Lake County **TECH**Campus

2023-2024

Student/Parent Handbook

Index

Dr. Sebastian Kapala
Executive Director

Derrick Burress
Principal

Joanne Hughes
Business Manager/CSBO

July 15, 2023

Dear Parent/ Guardian and Student,

On behalf of the administration, faculty, and staff, I would like to welcome you to the 2023-2024 school year at the Tech Campus. We are excited for you to become part of a tradition that goes back more than 45 years in Lake County! For over 45 years, we have provided numerous students with high-quality career and technical education experiences. Whether you are a first-year student or returning we are very pleased that you have chosen the Technology Campus as part of your academic day.

Please find enclosed the following information:
• 2023-2024 School Calendar
• PowerSchool parent/guardian account setup
• Completion of the on line 2023-2024 mandatory student forms
• Fee payment options
• Student account access
• Tech Campus spirit wear available for order

Follow us on Facebook, Instagram, and Twitter @lctechcampus to keep up with important announcements and Tech Campus activities throughout the year! The first day of student attendance at the Tech Campus is Wednesday, August 16, 2023. **Program changes must be made during the first five days of the member school's starting date**. This may differ from the start date and schedule at your high school. Please contact your high school for guidance should this be the case. We look forward to seeing all of you soon and taking the next steps as our students embark on future career and educational opportunities.

Sincerely,

Derrick Burress
Principal

Administration and Staff

Administration

Sebastian Kapala	Executive Director
Derrick Burress	Principal
Danielle Friedlieb	Associate Principal/ Grant Coordinator
Laura Emmerling	Dean of Student Services
Joanne Hughes	Business Manager

Communications Programs

TBD	Computer Support Services
David Jacks	Cybersecurity
Joseph Judge	Game Programming & Virtualization
TBD	Multimedia Design

Human Services Programs

Amanda Pabon	Biomedical Science
Dawn Kovarik	Certified Nurse Assisting
Marissa Pastori	Certified Nurse Assisting
Susan Pucin	Certified Nurse Assisting
Pam Yadanza	Certified Nurse Assisting
Ashley Acevedo	Cosmetology
Lara Dellomodarme	Cosmetology
Luis Lopez	Cosmetology
David Marks	Cosmetology
Latanya Robinson	Cosmetology
Dan Horan	Criminal Justice
Tiffany Coffee	Culinary Arts
Andrew Meyer	Culinary Arts
Andrea Murray	Culinary Arts
Paul Wacker	Culinary Arts
Dina Dowman	Early Education & Teaching
Jennifer Porreca	Early Education & Teaching
Marianne Peistrup	Emergency Medical Services
Melissa Stennett	Emergency Medical Services
John Drinkall	Fire Fighting
Stu Mendelsohn	Law Enforcement & Crime Scene Investigation
Stephanie Jones	Law Enforcement & Crime Scene Investigation
Ethel Cabalfin	Medical Assisting
Sean Riley	Medical Assisting
Patricia Schultz	Medical Assisting

Manufacturing/Industrial Programs

Brian Floore	Construction Skills & Management
Edmund Roucka	Construction Skills & Management
Dave Wooten	Industrial Technology
William Kellerhals	Laser Technology
Jeff Costa	Welding & Fabrication
Austin Pena	Welding & Fabrication
Derek Wolfe	Welding & Fabrication

Transportation Programs

Ben Cizowski	Automotive Collision Repair
Ivan Filinchuk	Automotive Service
Rafael Ramirez	Automotive Service
Dave Sanderson	Automotive Service
Jack Wilson	Automotive Service

Education Support Personnel

Renee Metzgar	Accounts Payable
Christine Faust	Administrative Assistant for the Principal Team
Sharon Goodman	Administrative Secretary/ Receptionist
Deidre Boettle-Horan	All Staff Instructional Aide/ Sub
Jen Nowicki	All Staff Instructional Aide/ Sub
Matthew Vella	Assistant Technology Director
Celina Rodriguez	Business Office Coordinator
Jennifer Duda	Cosmetology Aide
Stella Babington	Cosmetology Aide
Elizabeth Del Rio	College and Career Pathway Endorsement Coordinator/ Workforce Dev
Dan Conlon	Director of Building and Grounds
Francesca Hanson	Executive Assistant to the Director
Suzanne Canning	Instructional Aide
Andy Pfannkuche	Maintenance
Eric Rodriguez	Maintenance
Martin Campos	Marketing & Special Projects Coordinator
Alex Escareno	Professional Development Coordinator
Ken Ellefson	Technology Director
Stefani Ochab	School Nurse
Paul Niskala	Welding Aide

Security

Jeff Hoffman	Security
Merritt Price	Security
Pam Swanson	Security

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.

School	Contact	Phone
Alden-Hebron High School	Davina Vanderpal	815.648.2442 x1235
Antioch High School	Greg Bays	847.838.7624
Deerfield High School	Paul Hengels	224.632.3161
District 214	Dawn Czyzewski/ Erin Torris	847.718.7670
Grant High School	Eric Taubery	847.973.3408
Grayslake Central High School	Meghan Lynn/ Gina Schuyler	847.986.3300 x5758
Grayslake North High School	Kevin Doyle	847.986.3100 x5550
Highland Park High School	Shanova Friend	224.765.2161
Johnsburg High School	Jordan Masters/ Kim Ault	815.385.3193
Lake Forest High School	Pat Sassen	847.582.7363
Lake Zurich High School	Nicole Jensen	847.582.7363
Lakes High School	Kurt Rowells	847.395.9879
Libertyville High School	Ole Stevens	847.327.7012
Mundelein High School	Tom Buenik	847.949.2200 x1262
North Chicago High School	Randi Kreiter	847.578.7228
Richmond-Burton High School	Rebecca Botts/ Jordan Oeffling	815.678.7587
Round Lake High School	Amanda Smith	224.842.2958
Stevenson High School	Jackie King	847.415.4151
Vernon Hills High School	Bill Bellecomo	847.932.2263
Warren High School	Zach Pagan	847.548.6980
Wauconda High School	Tiffany Chilcote	847.526.6611 x1001
Waukegan High School	Michael Cicirale	224.303.2860
Zion-Benton High School	Ana Peterson	847.731.9342

2023-2024 Tech Campus Calendar

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

July 2023

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

August 2023

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
7-10 — New Teacher Orientation
10 — Board of Control Meeting
14-15 — Teacher Institute Days
16 — First Day of School
26 — Cosmetology Saturday

September 2023

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
1 — 3pm Early Release for PM Cosmo
4 — Labor Day (Tech Campus Closed)
9 — Cosmetology Saturday
14 — Board of Control Meeting

October 2023

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
6 — Teacher Institute Day (No student attendance)
9 — Columbus Day (Tech Campus Closed)
11 — Celebration of Partnerships
   2nd and 3rd sessions will be remote/e-learning
12 — Board of Control Meeting
14 — Cosmetology Saturday

November 2023

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 — Tour of Tech
9 — Board of Control Meeting
11 — Cosmetology Saturday
17 — 3pm Early Release for PM Cosmo
20 — NIA (Tech Campus Closed)
21 — NIA (Tech Campus Closed)
22 — NIA (Tech Campus Closed)
23-24 — Thanksgiving Day & After (Tech Campus Closed)

December 2023

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
7 — Board of Control Meeting *(optional)*
22 — End of 1st Semester
22 — 3pm Early Release for PM Cosmo
25 — Christmas Day (Tech Campus Closed)

Winter Break is Dec 25 - Jan 5

January 2024

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
Winter Break is Dec 25 - Jan 5
1 — New Years Day (Tech Campus Closed)
11 — Board of Control Meeting
12 — 3pm Early Release for PM Cosmo
15 — Martin Luther King Jr. Day (Tech Campus Closed)

February 2024

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
8 — Board of Control Meeting
16 — Teacher Institute Day (No student attendance)
19 — President's Day (Tech Campus Closed)
24 — Cosmetology Saturday

March 2024

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

March
4 — 3pm Early Release for PM Cosmo
4 — Casimir Pulaski Day (Tech Campus Closed)
14 — Board of Control Meeting
21 — Career Expo
25-29 — **Spring Break is March 25 - 29**

April 2024

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
9-11 — Future Quest
11 — Board of Control Meeting
20 — Cosmetology Saturday

May 2024

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	

May
4 — Cosmetology Saturday
9 — Student Award Night
9 — Board of Control Meeting *(optional)*
24 — End of 2nd Semester
24 — Last Day of School/3pm Early Release
27 — Memorial Day (Tech Campus Closed)

June 2024

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
19 — Juneteenth (Tech Campus closed)

Legend:
Early Release
Tech Campus Closed (No Student Attendance Days)
Teacher Institute Days

Purpose of the Lake County 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.

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 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 meet with their member school counselor. The counselor will fill out the ADD/DROP electronic form to submit to Tech Campus Administration. ADD/DROP forms must be completed and submitted within **five** days of the first day of student attendance from their member school.

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 three lanes closest to the building are designated lanes 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 given an Excused Tardy to class if they have permission from their member school administration and parent/guardian. If a student arrives late without permission, they will check in for a tardy pass from security and be marked as Unexcused Tardy in the attendance system. Students are required and expected to be in their program classroom at the start time of their session. 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. **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 SRO (School Resource Officer).

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

Any 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.

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.

eLearning

Visit www.techcampus.org for the most recent updates on eLearning

Tech Campus utilizes eLearning to meet the needs of 21st century students. eLearning 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 eLearning opportunities:
- Reinforcement of skills
- Discussions
- Certifications
  - Completion
  - Additional optional certifications
- Emergency Days

All School eLearning days will be announced through Bright Arrow, Tech Campus website and your teachers' Schoology. Student responsibilities on eLearning days are as follows:
- Check LMS associated with their class (primarily the google classroom or Schoology) for the assignment

In the case of an emergency day, students will need to do the following:
- Check Schoology and Tech Campus email
- Complete teacher-assigned check-in
- 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 login information was made available in the welcome packet. Please visit www.techcampus.org and note the **Parent Portal PowerSchool link. Contact the Helpline for login assistance (847-543-6160).**

Method of Grading

A traditional system of grading will be used to report grades to member schools: A, B, C, D, F, and I (Incomplete). Tech Campus is in the process of switching to Standards-Based Grading. This grading method will focus on the standards/competencies students are mastering throughout their course. The individual grades will be given numerical values of 1 through 4. Grades will then be translated to a percent and letter grade.

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 Administration.

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 Associate Principal.

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 Associate 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.

Testing and Immunization Requirements

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 for immunization requirements and 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 7:30 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 and listed on the Emergency Closing Center website (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".

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 are 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:

- Inappropriate language/gestures/depictions which may signify and/or promote…
    o Cigarette/vaping, alcohol, or drug sale/use;
    o sex, violence, vulgarity, satanic/cult worship, ethnic or racial slurs, race superiority or political anarchy;
    o gang affiliation/representation

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 cellphones before the official start of class. Cellphones 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. Cellphones 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 cellphone as directed, they may be issued a formal written conduct report and subject to disciplinary action.

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

Food and Beverage

The Tech Campus provides students with a deli area. It is a privilege to have the student deli and as such it is expected that students discard all trash appropriately. Please note that these designated areas are not peanut free zones.

Flower, Gift, and Food Deliveries

We will not accept flowers and/or gifts to be delivered by outside vendors to students during the school day. Please arrange for such items to be delivered to the student's home. No outside food (except homemade lunches) can be brought to, delivered to or sold in the cafeteria or classrooms during the school day except for in the context of school sanctioned activities.

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 to and from their class. No more than one student will be permitted to leave the classroom at any one time, barring an emergency.

Visitors and Guests

No visitors/guests are permitted unless approved in advance by Tech Campus administration. 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.

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 Student

Services.

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.

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

The Executive Director or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:

   a. 2:260, *Uniform Grievance Procedure*. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the School Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.

   b. 2:265, *Title IX Sexual Harassment Grievance Procedure*. This policy prohibits any person from engaging in sexual harassment in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes but is not limited to sexual assault, dating violence, domestic violence, and stalking.

   c. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).

   d. 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:

   a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.

   b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.

3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.

4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.

5. Notifies students and parents/guardians of this policy.

Incorporated
by Reference: 7:180-AP1, (Prevention, Identification, Investigation, and Response to Bullying)

LEGAL REF.:   105 ILCS 110/3.10.

CROSS REF.:   2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 5:100 (Staff Development Program), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities)

ADOPTED: November 12, 2020

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. Emmerling, 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 or Dean of Student Services, 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.

Program	1st Year 2023-24 Fee	2nd Year 2023-24 Fee
Automotive Collision Repair	$66	$18
Automotive Service	$40	
Certified Nurse Assisting	$27	
Cosmetology	$200	
Criminal Justice	$30	
Culinary Arts	$140	$26
Early Education & Teaching	$5	$5
Emergency Medical Services	$40	
Fire Fighting	$43	
Introduction to Policing	$30	
Medical Assisting	$25	
Welding/Fabrication	$90	

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

7:345-AP.E4 Notice of parent rights regarding student covered 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