibrate or in your car. Most out of the classroom experiences do not allow cell phones and electronic devices.

Tobacco, alcohol, illegal drugs-Anyone, who is found in the possession of, under the influence of or attempting to sell tobacco, alcohol or drugs will have disciplinary action taken.

Inappropriate language, gestures or depictions, immoral or illegal acts, and sexual harassment will not be tolerated.

Bullying and aggressive behavior will not be tolerated.

Insubordination and extreme disrespect will not be tolerated.

As a representative of the Livingston Area Career Center, it is important that I represent myself in a professional manner. For the health and safety of all, it is important that the Professional Code of Conduct be adhered to.



## **Core Professional Expectation**

### **Accountability**

responsible for actions, conscientious

### **Appearance**

appropriate professional attire, hygiene and grooming

### **Communication**

appropriate verbal and non-verbal skills, active listeners

### **Dependability**

reliable, trustworthy, consistent performance

### **Initiative**

self-motivated, goes above and beyond, proactive

### **Integrity**

honest, honorable, quality character

### **Organized**

prioritize, time-management, flexibility

### **Punctuality/Attendance**

prompt, prepared, on task

### **Respect**

treat others in a professional manner

### **Teamwork**

problem-solving in groups, cooperative, selfless



**LIVINGSTON AREA CAREER CENTER**  
**CERTIFICATION AND COLLEGE CREDIT LIST**

(2/14/17)

<b>Course</b>	<b>Certification</b>	<b>Dual Credit</b>
<b>Automotive Technology</b>	Valvoline Education Certification	
<b>Certified Nurse Assistant (C.N.A.)</b>	Certified Nurse's Assistant *American Heart Association Health Care Provider BLS CPR	Heartland Community College <b>8 Credits</b> – NURS 110
<b>Computer Maintenance</b>	COMP/TIA A+ Certification	Heartland Community College <b>10 Credits</b> - CSCI 101, NETW 150, NETW 151
<b>Computer Networking</b>	CCNA (CISCO Certified )	Heartland Community College <b>18 Credits</b> – CSCI 101, NETW 150, NETW 121, NETW 122, NETW 166, NETW 167
<b>Construction Trades</b>	National Center for Construction Education & Research Core Certification (NCCER)	
<b>Cosmetology</b>		Unity Cosmetology College <b>600</b> of 1500 hours needed (2 yrs)
<b>Culinary Arts</b>	*ServSafe Manager Certification *IDPH Food Safety Sanitation Manager Certification	Joilet Junior College <b>2 Credits</b> - CA106
<b>Early Childhood Education</b>	Early Childhood Education – Level I (Illinois Gateway to Opportunity) CPR/1rst Aid	Heartland Community College <b>6 Credits</b> – CHLD 101, CHLD 102
<b>Emergency Medical Technician (EMT)</b>	*American Heart Association Health Care Provider BLS CPR *Eligible for Illinois Dept. of Public Health EMT Basic license exam	College Credit <b>1.8 Credits</b>
<b>Engineering &amp; Architectural Design</b>	Auto Desk: Auto CAD Inventor Revit	Heartland Community College <b>9 Credits</b> – CAD 101, CAD 235, TECH 114
<b>Fire Fighting</b>	*American Heart Association Health Care Provider BLS CPR	
<b>Inter-Related Coop</b>		Heartland Community College <b>2 Credit</b> – GPS Program
<b>Law Enforcement</b>	*American Heart Association Health Care Provider BLS CPR	Heartland Community College <b>3 Credits</b> – CRJ 101
<b>Medical Terminology</b>	*American Heart Association Health Care Provider BLS CPR *HIPPA Training/Certification	Heartland Community College <b>3 Credits</b> -HLTH 110
<b>Welding</b>	AWS Certification OSHA 10 CPR/1rst Aid	Heartland Community College <b>12 Credits</b> – WELD 110, WELD 116, TECH 114, MFTG 115

LIVINGSTON AREA CAREER CENTER  
2017-2018  
Daily Time Schedules

**2:35 Dismissal Schedule – (First Day of School thru August 25, 2017)**

**Monday thru Friday**

First Block	7:55 a.m. to 9:20 a.m.
Second Block	9:25 a.m. to 10:50 a.m.
Third Block	11:25 a.m. to 1:05 p.m.

**Regular Schedule**

**Monday, Tuesday & Friday**

First Block	7:55 a.m. to 9:30 a.m.
Second Block	9:35 a.m. to 11:10 a.m.
Third Block	11:45 a.m. to 1:30 p.m.

**Wednesday & Thursday**

First Block	7:55 a.m. to 9:30 a.m.
Second Block	9:35 a.m. to 11:10 a.m.
<i>Third Block</i>	<i>11:45 a.m. to 1:15 p.m.</i>

## LIVINGSTON AREA CAREER CENTER 2017-2018 CALENDAR OF EVENTS

Mon., Aug. 14, 2017	Staff Institute	No School
Tues., Aug. 15, 2017	Staff Institute	No School
Wed., Aug. 16, 2017	Staff Institute	No School
Thurs., Aug. 17, 2017	First Day of School for PTHS Students	2:35 pm Dismissal Schedule
Fri., Aug. 18, 2017	First Day for All LACC Students	2:35 pm Dismissal Schedule
Mon., Aug. 21 – Aug 25	Early Dismissal	2:35 pm Dismissal Schedule
Mon., Aug. 28, 2017	Begin Regular Schedule	
Mon., Aug. 28, 2017	Fundraiser Sales Kick-off	
Mon., Sept. 4, 2017	Labor Day	No School
Fri., Sept. 15, 2017	1 <sup>st</sup> Quarter Progress Grades (due at 9:00 am)	
Fri., Sept. 15, 2017	Fundraiser Forms Due	
Fri., Sept. 29, 2017	Shortened Schedule Day	Alternate Schedule - TBA
Fri., Oct. 6, 2017	School Improvement Day	No School
Mon., Oct. 9, 2017	Columbus Day	No School
Tues., Oct. 10, 2017	Fundraiser Pick-up	After School until 6:00 p.m.
Fri., Oct. 13, 2017	End of 1 <sup>st</sup> Quarter (Grades due at 9:00 am)	
Thurs., Oct. 19, 2017	Early Dismissal	2:35 pm Dismissal Schedule
Thurs., Oct. 19, 2017	Parent/Teacher Conferences	2:35 pm to 7:30 pm
Fri., Oct. 20, 2017	No School	
Wed., Oct. 25, 2017	Career Fair	
Thurs., Nov. 9, 2017	LACC Open House	4:00 pm to 6:30 pm
Fri., Nov. 10, 2017	LACC Closed for Feeder School Students	
Fri., Nov. 10, 2017	2 <sup>nd</sup> Quarter Progress Grades (due at 10:00 am)	
Wed., Nov. 22, 2017	Thanksgiving Break	No School
Thurs., Nov. 23, 2017	Thanksgiving Break	No School
Fri., Nov. 24, 2017	Thanksgiving Break	No School
Tues., Dec. 19, 2017	End of 1 <sup>st</sup> Semester - All LACC Exams (Last Day of Attendance at LACC unless Make-up Exam needed)	
Wed., Dec. 20, 2017	LACC Make-up Exams	2:35 pm Dismissal Schedule
Wed., Dec. 20, 2017	LACC Grades due at 2:00 pm	
Thurs., Dec. 21-Jan. 3	Winter Break	No School
Wed., Jan. 3, 2018	School Improvement Day	No School
Thurs., Jan. 4, 2018	School Resumes	
Mon., Jan. 15, 2018	Martin Luther King Day	No School
Fri., Feb. 2, 2018	3 <sup>rd</sup> Quarter Progress Grades (due at 9:00 am)	
Fri., Feb. 16, 2018	School Improvement Day	No School
Mon., Feb. 19, 2018	President's Day	No School
Fri., March 9, 2018	End of 3 <sup>rd</sup> Quarter (Grades due at 9:00 am)	
Fri., Mar.23 – Mon. Apr. 2	Spring Break	No School
Tues., April 3, 2018	School Resumes	

(Continued on next page)

## Calendar of Events - Continued

Wed., April 11, 2018	Senior Interviews	
Fri., April 20, 2018	4 <sup>th</sup> Quarter Progress Grades (due at 9:00 am)	
Mon., April 30, 2018	School Improvement Day	No School
Thursday, May 3, 2018	LACC Awards Night	7:00 pm
***Fri., May 18, 2018	LACC Semester Exams (Last Day of Attendance at LACC unless Make-up Exam needed)	
***Mon., May 21, 2018	LACC Make-up Exams	
***Mon., May 21, 2018	End of Second Semester (grades due at 10:00 am)	
***Tues., May 22, 2018	Staff Institute	No School

\*\*\*NOTE: If emergency days are used, these (\*\*\*) dates will change.

7 days remaining – May 23, 24, 25, 29, 30, 31, June 1

6 days remaining – May 24, 25, 29, 30, 31, June 1

5 days remaining – May 25, 29, 30, 31, June 1

4 days remaining – May 29, 30, 31, June 1

3 days remaining – May 30, 31, June 1

2 days remaining – May 31, June 1

1 day remaining – June 1