



2019-2020

Student/Parent Handbook

## Index

Absences	11
Academic Progress / PowerSchool / Parent Portal	12
Accidents and Insurance	14
Additional Session	13
Administration and Staff	4-5
Administration of Medication to Students	13-14
Arrival/Departure	9
Attendance Guidelines	11
Authorization for Electronic Network Access	18-19-20
Board Updates and Exhibits	24
Calendar Conflicts	11-12
Credits	12
Curriculum Pathways	8
Disciplinary Policy	16
Disclaimer	24
Dress Code	15
Duration of Programs	8
E-Learning	12
Early Dismissal	9-10
Enrollment Procedures	8
Equal Education Opportunities	24
Family Education Rights and Privacy Act (FERPA) and Illinois Student Records Act	13
Field Trips / Experiential Site Visits	17
Food and Beverage	15-16
Grievance Procedure	21-22
Groups and Organizations	17-18
Hall Passes	17
Identification Cards	16-17
Inclement Weather	14
Internships	17
Late Arrival	10
Lockers	16
Make-up Work	13
Member High Schools Liaisons	6
Method of Grading	12
Parking	10
Parochial/Private/Home School Students	9
Permission to Drive	10
Possession of Cell/Mobile Phones and Other Electronic Devices	15
Prerequisites	8
Purpose of the Lake County Tech Campus	8
Required Program Fees	23
Schedule Changes	9
School Calendar	7
School Safety Drills	14
Search and Seizure Policy	16
Student Conduct (Student Rules and Regulations)	14-15
Student Injury or Illness / First Aid	14
Student Records, Change of Information	13
Student Safety/Security Procedures	13
Student Sex Equity, Sex Discrimination, and Sexual Harassment/Intimidation Policy	20
Transportation	9
Tuberculosis Testing	14
Unexcused Tardiness to Class	10
Visitors and Guests	17
Welcome	3

## **Welcome**

On behalf of the Board of Control and the employees of the Lake County Tech Campus, I would like to welcome each of you. The Tech Campus is regarded as one of the best career and technical education training facilities in the Midwest with a highly qualified staff dedicated to excellence in career technical education. With twenty-two member high schools throughout Lake and McHenry Counties representing over 1700 high school students, we have the largest vocational secondary educational system in the State of Illinois. The Tech Campus SkillsUSA Chapter has provided competitive leadership and skill opportunities to thousands of students, resulting in the title of State Champions for the last nineteen years. Participation in student leadership career technical organizations far exceeds any other similar school in the state.

The instructional system focuses on a comprehensive work-based learning program that brings the workplace into the classroom and transforms workplaces into learning environments. Hands on learning is linked to real life scenarios as our industry partners demand even higher standards of performance. Career planning provides linkages for students to explore and formulate flexible career and educational plans. Students see the relevance of what they are learning and acquire skills they can use on the job and in post-secondary education. I welcome you aboard and I encourage your parents to visit our school and see all the amazing opportunities that the Tech Campus provides.

Steve Clark  
Executive Director  
Lake County Tech Campus  
19525 W. Washington Street  
Grayslake, IL 60030  
(847) 223-6681

## **Administration and Staff**

### **Administration**

Steve Clark	Executive Director
Sebastian Kapala	Assistant Director of Operations
Derrick Burress	Principal
Danielle Friedlieb	Dean of Students
Gina Schuyler	Assistant Principal for Student Services/Workforce Dev/Grant Coord.
Joanne Hughes	Business Manager

### **Communications Programs**

Donald Morrison	Computer Support Services
David Jacks	3D Gaming & App Development
Joseph Judge	Game Programming & Virtualization
Richard Reed	Multimedia Design

### **Human Services Programs**

Dawn Kovarik	Certified Nurse Assisting
Susan Pucin	Certified Nurse Assisting
Terry Watt	Certified Nurse Assisting
Pam Yadanza	Certified Nurse Assisting
Kim Spath	Certified Nurse Assisting/Lab Asst.
Christina Stewart	Certified Nurse Assisting Lab Assistant/Program Coord.
Lori Hanson	Cosmetology
Terry Kass	Cosmetology
David Marks	Cosmetology
LaTanya Robinson	Cosmetology
Rich Becmer	Criminal Justice
Barry Dowe	Culinary Arts
Andrew Meyer	Culinary Arts
TBD	Culinary Arts
Nicole Bacarella	Early Education & Teaching
Kara Garbutt	Early Education & Teaching
Jennifer Porreca	Early Education & Teaching
Marianne Peistrup	Emergency Medical Services
Mark Bajor	Emergency Medical Services
Craig Richardson	Fire Fighting
Fred Witte	Law Enforcement & Crime Scene Investigation
Katie Knoke	Biomedical Science
Chari Fugate	Medical Assisting
Sean Riley	Medical Assisting
TBD	Medical Assisting

## Manufacturing/Industrial Programs

Steve Schmidt	Construction Skills & Management
William Kellerhals	Laser Technology
TBA	Project Lead The Way
TBA	Project Lead The Way / Robotics & Automation
Christopher McAteer	Welding & Fabrication
Paul Niskala	Welding & Fabrication

## Transportation Programs

Ben Cizowski	Automotive Collision Repair
John Black	Automotive Service
Patrick O'Connor	Automotive Service
Kim Vlink	Automotive Service
Jack Wilson	Automotive Service

## Education Support Personnel

Alford Brown	Construction Skills & Management Aide
Kyle Bush	Computer Technician
Suzanne Canning	All Staff Instructional Aide
Ken Ellefson	Technology Director
Frank Faamasino	First Aid Provider
Christine Faust	Administrative Assistant for the Principal Team
Sharon Goodman	Receptionist/Administrative Secretary
Francesca Hanson	Executive Assistant to the Director
Brian Jones	First Aid Provider
Andrew Katzner	First Aid Provider
Ryan McAllister	Operations Manager
Renee Metzgar	Accounts Payable
Brian Ondrako	First Aid Provider
McKenna Paulus	Marketing & Special Projects Coordinator
Andy Pfannkuche	Maintenance
Celina Rodriguez	Payroll and Benefits
Gloria Ruffner	Business Office Coordinator
David Schaefer	First Aide Provider
Julie Sczech	Cosmetology Aide
Bill Stefani	Director of Building and Grounds
Michael Swanson	IT Systems Manager
Pam Swanson	Culinary Arts Aide
Joe Wolyn	Custodian

## Security

Eric Rodriguez	Security
Paul Davenport	Security Monitor
Victoria Seavecki	Security Monitor

## **Member High Schools Liaisons**

Students who have questions or who experience problems are encouraged to make an appointment with the Assistant Principal for Student Services at the Tech Campus and/or your member school's contact person who is responsible for liaison activities.

Alden-Hebron High School	Teresa Eick-George	815.648.2442 x118
Antioch High School	Pat McGuigan	847.838.7624
Deerfield High School	Joe Taylor	224.632.3211
Grant High School	Eric Taubery	847.973.3408
Grayslake Central High School	Jen Pope	847.986.3300 x5510
Grayslake North High School	Kevin Doyle	847.986.3100 x5550
Highland Park High School	Amy Burnetti	224.765.2161
Johnsburg High School	Laura Taubery/Kim Ault	815.385.9233
Lake Forest High School	Pat Sassen	847.582.7363
Lake Zurich High School	Ryan Rubenstein	847.540.4041
Lakes High School	Curt Onstad	847.838.7623
Libertyville High School	Ole Stevens	847.327.7012
Mundelein High School	Tom Buenik	847.949.2200 x1262
North Chicago High School	Catherine Zahari	847.578.7400
Richmond-Burton High School	Kelly Canavan	815.678.7587
Round Lake High School	Amanda Smith	847.270.9310
Stevenson High School	Wendy Custable	847.415.4151
Vernon Hills High School	Bill Bellecomo	847.932.2263
Warren High School	Alan Thomas	847.548.7090
Wauconda High School	Laura Halverson	847.526.6611 x196
Waukegan High School	Marshall Ruetz	847.360.5424
Zion-Benton High School	TBA	847.731.9494



# 2019-2020 Tech Campus Calendar

Main Number: 847-223-6681 Attendance (must be reported within 24 hrs): 847-543-6024

**July 2019**

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**July**

4 Independence Day

**January 2020**

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**January**

1 New Year's Day (Tech Campus Closed)  
 16 Board of Control Meeting  
 17 3pm Early Release for PM Cosmo  
 20 Martin Luther King Jr. Day (Tech Campus Closed)

**August 2019**

Su	M	Tu	W	Th	F	Sa
		1	2	3		
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**August**

8 Board of Control Meeting  
 15-16 Teacher Institute Days (No student attendance)  
 19 First Day of School  
 30 3pm Early Release for PM Cosmo

**February 2020**

Su	M	Tu	W	Th	F	Sa
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

**February**

13 Board of Control Meeting  
 14 Teacher Institute Day (No student attendance)  
 17 President's Day (Tech Campus Closed)  
 22 Cosmetology Saturday  
 28 3pm Early Release for PM Cosmo

**September 2019**

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**September**

2 Labor Day (Tech Campus Closed)  
 7 Cosmetology Saturday  
 12 Board of Control Meeting  
 28 Cosmetology Saturday

**March 2020**

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**March**

2 Casimir Pulaski Day (Tech Campus Closed)  
 12 Board of Control Meeting  
 13 End of 3rd Quarter  
 14 Cosmetology Saturday  
 20 3pm Early Release for PM Cosmo  
 23-27 Spring Break is March 23 - 27

**October 2019**

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**October**

11 Teacher Institute Day (No student attendance)  
 14 Columbus Day (Tech Campus Closed)  
 16 Fall Advisory Meeting (No Third Session/PM Cos)  
 17 Board of Control Meeting  
 18 End of First Quarter  
 19 Cosmetology Saturday

**April 2020**

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**April**

9 3pm Early Release PM Cosmo  
 10 NIA (Tech Campus Closed)  
 16 Board of Control Meeting  
 18 Cosmetology Saturday  
 23-25 SkillsUSA State Conference

**November 2019**

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**November**

2 Cosmetology Saturday  
 6 Tour of Tech  
 7 Board of Control Meeting  
 26 3pm Early Release for PM Cosmo  
 27 NIA in place of Veterans Day (Tech Campus Closed)  
 28-29 Thanksgiving Day & After (Tech Campus Closed)

**May 2020**

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**May**

2 Cosmetology Saturday  
 12 Student Award Night (JLC Auditorium)  
 14 Board of Control Meeting (optional)  
 22 3pm Early Release for PM Cosmo  
 25 Memorial Day (Tech Campus Closed)  
 27 End of 4th Quarter/End of 2nd Semester  
 27 Tentative Last Day of School/3pm Early Release  
 Emergency Days if needed

**December 2019**

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**December**

12 Board of Control Meeting (optional)  
 20 3pm Early Release for PM Cosmo  
 20 End of 2nd Quarter/End of 1st Semester  
 24-25 Christmas Eve & Day (Tech Campus Closed)  
 31 New Year's Eve (Tech Campus Closed)  
 Winter Break is Dec 23 - Jan 3

**June 2020**

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**June**

22-26 SkillsUSA National Competition  
 Early Release  
 Tech Campus (No Student Attendance Days)  
 Teacher Institute Days

## **Purpose of the Tech Campus**

The Tech Campus was designed for the purpose of a cooperative provision of extended career and technical education opportunities for juniors and seniors of the Lake County high schools. Three McHenry County high schools also enroll students at the Tech Campus. Students can attain employable skills through a series of Curriculum Pathways that integrate academic and career studies and link high school training to postsecondary education and careers. Cooperation among the member eighteen high school districts provides both the funding and enrollment which ensures the greatest scope and variety.

## **Curriculum Pathways**

The Tech Campus offers opportunities for students to focus their career interests and goals. Curriculum Pathways provide the framework in each program which guides students toward their goals. During the orientation process, your instructor will explain the Curriculum Pathways and identify which of the following Curriculum Pathways are available in your program.

- The Associate Degree Qualifier Pathway (ADQP) allows students at the Tech Campus Career Expo to earn college credits in their specialty while still in high school.
- The Industry Certified Pathway (ICP) provides training based on specific occupational requirements, and in some cases, allows for certification of technical skills using industry standards.
- The Corporate Internship Pathway (CIP) offers short-term work experiences with local employers.
- The Student Leadership Pathway (SLP) provides students the opportunity to develop leadership potential through their participation in student organizations and community service activities.

## **Prerequisites**

The Tech Campus supplements the career/technical training provided by its member high schools. Because each member high school offers a unique curriculum, the Tech Campus has limited prerequisite courses required for admission purposes. Rather than set prerequisites, the Tech Campus has a recommended matrix of proficiencies which students should possess. This list of recommended proficiencies is available in your member school's guidance department. Students that possess such proficiencies will experience greater success in their chosen program of study.

## **Duration of Programs**

Each program at the Tech Campus spans two years in duration with the exception of Certified Nurse Assisting, Firefighting, Emergency Medical Services (seniors only), and Medical Assisting which are one-year programs. In two year programs, students may choose to take only the first year or continue in that program for a second year to acquire advanced training.

## **Enrollment Procedures**

Tech Campus requirements for "student" enrollment are as follows:

- The student must be currently enrolled at one of the Tech Campus member high schools or must be an eligible student from a home schooled/parochial/private school who resides within a member district;
- The student must be recommended by the member school

Students who do not meet this residency requirement and who would like to enroll in a Tech Campus program, must petition the Tech Campus Director and Board of Control for acceptance.

Students may enroll for a Tech Campus program with their member school counselor during the usual period of registration for the following year. A Tech Campus online application form is located at [www.techcampus.org](http://www.techcampus.org) and note the online application link, all required digital signatures must be completed prior to beginning a program.



## **Parochial/Private/Home School Students**

Students who are enrolled in a parochial/ private school or undergoing a home study program but reside in one of the Tech Campus member high school districts may be eligible to attend the Tech Campus. In every case, students must comply with the procedures established at the high school in which district they reside in order to enroll at the Tech Campus. Students who would like to enroll in a program offered by the Tech Campus should make an appointment with the Guidance Department at their school to determine eligibility.

*Note: Bus transportation is usually limited to the transit of students to the Tech Campus from the local public high school and back again. Students from parochial/private schools and home study programs may be required to provide their own transportation to and from the Tech Campus.*

## **Schedule Changes**

Students who would like to request a change in their schedule must secure an Add/Drop form from either their member school liaison or **Tech Campus Assistant Principal for Student Services**. Completed forms should be submitted immediately as class size per session is limited. This action should be initiated by the student before September 9th. Requests for a change in schedule are made at the discretion of the administration and require consent from both the member school liaison and Tech Campus Assistant Principal for Student Services. Program change requests made after September 9th may only be accepted at the discretion of the Assistant Principal for Student Services.

## **Transportation**

All students are transported to and from the Tech Campus via bus as provided by their member school. Any deviation from this practice must be by mutual agreement between the student's member school administration and the Tech Campus administration. Special consideration due to extenuating circumstances must be substantiated before consideration is given allowing any student the opportunity to use other modes of transportation.

- Students that miss their assigned bus coming to the Tech Campus must immediately notify their member school Tech Campus liaison/administration.
- The member school liaison/administration will in turn communicate with the Tech Campus if special permission has been granted for the student to obtain other transportation and attend the Tech Campus.
- Students that arrive to the Tech Campus via other modes of transportation than their assigned bus may not be permitted to attend class and find themselves redirected back to their member school administration if they fail to follow this procedure.

## **Arrival/Departure**

The U-shaped drive in front of the school is for buses only. It is to remain free of personal vehicles and student/pedestrian traffic at all times. In those instances where a parent/guardian transports their student to the Tech Campus, they should drop off and pick up the student in the faculty/staff/visitor parking lot. Upon arrival students are to immediately enter the building. Students arriving early to the Tech Campus are to wait in the front lobby or deli area (careful not to block exit routes/fire doors) until the first bell tone sounds. Students are not permitted to remain in parked vehicles, loiter in the parking lot(s), or leave school grounds.

Unless there is an emergency situation, students are only permitted to enter and leave the building through the main doors located in the front lobby. At the dismissal bell tone, students are to gather all their personal belongings and report immediately to their assigned bus. No student is permitted to take another mode of transportation other than their assigned bus without the express written consent of both their parent and member school liaison/administration. Any student that misses his/her assigned bus back to their member school must report to Tech Campus administration immediately.

*Note: Parents/guardians dropping off or picking up students must do so on time. Cosmetology students that arrive late will not receive credit for those hrs/min. missed. Students that are picked up late, including Saturdays, may be required to attend a parent conference to resolve the matter. After the third transportation violation a parent conference will be required before the student can return to class. In some instances the student may be required to take member school transportation for the remainder of the year.*

*Adult supervision is not provided after 4:30 p.m. on regular school days and after 2:00 p.m. on scheduled Saturdays.*

## **Early Dismissal**

All early dismissals must be approved in advance by the student's member school administration and/or phone call from parent/guardian. To leave the Tech Campus before the regular time, a student must have a note from the

parent/guardian that is counter-signed by the member school liaison/administration. This note must have a working parent/guardian phone number that can be used to verify permission. A student requesting an early dismissal from the Tech Campus must report to the main office with their note upon arrival. Parent/legal guardian must sign the student out at the main office at the noted time. Should an emergency arise and a student need an early dismissal they should immediately notify their instructor and report as directed to Tech Campus administration for assistance. (In an emergency, a student may be dismissed after the parent/guardian and member school administration has been notified and authorization received.)

*Note: Students who leave the building without proper authorization will be considered truant.*

### **Late Arrivals**

Students that arrive late to the Tech Campus may only be admitted to class if they have permission from their member school administration and parent/guardian. A student must have a note from the parent/guardian that is counter-signed by the member school liaison/administration granting them permission to attend the Tech Campus and arrive late. This note must have a working parent/guardian phone number that can be used to verify permission. A student arriving to the Tech Campus after their class session has started must first report to the main office with their note. They must then sign in and secure a pass admitting him/her to class. **Students must be present for more than one hour of the session to count as a day in attendance.**

### **Permission to Drive**

Students are not permitted to drive to the Tech Campus. However, if it becomes necessary for a student to drive on a particular day the student must secure a driving permit form in the main office. Driving permits must be secured and on file prior to the requested date to drive. The permit to drive form must be clearly signed by their parent/guardian, member school liaison/administration, course instructor, and Tech Campus Assistant Principal for Student Services.

*Note: Annual and temporary or legal parking stickers are to be clearly displayed in the front window on the passenger side of the automobile.*

*Temporary parking permits are to be clearly displayed on the front driver's side dashboard.*

*The speed limit at the Tech Campus is 5 mph and actively patrolled by the College of Lake County and The Lake County Sheriff's Office. Students that are observed driving in an unsafe or irresponsible manner may have their driving privileges suspended indefinitely and/or face additional disciplinary action in conjunction with their member school.*

### **Parking**

If a student is granted permission to drive, he/she must park their vehicle in the front row atop the knoll east of the Tech Campus. Student vehicles are only permitted in the front row of the northern most part of Lot 2 between the baseball field and nearest handicapped access ramp. Students are not allowed to park in any other location. Vehicles that are improperly parked or found without a valid Tech Campus parking permit may be ticketed and/or towed at the owner's expense. Students who have a question about parking should speak directly with the Tech Campus administration.

*Note: Upon arrival the student must immediately gather his/her personal effects and enter the building. There is no loitering permitted in the parking lot areas.*

*Pedestrian foot traffic is limited to the nearest handicapped access ramp and cross walk area when coming or going to the student parking lot. No students or other pedestrians should attempt to walk through the U-shaped bus drive at any time.*

*The Tech Campus reserves the right to inspect any car on its property and/or that of the College of Lake County.*

*The Tech Campus is not responsible for damage or theft to student cars.*

### **Unexcused Tardiness to Class**

Students are required and expected to be in their program area by the second (tardy) bell. Unexcused tardiness will be recorded and have a negative impact on one's grade. Repeated unexcused tardiness will result in disciplinary action in accordance with each member school's tardy policy. Late bus arrivals will be announced over the intercom system and do not constitute an unexcused tardy.

## **Attendance Guidelines**

Regular attendance and promptness is vital to success at the Tech Campus and in the world of work. Students are expected to be in attendance on every day that the Tech Campus is in session. This includes days that the member school is closed but bus transportation is provided to the Tech Campus. It is to your benefit to be in attendance when Tech Campus is in session. If the student is actively participating in an internship, he/she is expected to report any absence to both the Tech Campus and internship site supervisor. If the member school has adopted an attendance policy which specifies maximum days of absence in order to receive credit, the Tech Campus attendance records will be used as official documentation.

Students serving in-school or out of school suspension/s, at any time during the academic school year, are ineligible to attend the Tech Campus for the duration of the suspension.

**Students that do not attend their member school regular schedule may not attend class at the Tech Campus.**

Students that are feeling ill are strongly encouraged to seek medical assistance at their member schools before leaving for the Tech Campus. Students that do not attend their regular member school schedule due to illness are not permitted to attend the Tech Campus.

## **Absences**

State laws permit written schoolwork to be made up if the student is absent for the following reasons:

- Personal Illness or Illness in the family
- Quarantine of the Home
- Death of a Relative
- College Visit
- Observance of a Religious Holiday

Each of the above must be verified with either:

- A written note from parent/guardian, member school attendance office, or
- Phone call from the parent/guardian within 24 hours of the absence.

The parent/guardian is required to contact the Tech Campus by phone on the day of the student absence, or within 24 hours. The attendance phone line is available 24 hours: 847-543-6024.

*Note: Students must supply written verification of Doctor's appointments, Doctor appointed time off from school, and court appearances, for missed days.*

***Failure to report an absence within 24 hours will result in such absence being recorded as both unexcused and truant. Any such instance is subject to disciplinary action by the member school.***

## **Calendar Conflicts**

Students will be marked absent for approved member school educational activities. These days will be counted as "Calendar Conflicts". An example would be a college visit. The following policy will apply for students who are absent from the Tech Campus due to member school "calendar conflicts":

- Students will not be penalized for absences which are incurred due to "Calendar Conflicts".
- The absence will be recorded as a Calendar Conflict.
- Students will be given sufficient time to make-up any written work missed.
- Students are expected to complete all assigned work for the semester.
- A member school may or may not provide bus transportation on a calendar conflict day. In such instances where the member school does not provide bus transportation students must secure a temporary driving permit in

advance to drive to the Tech Campus.

## **E-Learning**

Tech Campus is piloting e-Learning opportunities during the 2019-2020 school year to meet the needs of 21<sup>st</sup> century students. E-Learning will enrich the current hands-on learning environment as Tech Campus believes that hands-on activities are a vital component of Career and Technical Education. Examples of possible e-Learning opportunities:

- Reinforcement of skills
- Discussions
- Certifications
  - Completion
  - Additional optional certifications
- Emergency Days

All School e-Learning days will be announced through Bright Arrow, Tech Campus website and your teachers Learning Management System (LMS - typically google classroom). Student responsibilities on e-Learning days are as follows:

- Check LMS associated with their class (primarily the google classroom) for the assignment

In the case of an emergency day, students will need to do one of the following:

- Check LMS associated with their class (primarily the google classroom) for the assignment
- Participate in a discussion board
- Complete the assigned lesson before the beginning of class on the next scheduled date of school
- Submit a hard copy to class the next day

## **Academic Progress / PowerSchool / Parent Portal**

The Tech Campus communicates with its member schools regularly in accordance with all applicable laws. Student academic progress is reported weekly. Progress, Quarter and Semester grades earned at the Tech Campus are submitted to the respective member school and recorded as part of each student's cumulative academic file. Each member school will issue credit(s) earned as per its policy. Parents/guardians and students are encouraged to check academic progress, attendance and fees throughout the school year via PowerSchool. Specific log in information was made available in the welcome packet. Please visit [www.techcampus.org](http://www.techcampus.org) and note the **Parent Portal PowerSchool link**. **Contact the Administrative Secretary for log in assistance (847-543-6019).**

## **Method of Grading**

A traditional system of grading will be used at the Tech Campus: A, B, C, D, F, and I (Incomplete). Grades are earned and determined by a student's level of productivity, completion of program specific goals, task competencies, employability traits, and attendance. A grade calculated with a plus (+) signifies a higher percentage within that grade, and a grade calculated with a minus (-) signifies a lower percentage within that grade.

Grades are calculated in the following manner:

- **90% Productivity: completion of program specific tasks, competencies, goals, and employability traits (i.e. daily assignments, homework, quizzes, tests, papers, projects, etc.)**
- **10% Attendance: all absences recorded affect this portion of the grade each quarter with the exception of Calendar Conflict days**

Make-up for an incomplete grade (I) will be according to the student's member school guidelines, the instructor and the syllabi. A pass/fail grading system is available when approved by the member school administration and Tech Campus Assistant Principal for Student Services.

Note: *Work made-up will not remove an absence from the official school attendance record*

## **Credits**

Because each of the member high school districts has its own graduation requirements and method of assigning credits, each member school will determine and assign the amount of credit for programs taken by its students at the Tech Campus. The Tech Campus Board of Control has approved a maximum of 3 credits per year for all programs at the Tech Campus with the exception of Cosmetology which offers a maximum of 4 credits per year (i.e., per 750 clock hours). In all cases, the member high school will determine the number of credits to be awarded for attending a program at the Tech Campus.

## **Make-up Work**

Immediately upon return to school the student is responsible to initiate a plan, with the instructor's guidance, to make up work missed during an absence. Work missed due to an unexcused absence and/or suspension may be completed for full or partial credit in accordance with program specific syllabus.

## **Additional Session**

An additional session consists of students attending class outside of their regular scheduled session and/or on calendar conflict days. This opportunity is only made available to Cosmetology students and/or students from other program areas that may be participating in special events or competitions. The additional session form is initiated by the program instructor and requires member school and parental signatures before review and final authorization by the Assistant Principal for Student Services.

## **The Family Education Rights and Privacy Act (FERPA) and the Illinois Student Records Act**

The Family Education Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and student over the age of "18" ("eligible students") certain rights with respect to student's educational records. School student records are confidential and information shall not be released other than as provided by law. State and federal law grant students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge their or their child's school records. The information contained in the school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The Tech Campus may release directory information as permitted by law, but the parent(s)/guardian(s) shall have the right to object to release of directory information regarding their child.

## **Student Records**

The Tech Campus maintains a school record for each student as specified in the Policy and Procedures (Section 28-19.1 of the School Code). A copy of this document is available at the Tech Campus and each of the member schools. Each student record includes an application, progress and grade reports, along with any accident and health reports. Additional information may include disciplinary information, participation in extra-curricular activities, honors and awards, field trip parent consent forms, along with any special education files or other verified information of clear relevance to the student's education.

Student records are confidential and information from them shall not be released other than as provided by law. Parent(s)/guardian(s) have certain rights, including the right to inspect, copy, and challenge their or their child's school records. The information contained in the school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The Tech Campus may release directory information as permitted by law, but the parent(s)/guardian(s) shall have the right to object to any release of directory information regarding their child.

*Note: The Tech Campus is an extension of the student's member high school. As such, student record updates are sent to the member high school on a regular basis.*

## **Change of Information**

If the student experiences any change in his/her address or telephone number, he/she must immediately report this information to the Assistant Principal at the Tech Campus.

## **Student Safety and Security Procedures**

Students are to refrain from any behavior that may jeopardize their own or another's physical safety or general well-being. Designated programs have safety rules, regulations, and requirements that must be followed at all times. Students are instructed to take note of all safety precautions and safe operational practices as covered by their instructor. In addition, students should follow all safety sign postings as directed. Students who need further clarification regarding matters of safety should immediately speak with their instructor or a school administrator. Students should report any safety and/or security violations to the appropriate school personnel immediately. **Tech Campus reserves the right to remove a student for safety or security concerns.**

## **Administration of Medication to Students**

Medication required by a student shall not be administered at school, during regular school hours or during school

related activities, unless absolutely necessary to maintain the continued attendance of the student. This policy shall apply to both prescription and non-prescription medication. Medication shall be administered to a student only by a first aid provider, an administrator, or by the student himself/herself pursuant to parent/physician authorization, and only when such medication is required during school hours. If it is determined that the student shall receive medication at school, the procedures in the Tech Campus policy manual shall be followed. The form is available in the Student Services Office. It must be completed by a physician and the parent/guardian then returned and placed on file.

### **Student Injury or Illness / First Aid**

If a student suffers an injury, no matter how minor, or becomes ill while at the Tech Campus, he/she must immediately report it to his/her instructor. Students will then be seen and evaluated by a **first aid provider**. Parents/guardians and member schools will be informed of injury and/or illness.

### **Tuberculosis Testing**

Students enrolled in the following programs will need documentation of a negative one-step or two-step Tuberculosis test: Certified Nurse Assisting, Early Childhood Education, and Emergency Medical Services. Please see your instructor should you need further information. This is required by the Illinois Department of Public Health (IDPH) for students to participate in clinical settings and the preschool lab.

### **Accidents and Insurance**

The Tech Campus is responsible only for providing immediate first aid. The Tech Campus does not directly pay any medical or hospital bill(s) incurred by the injured party. The Tech Campus carries secondary/supplemental accident insurance for students injured while on school premises and/or while participating in a school sponsored/supervised activity. The accidental insurance maintained by the Tech Campus is secondary and only available after any/all primary insurance under which the student is covered has been used.

In case of an accident, no matter how minor, the student must report that accident to the instructor immediately. In the case of severe accidents or acute illness, emergency care will be given and the parents notified.

### **School Safety Drills**

In compliance with regulations governing schools' observing school safety drills, several of these drills are scheduled during the school year. Instructors post important information with regard to evacuation procedures and exit routes and they also explain safety precautions and procedures to students. Students are expected to remain quiet, listen, and immediately comply with those directives given to them in such emergencies.

### **Inclement Weather**

In the event of severe inclement weather, it may be necessary to close the Tech Campus. The member high schools will be notified prior to 7:00 a.m. if the Tech Campus is to be closed for that day. Closing information will be posted on the Tech Campus website [www.techcampus.org](http://www.techcampus.org) and listed on the Emergency Closing Center website ([www.emergencyclosingcenter.com](http://www.emergencyclosingcenter.com)). In all cases of inclement weather, students should follow their member school schedule; if classes are closed at their member school, students are not expected to attend classes at the Tech Campus.

### **Student Conduct**

Any school that does not have appropriate student behavior will not be able to operate effectively. Appropriate student behavior is an expectation in every career. This means that students, instructors, administrators and parents have an important part in developing body language and insuring certain standards of conduct are maintained at all times.

When students apply for admission to the Tech Campus they make a tentative decision about their future. As students, they will have many opportunities to work independently and at their own pace. This places greater responsibility on the students to control their own actions and act as mature young adults. The best guidelines to follow are to act, dress, and cooperate with others in a way that would be acceptable in the business world.

Students should understand that the Tech Campus is an extension of their member high school; therefore, its code of conduct, rules and regulations, and consequences for inappropriate behavior are in effect. In addition, students are responsible for all information contained in the Tech Campus Student Handbook. Students are required to familiarize themselves with its contents, follow those guidelines/directives as given, and sign the corresponding line item found

in the online registration, on the last page of the Tech Campus Handbook, indicating their parent(s)/guardian(s) have reviewed the information and procedures herein. The line item referenced above can be found on the last page of this handbook as titled "Understanding of Information and Procedures in the Student Handbook". Signed forms must be turned into the student's Tech Campus instructor and will be kept on file in the Student Services Office.

## **Dress Code**

Tech Campus instructors may establish rules regarding clothing or hair styles deemed necessary for the safety of students within the context of the program area. Clothing or hairstyles that are dangerous to the health or safety of the student or others is not permitted. In some programs, uniforms and other safety equipment such as face shields or safety glasses is required. Students must come prepared each day with their uniform if required in their respective program area and comply with all safety requirements as directed.

The Tech Campus expects that every student dress for success. Student dress may not be disruptive to the educational process nor constitute a threat to the health, safety, welfare, or property of self or others.

Inappropriate dress may include, but not be limited to:

- Sunglasses, hats, caps, headbands or other garments intended to cover or wrap around the head. (If a student needs to wear a specific head cover for religious or medical reasons, please notify the administration)
- Coats and jackets (i.e. garments designed for cold weather temperatures). Such items should be placed in the student locker (when available) and remain there until the end of class.
- Clothing which exposes excessive torso skin, or judged by staff to be excessively revealing and/or tight, such as short shorts or skirts, halter tops, strap T-shirts, tank tops, bare midriff tops, mesh, spandex, leggings, and yoga pants.
- Inappropriate language/gestures/depictions which may signify and/or promote...
  - Cigarette/vaping, alcohol, or drug sale/use
  - sex, violence, vulgarity, satanic/cult worship, ethnic or racial slurs, race superiority or political anarchy.
  - gang affiliation/representation
- Sagging/Underwear showing (this includes boxer shorts and shorts worn under pants). All pants, shorts and skirts are to be worn at hip/waist level.

Students will be given an opportunity to adjust their attire and comply with school policy. Failure to comply with these rules will result in disciplinary action for their insubordination and inappropriate attire.

## **Possession of Cell/Mobile Phones and Other Electronic Devices**

Students are permitted to carry and use cell/mobile phones before the official start of class. Cell/mobile phones are to be turned off and out of site during official class time unless being used for instructional/learning purposes and at the discretion of the program instructor. Cell/mobile phones that are visible or found to be turned on during class time may be confiscated and returned to the student at the end of the class session. When a student has repeatedly failed to comply with this procedure or is insubordinate and refuses to relinquish a cell/mobile phone as directed they may be issued a formal written conduct report and subject to disciplinary action.

Students may possess electronic musical devices so long as they are turned off and placed out of sight while in class. Students wishing to use their electronic musical devices must utilize earphones and maintain volume that is inaudible to others and only when permitted. Proper use of electronic musical devices as described above is permitted in hallways and outside the school building, before and after each class session. Music and other electronic devices that are visible or found to be turned on during class may be confiscated and returned to the student at the end of the class session. When students have repeatedly failed to comply with this procedure or are insubordinate and refuse to relinquish such items as directed they may be issued a formal written conduct report and subject to disciplinary action.

*Note: In the event of a personal emergency, students should refrain from the inclination to use their mobile phone but instead ask for permission and then report as directed to administration.*

## **Food and Beverage**

The Tech Campus provides students with a deli area. Students purchasing items from the deli may do so before their

designated session begins. Students that purchase items before class may keep items in their backpacks and/or lockers to be consumed after class unless granted by the program instructor. It is a privilege to have the student deli and as such it is expected that students discard of all trash appropriately. At no time are students to bring in homemade food to be shared with other students. Please note that these designated areas are not peanut free zones.

## **Disciplinary Policy**

Students may be suspended or withdrawn from the Tech Campus for, but not limited to, the following reasons: smoking, fighting, chemical/alcohol abuse, possession and/or use of substances that intoxicate, insubordination, bullying/intimidation, arson and related offenses, failure to comply with directives, theft, damage to private/public property, possession and/or use of dangerous instrument/weapon(s), smoking paraphernalia (vapor pens/e-cigarettes), gang related activities, sexual activity, sexting/pornographic images on cell phones (social media), gambling, inappropriate use of the internet and Wi-Fi, and academic dishonesty. Students are to reference their program syllabus in regards to specific program academic dishonesty discipline.

Lake County Sheriff's Office or Grayslake Police Department will be involved in any illegal activities. All disciplinary actions will be closely coordinated with each member school.

Students who find themselves involved in repeated disciplinary actions and rule infractions may be withdrawn from the Tech Campus. Poor attendance, repeated tardiness to class, inappropriate classroom behavior, safety violations, insubordination, and disrespectful behavior are among just some of the behaviors that could result in a withdrawal from the Tech Campus.

## **Lockers**

In most Tech Campus program areas each student is assigned a locker for his/her personal possessions and individually owned tools/materials. All personal valuables (purses, wallets, cell phones, etc.) should be kept by the owner in their possession or secured inside their assigned locker at all times. Students are not to share lock combinations or lockers with other students. Keep in mind that these lockers are provided to you as a service. Students are expected to be responsible and keep a clean locker free of food, pop, and/or other perishable goods. The Tech Campus maintains the right to search student lockers at any time. Students must clean out their assigned locker on the last day of attendance at the Tech Campus.

Note: ***The Tech Campus is not responsible for lost or stolen items.***

## **Search and Seizure Policy**

To maintain order and security at the Tech Campus and school sponsored events, administration, the school resource officer, and/or any appointed representatives may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the Tech Campus without notice to or the consent of a student, and without a search warrant. Such authority to conduct searches shall extend to all certified personnel, the school resource officer, and school security. Such searches may take place at school, on school premises, at any school sponsored activity or event, or at any event which bears a reasonable relationship to school, whether on or off the Tech Campus grounds. School authorities may also inspect and search personal effects including, but not limited to, purses, wallets, book bags, backpacks, lunch bags and lunch boxes, containers of any kind, books, notebooks, outer clothing and hats, left in those places and areas by students, without notice or the consent of a student, and without a search warrant. Students have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas.

School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the Tech Campus for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

When practical, the search should be conducted outside the view of others, including other students; in the presence of an administrator or other certified personnel; and by an individual of the same sex as the student.

If a search conducted pursuant to this policy produces evidence that the student has violated or is violating the law, local ordinance, or Tech Campus policies or rules, school authorities may seize the evidence and take appropriate disciplinary action which may include suspension and a recommendation for a withdrawal from the Tech Campus. School authorities may also turn over the evidence to local law enforcement authorities.

## **Identification Cards**

Students enrolled at the Tech Campus are required to have their member high school and Tech Campus student



identification cards in their possession at all times. There is a \$5.00 charge for a replacement identification card if misplaced or lost.

## **Hall Passes**

Students will not be permitted to leave their classroom or laboratory without the specific approval of their instructor. When students are not in class during a Tech Campus session, they will be expected to have a Tech Campus hall pass signed by their instructor or administration.

## **Visitors and Guests**

No visitors/guests are permitted unless approved in advance by the Assistant Principal for Student Services, Dean of Students, and member school liaison. Visitation requests must be submitted two (2) days in advance of the proposed visit. All visitors/guests must check-in at the security desk upon arrival and obtain a visitors pass.

Current students interested in bringing a prospective student from their member school must have any such request generated through their program instructor and approved by the Tech Campus Assistant Principal for Student Services and member school liaison.

## **Field Trips / Experiential Site Visits**

Students are to participate in field trips scheduled by their Tech Campus instructor. Permission forms must be obtained in advance and signed by all appropriate individuals. Students who do not have completed field trip permission forms on the day of the trip will not be permitted to participate.

On all day field trips, should the trip conclude and return to the Tech Campus prior to the end of the school day, students are expected to remain in class until the conclusion of the school day unless written permission is received.

**Written permission is granted from parent or legal guardian in advance via the field trip form**

## **Internships**

Students have the opportunity to participate in short-term work experiences (internships) with our local Business and Industry Partners as a part of their training. Students participating in an internship most often do so during their normal class meeting time but at a supervised location that is offsite from Tech Campus. Eligible students may participate in available internships only after they have completed the preparatory requirements of their program area. Students must maintain at least a B grade average to participate in an offsite internship. Students may be removed from their internships if program/school expectations are not followed.

## **Groups and Organizations**

Students enrolled at the Tech Campus have the opportunity to become members of various student groups and organizations. Some groups and organizations are program specific while others are more global in scope. The Tech Campus supports students interested in groups and organizations as designed to increase their leadership, technical proficiencies and overall level of understanding. SkillsUSA is one such example. Students that choose to join and participate in SkillsUSA will benefit from having...

- access to career resources and contact with business and industry partners
- opportunities to compete in the SkillsUSA events at the local, state or national levels
- opportunities for scholarships, awards and honors
- job contacts and networking opportunities
- the opportunity to learn and practice professional and leadership skills
- recognition from peers, teachers and leaders within the community

The Tech Campus is a charter member of the Illinois Association of SkillsUSA. We are the largest and most successful chapter in the state of Illinois. Students that are interested in becoming a SkillsUSA member must complete an application form and receive their instructor's written approval/recommendation along with their parent/guardian signature. Students wishing to join must have and maintain (at minimum) good attendance, a grade point average of 2.0 on a 4.0 scale and limited disciplinary referrals. Students that have questions or would like to

know more about SkillsUSA are encouraged to contact their instructor or the Tech Campus Dean of Students.

## **Authorization for Electronic Network Access**

Each student and his or her parent(s)/guardian(s) must initial and sign the Authorization form electronically before being granted unsupervised access. Please read this document carefully before signing.

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This Authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Electronic Network Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. Your elective signature at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

### **Terms and Conditions**

**Acceptable Use** - Access to the District's electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for a legitimate business use.

**Privileges** - The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Technology Director will make all decisions regarding whether or not a user has violated the terms of access privileges and may deny, revoke, or suspend access at any time. His or her decision will be reviewed by the Executive Director and/or Building Principal.

**Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading copyrighted material for other than personal use without permission from the original author and without Tech Campus administrative approval;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, bullying, intimidating, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

**Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in your messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal the personal information, including the addresses or telephone numbers, of students or colleagues.

- d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the users own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this Authorization.

Security - Network security is a high priority. If you can identify a security problem on the Internet, you must notify the Technology Director or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the 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 network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Web or on District Web sites or file servers, without explicit written permission.

- a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
- b. Students and staff engaged in producing Web pages must provide administration, or designee, with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
- d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Electronic Mail - The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.

- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the Technology Director. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the School District's electronic mail system constitutes consent to these regulations.

### Internet Safety

Internet access is limited to only those "acceptable uses" as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in this Authorization, and otherwise follow this Authorization.

Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in this Authorization.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Executive Director or designee.

The Technology Director and Dean of Students shall monitor student Internet access.

LEGAL REFERENCE: No Child Left Behind Act, 20 U.S.C. §6777.  
Children's Internet Protection Act, 47 U.S.C. §254(h) and (l).  
Enhances Education Through Technology, 20 U.S.C §6751 et seq.  
720 ILCS 135/0.01.

### **Student Sex Equity, Sex Discrimination, and Sexual Harassment/Intimidation Policy**

The Tech Campus does not discriminate on the basis of sex in the provision of programs, activities, services, or benefits, and guarantees both sexes equal access to educational and extracurricular programs and activities. No student shall be subjected to sexual discrimination, harassment, intimidation or bias by any Tech Campus employee, by other students, or by the effect of any school policy or practice.

"Sex Bias" means the attribution of behaviors, abilities, interests, values and/or roles to a person or group of persons on the basis of sex.

"Sexual Harassment": includes student-to-student conduct and student-to-staff conduct as well as staff-to-student conduct and staff-to-staff conduct. It means (1) unwelcome sexual advances, (2) sexual advances to students by staff, whether welcome or unwelcome, (3) requests for sexual favors and/or (4) other verbal or physical contact of a sexual nature where:

1. Submission to such a conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development;
2. Submission to or rejection of such conduct is used as the basis for employment or education decisions affecting such individual; or
3. Such conduct has a purpose or an effect of unreasonably interfering with an individual's work or educational performance, or creating an intimidating, hostile, or offensive working or educational environment.

"Sexual Intimidation": means any behavior, verbal or nonverbal, which has the effect of subjecting members of either sex to humiliation, embarrassment or discomfort because of their gender.

Disciplinary action, up to and including a withdrawal from the Tech Campus, may be taken with respect to any student enrolled in a Tech Campus program who is found to have committed or participated in an act or acts of sexual harassment or intimidation against another student.

Any students choosing to submit a complaint are asked to contact either one of two Tech Campus's Complaint Managers, be it Mrs. Friedlieb or Mr. Burress at 19525 W. Washington Street, Grayslake, Illinois 60030.

## **Grievance Procedure**

A grievance is defined as a complaint by a student alleging that the Tech Campus, or an administrator, employee, or student thereof, has violated any of the provisions of this Policy.

### **I. COMPLAINT**

- A. Any student who chooses to submit a complaint must submit a written statement to one of three Tech Campus' Complaint Managers be it Mrs. Friedlieb, Mrs. Schuyler, or Mr. Burress. Complaint may be mailed to the Tech Campus, 19525 W. Washington Street, Grayslake, Illinois 60030-1194. The written statement should state the specific facts and/or perceived wrongful act (e.g., location, names, dates, times) to be investigated. The student may seek assistance in preparing the written complaint from a teacher, counselor, or Tech Campus administrator to whom the student may have initially complained about the act or incident. All such written statements should be submitted within thirty (30) days after the incident or act which gives rise to the complaint.
- B. The Complaint Manager or his/her designee shall promptly (a) notify the Director in writing that a complaint has been received, and (b) investigate the complaint. The Complaint Manager or his/her designee shall make all reasonable efforts, including, but not limited to, convening a conference with the grievant to discuss the complaint and the results of the investigation, to resolve the matter informally.

### **II. HEARING**

- A. In the event the complaint cannot be resolved informally, the Complaint Manager will advise the student of his/her right to a hearing and the following additional procedures:
  - 1. The student's request for a hearing must be in writing. The student may seek assistance in preparing the hearing request from a teacher, counselor, or the Director. A copy of the original complaint shall be attached to the hearing request.
  - 2. Within ten (10) business days (defined as days when the Tech Campus' Administrative Office is open) of the Coordinator's receipt of the written request for a hearing, the Coordinator will convene an informal hearing, at which time both the student and the person(s) responsible for the disputed action may present testimony and documents relevant to the complaint.
  - 3. A record of the hearing shall be made and kept. The Coordinator shall be responsible for making the record of the hearing available to the parties upon request.
  - 4. Within twenty (20) business days of the hearing, the Coordinator shall provide the student and the Director with written findings on the allegations of the complaint and, if necessary, recommendations for any corrective action.

### **III. APPEAL TO BOARD OF CONTROL**

- A. If the student is not satisfied with the Coordinator's written findings and/or recommendations, or if the Coordinator fails to provide the student with written findings and/or recommendations within the time limits specified in Paragraph 3 above, the student may thereafter appeal the decision as follows:
- B. The student must forward a letter appealing the Coordinator's findings and/or recommendations to the Board of Control within ten (10) business days of the student's receipt of the findings and/or recommendations.
  - 1. The Board of Control may, at its discretion, convene a hearing at which the parties may present testimony and argument.
  - 2. Within ten (10) business days after the first regularly scheduled Board meeting held after the filing of the appeal, the Board of Control shall provide the student with a written decision affirming, reversing, or modifying the Coordinator's findings and/or recommendations and specifying the reasons upon which the review decision is based.

### **IV. DISCIPLINARY ACTION**

- A. Disciplinary action may be taken with respect to any Tech Campus employee who is found to have committed or participated in an act or acts of sexual harassment or intimidation against a student. Disciplinary action, up to and including expulsion, may be taken with respect to any student of the Tech Campus who is found to have committed or participated in an act or acts of sexual harassment or

intimidation against another student.

V. DISSEMINATION

- A. The Tech Campus shall take reasonable measures to assure that Tech Campus employees, students, and parents are informed of this policy and grievance procedure by inclusion of the same in employee and student handbooks and shall make a copy of the same available for inspection at the Administrative Office.

LEGAL REFERENCE: Title IX of the Education Amendments of 1972,  
20 U.S.C. Section 1681 et seq.  
Illinois School Code, 105 ILCS 5/27-1  
Illinois Sex Equity Rules, 23 Ill. Admin. Code  
Section 200.10 et.seq.  
Illinois Human Rights Act, 775 ILCS 5/1-101, et.seq.

## **Required Program Fees**

Various Tech Campus programs require students to purchase uniforms, safety glasses, tools of the trade, or other consumable items. These fees are always kept to a minimum and/or offered to the student by the Tech Campus at the lowest possible costs. Fees vary according to the program of the student.

The Tech Campus does not waive fees or arrange payment plans. Students receiving fee assistance should contact their member high school liaison/Tech Campus contact person to determine if arrangements can be made for financial assistance regarding these fees.

**All required program fees must be paid prior to purchasing optional items, participating in SkillsUSA and participating in other fee based activities.**

<b>Program</b>	<b>1st Year 2019-2020 Fee</b>	<b>2nd Year 2019-2020 Fee</b>
Automotive Collision Repair	<b>\$80</b>	<b>\$24</b>
Automotive Service	<b>\$40</b>	<b>No Fee</b>
Certified Nurse Assisting	<b>\$27</b>	
Cosmetology	<b>\$160</b>	<b>No Fee</b>
Criminal Justice	<b>\$25</b>	
Culinary Arts	<b>\$144</b>	<b>\$23</b>
Emergency Medical Services	<b>\$60</b>	
Fire Fighting	<b>\$46</b>	
Law Enforcement & Crime Scene Investigation	<b>\$25</b>	
Medical Assisting	<b>\$25</b>	
Welding & Fabrication	<b>\$90</b>	<b>\$30</b>

If the program is not listed, then that program doesn't require a student fee.

## **Disclaimer**

This handbook identifies anticipated standards of acceptable behavior. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of rules and policies. As in any set of regulations concerning procedural operation, it is not possible to specify every conceivable situation. School rules published in this handbook are subject to such changes as may be needed to insure continued compliance with federal, state, and local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school.

## **Equal Education Opportunities**

It is the policy of the Lake County Tech Campus not to discriminate on the basis of race, color, age, sex, religious beliefs, creed, ancestry, national origin, physical and mental handicap or disability, sexual orientation, status as homeless, or actual or potential marital or parental status, including pregnancy with respect to its educational programs, enrollments, activities or employment policy. This policy of non-discrimination is in compliance with Titles IX and VI and Section 504.

## **Board Policy Updates and Exhibits**

The following Board policies and related exhibits are available online at:

<http://www.techcampus.org/downloads/StudentHandbookPoliciesReferenced.pdf>

- 4:170-E8 Informing parents about offender community notification laws
- 6:235-E1 Letters to parent(s)/guardian(s) regarding student use of the districts electronic networks
- 6:235-E2 Authorization for electronic network access
- 6:235-E3 Online privacy statement
- 6:235-E4 Keeping yourself and your kid's safe on social networks
- 7:270-E School medication authorization form
- 7:340-E1 Notice to parent(s)/guardian(s) and students of their rights concerning a student's school records
- 7:340-E2 Using a photograph or video recording of a student
- 7:340-E4 Frequently asked questions regarding military recruiter access to students and student information
- 8:30-E1 Letter to parent regarding visits to school by child sex offenders
- 8:30-E2 Child sex offender's request for permission to visit school property