

STUDENT GUIDELINES

1. Students attending IVVC must comply with all of the following rules and regulations:

- A. Home School Student Handbook
- B. IVVC Student Guidelines
- C. IVVC Program Guidelines

Disciplinary procedures will be in accordance with the provisions established in all of the above. The student is responsible for knowing all of the rules that govern his/her behavior. IVVC provides an education program on behalf of your home school. Unlike your home school, attendance at IVVC is considered a privilege based on program availability and good conduct. Any discipline applied by IVVC for conduct while you are in attendance will not affect the right of your home school to apply its own discipline and follow its own disciplinary procedures with regard to the same conduct.

2. Students are expected to dress, act, and speak in a manner consistent with his/her profession. For safety and professionalism, all students will comply with the individual program dress code that is based on industry standards supplied by the program instructor.
3. Strict attention must be paid to all departmental safety rules and regulations including the use of safety equipment. Students will not be allowed in any lab or shop until all program safety tests have been passed. Students must also have all appropriate program safety equipment (see specific program safety equipment requirement list). Students may be removed from the lab at any time for unsafe behavior.
4. The use or possession of tobacco, tobacco products and vapes/electronic cigarettes is prohibited. This includes matches, lighters, and other related items.
5. In accordance with the federal Drug-Free Schools and Communities Act of 1989, students shall not possess, use or distribute illicit drugs or alcohol on school premises or as part of any school-related activity and shall comply with all other school district policies and rules concerning drugs and alcohol. Your home school may apply its own discipline for the same offense. Regardless of any disciplinary decision, IVVC personnel may report criminal offenses to appropriate law enforcement authorities. Compliance with this policy is mandatory and the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful
6. Students must comply with all federal, state, and local laws and reasonable requests of IVVC personnel.
7. All program and textbook fees must be paid in a timely manner. Students not able to pay the full amount within the first three weeks must make special arrangements with the office.
8. Students must have their signed IVVC Permission and Policy form submitted before they may participate in any lab or off-campus activities. Any student missing forms after the 10th day of student attendance may be subject to disciplinary action.
9. All forms of food delivery to IVVC students during the school day is prohibited.

10. Gang affiliation - Gang related or unauthorized group activities will not be permitted at IVVC. These activities may include the display or possession of gang symbols, colors, or other identifiers and the solicitation of others for membership. Any gang related symbol or item is banned by this policy.
11. Students who do not participate in full class industry visits/field trips are expected to attend IVVC during their usual class time. An alternative activity will be assigned.
12. Discipline may be imposed for forms of student misconduct not specifically listed in these guidelines or which interfere with, or threaten to interfere with, the learning environment, extracurricular activities, or school operations.

PERSONAL ELECTRONIC DEVICES

Electronic Devices: cell phones, tablets, or any wearable technology (including headphones/airpods/smartwatches) may only be used during non-instructional time, except when a supervising teacher grants permission and/or use of the device is provided in a student's Individualized Education Program (IEP), 504 plan or health plan. Cell phones/wearable technology (including headphones/airpods/smartwatches) are to be turned off and out of sight during class time.

These devices can be considered to be a disruption of the educational process and use during the school day may result in disciplinary action including confiscation of the item for parent/guardian pickup. Indian Valley Vocational Center is not responsible for any damaged, lost or stolen electronic devices.

The following uses of electronic devices are prohibited - such behaviors are subject to disciplinary action and may be reported to the appropriate law enforcement agencies.

- Making and accepting phone calls/facetiming during school hours.
- Using the device to take photographs or videos in locker rooms or bathrooms.
- Using the device to record a fight on district property.
- Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e. sexting) or fighting.
- Possessing, taking, disseminating, or sharing obscene pornographic, lewd, or otherwise illegal images, messages, or photographs.

This list is not exhaustive - other behaviors deemed to be a disruption to the educational process will not be tolerated and appropriate disciplinary action will be taken.

NOTICE OF NON-DISCRIMINATION

Indian Valley Vocational Center ensures equal educational opportunities are offered to students regardless of race, color, national origin, age, sex, religion, or disability. Questions in reference to educational opportunities may be directed to:

Mr. Joe Barbic, Director
Indian Valley Vocational Center
600 Lions Road
Sandwich, Illinois 60548
(815) 786-9873

ATTENDANCE POLICY

At IVVC, we believe that student attendance is an integral part of the total learning experience. A student learns and experiences something new each day; therefore, it is imperative that a student be in attendance to take advantage of these educational opportunities. Frequent absence from work is one of the primary causes for employee termination. When hiring IVVC graduates, employers inquire about the individual's attendance record at school. Since regular attendance is of the utmost importance for future successful employment, attendance is a part of a student's grade.

IVVC attendance is reported to the home schools. The home schools determine whether an absence is Excused or Unexcused. Absences from IVVC that are related to home school activities (field trips, sports events, assemblies, etc.) are not counted against a student and are eligible for perfect attendance. Percentage points will be deducted from a student's final semester grade as follows:

- 0-6 unexcused absences - 0 percentage points deducted
- 7-10 unexcused absences - 5 percentage points deducted, removal from internship (if applicable)
- 11-15 unexcused absences - 10 percentage points deducted
- 16+ unexcused absences - conference required between IVVC, home school, and parents; possible removal from IVVC

Procedures:

- Make-up will be allowed for classroom work missed during an absence; however full credit for that work is at the discretion of the instructor. Instructors may assign additional written work to replace time lost in the lab.
- This Attendance Policy will be reviewed with the student in the classroom and must be signed by student and parent/guardian and placed on file in the IVVC office.
- The Assistant Director will serve as attendance officer to review unusual circumstances and to decide upon the application of the policy to situations which may not be specifically covered by the written policy.
- When the 5th day of unexcused absence has occurred, the Assistant Director or designee will speak to the student. At that time, the student will be made aware that future absences for the semester may be subject to the above rules. The parent/guardian may be notified.
- At the 6th unexcused absence, the Assistant Director or designee will notify the parent/guardian.
- At the 10th unexcused absence, the Assistant Director will contact the parent/guardian by letter. A student/parent conference with the Director and the Assistant Director may be requested.
- Students who have repeated absences will have their status reviewed by IVVC and the student's home district. Excessive absences may affect the student's opportunity to return to IVVC.
- No sanctions shall be imposed against students who are chronic truants as defined by 26-2A of The School Code unless supportive services have been provided.

INTERNET/COMPUTER ACCEPTABLE USE POLICY

All use of the Indian Valley Vocational Center (IVVC) Network shall be consistent with the IVVC's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This Authorization does not attempt to state all required or prescribed behavior of users. However, some specific examples are provided. The failure of any user to follow these terms will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The AUP signature(s) is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Acceptable Use: Users are expected to maintain the highest standards of ethical behavior, including a strong regard for Network "etiquette" and personal responsibility for the use of accounts.

The electronic information available to students and staff does not imply endorsement of the content by IVVC, nor does IVVC guarantee the accuracy of information received on the Network. IVVC shall not be responsible for any information that may be lost, damaged, or unavailable when using the network or for any information that is retrieved via the Network.

Privileges: The use of IVVC's Network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Director or his designee will make all decisions regarding whether or not a user has violated this Authorization and may deny, revoke, or suspend access at any time; his or her decision is final.

Internet Filtering, Safety, and Security Measures: IVVC will implement technology protection measures on each IVVC computer with Internet access, including filtering devices to block user access to visual depictions of material that is obscene, pornographic, or otherwise harmful to minors as defined by the Children's Internet Protection Act (CIPA). The procedures implemented by the Director or designee for this AUP shall allow users to make requests to disable the filter for bona fide research or other lawful purposes.

IVVC will also take steps, to the extent practical, to promote the safety and security of users of its electronic resources. The steps taken shall include efforts to prevent inappropriate network use such as:

- (a) Unauthorized access, including "hacking", and other unlawful activities; and
- (b) Unauthorized disclosure, use, and dissemination of personal identification information regarding minors. The steps taken also shall include efforts to protect student and employee privacy, safety, and security when using electronic communications.

IVVC and its employees shall take steps, to the extent practical, to educate, supervise, and monitor students' use of electronic resources as required by CIPA and other federal and state laws.

INTERNET/COMPUTER ACCEPTABLE USE POLICY (cont.)

Student Use:

Students will:

1. Adhere to the rules of copyright and assume that any material that they did not create is copyrighted.
2. Assume responsibility for school equipment.
3. Understand that email, files, and search histories are not guaranteed to be private. IVVC has access and authorization to view, review, and monitor electronic history in order to maintain the system integrity and to monitor responsible use.
4. Properly use access privileges.
5. Avoid impersonations and anonymity.
6. Not allow unauthorized users to have access to personal privileges, passwords, or log in information.
7. Protect their confidential information.
8. Take responsibility for all activity that occurs with personal access information.
9. Respect the rights of others and protect the privacy of other users.
10. Accept responsibility for all material viewed, downloaded, and/or produced.
11. Use technology to enhance learning, research subjects, and learn new concepts.
12. Be polite, use appropriate language.
13. Follow all IVVC procedures and monitor technology usage. Report any suspicious activity.

Students will not:

1. Access, submit, post, publish, display or create any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, religiously offensive, harassing, illegal or other material inappropriate in the school setting.
2. Violate copyright laws or plagiarize material.
3. Gain unauthorized access to resources.
4. Use someone else's password or identification.
5. Attempt to hack into the IVVC server.
6. Download music, games, videos or other media that would require a legal license.
7. Play games without expressed consent.
8. Harass, intimidate, or threaten anyone.
9. Defame or impersonate anyone.
10. Use hateful language.
11. Cyber stalk/bully.
12. Deliberately disrupt the system or destroy data by spreading computer viruses.
13. Engage in any illegal activity, such as arranging a drug sale, gamble, purchase alcohol, criminal gang activity or threatening the safety of an individual.
14. Post personal information or confidential or private information about anyone, including him/herself.

CAREER SKILLS GRADING

All IVVC students will earn daily grades based on the career skills listed below:

Flexibility and Adaptability

Adapt to varied roles, responsibilities, schedules and context

Deal positively with praise, setbacks and criticism

Initiative and Self-Direction

Utilize time and manage workload efficiently

Monitor, define, prioritize, and complete tasks without direct oversight

Demonstrate initiative to advance skill levels towards a professional level

Reflect critically on past experiences to inform future progress

Social and Cross-Cultural Skills

Know when it is appropriate to listen and when to speak

Conduct themselves in a respectable, professional manner

Respond open-mindedly to different ideas and values

Productivity and Accountability

Participate actively, as well as be reliable and punctual

Collaborate and cooperate effectively with teams

Respect and appreciate team diversity

Be accountable for results

Leadership and Responsibility

Demonstrate integrity and ethical behavior in using influence and power

Use interpersonal and problem-solving skills to influence others toward a goal

Act responsibly with the interests of the larger community in mind

Leverage strengths of others to accomplish a common goal

Failure to display the above career skills may result in a conference with the classroom teacher, administrator, parent/guardian, and/or home school. Appropriate discipline will be assigned consistent with the home school student handbook. All disciplinary situations will be handled on a case-by-case basis.

Students who exhibit safety concerns in the lab may be removed from the lab environment. Alternative written assignments may be given to the student.

TO: Parents, Students and Staff

FROM: Joe Barbic – Director

RE: **Annual Asbestos Management Plan Notice and Pest Management Statement**

This is to inform you of the status of Indian Valley Vocational Center's asbestos management plan. It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials.

As required, our building was initially inspected for asbestos. Our inspection was conducted on August 16, 1988. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months, and a re-inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the Management Plan as required.

Indian Valley Vocational Center also provides pest control management for all areas in the building. Pesticides are applied on the grounds and in the building only when students are not present. This step will allow us to provide a pest-free environment without compromising learning.

The Inspection/Management Plan is available for public review in the Director's office. Should you wish to review the plans, please call to make an appointment between 8:00 a.m. and 3:00 p.m.

Any concerns relative to asbestos containing materials should be directed to me at Indian Valley Vocational Center, 600 Lions Road, Sandwich, IL 60548 or by telephone at 815/786-9873.

Sincerely,

Joe Barbic
Director