

## WELCOME TO INDIAN VALLEY VOCATIONAL CENTER

Indian Valley Vocational Center is an eleven-district vocational cooperative established in 1975 to meet the vocational skill training needs of area students. Over the years, the Board of Control has actively worked to insure that quality programs are offered in a safe environment. In 1986, the Board of Control and each member district signed the Regional Education for Employment Intergovernmental Agreement to insure that the IVVC curriculum met the vocational program standards set by the Illinois State Board of Education. Other curricular actions include the signing of an "Apprenticeship Agreement" with the U.S. Department of Labor in 1991 allowing IVVC students access to apprenticeships prior to their graduation from high school and the establishment of an Articulation Agreement with Waubonsee Community College in 1992. This agreement allows IVVC students an opportunity to receive community college credit for work completed at IVVC.

Safety issues include passage of the federal "Drug-Free Schools and Community Act" in 1989, a resolution establishing IVVC as a "Safe School Zone" as of 1993, and establishing policy addressing "Gang Affiliation, Pagers, Beepers and Cellular Telephones" in 1994. The Board's final act has been to establish the following "Student Guidelines" to serve as the minimum performance standards expected from all IVVC students.

### NOTICE OF NON-DISCRIMINATION

Indian Valley Vocational Center insures 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:

Ron Pieper, Director  
Indian Valley Vocational Center  
600 Lions Road  
Sandwich, Illinois 60548  
(815) 786-9873

**As you begin to read the following guidelines and as you prepare to launch your IVVC career, please remember that participation in IVVC programs is a privilege and not a right, and, as such, you must do all within your power to earn and maintain that privilege.**

ADOPTED BY IVVC BOARD OF CONTROL  
8/3/94

REVISED BY IVVC BOARD OF CONTROL  
8/6/97, 8/1/01, 8/07

## IVVC PHILOSOPHY

The faculty and staff of IVVC are a group of professionals dedicated to the students, their individual programs, and the goals and ideals of the area career center itself. Throughout this process, they have identified the following goals as being uppermost in importance during your learning experience here at IVVC.

1. Provide each student with a realistic approach to gaining the knowledge and experience necessary in their professional field of study.
2. Create the most conducive atmosphere for learning.
3. Provide a safe environment for all parties.
4. Allow for the daily operations of running the center with the least amount of disruptions.
5. Expose the students to the attitudes and characteristics necessary to prepare them for the mental, physical, and emotional demands of their chosen profession.

The basic philosophy at IVVC is that your experiences here constitute the first steps into your chosen profession. We ask that you display the same characteristics required by the employers in your career setting. You should begin to take a professional approach in your attitudes toward learning, behavior, work habits and dress. In order to prepare you for the professional world of work, the following provisions must be met:

## 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. The student must dress, act, and speak in a manner consistent with his/her profession. For safety and professionalism, all students will comply with the program dress code that is based upon industry standards.
  - A. Baseball caps/head coverings may be permitted at the discretion of program instructor or IVVC administration.

- B. Clothing may not bear tobacco, alcohol, questionable or immoral symbols or sayings.
  - C. Chains will not be permitted, including as jewelry, belts or wallet security devices. They create a potential safety hazard around equipment, scratch and/or mar the furniture and could cause harm to staff members, other students, as well as the person wearing the chain.
3. With the exception of illness or emergency, students are responsible for attending all classes (on time) and to complete all work (see attached attendance policy).
  4. Proper use and care of all equipment, supplies, and materials is mandatory.
  5. 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).
  6. Appropriate conduct shall be extended to all teachers, staff members, students, and other visitors.
  7. Student driving and/or riding permit slips must be secured before students are allowed to drive or ride to IVVC. Student drivers must park in the west parking lot unless their unit is being worked on in the shop.  
*First Offense: No driving or riding passes for nine weeks.*  
*Second Offense: No driving or riding passes for the rest of the year.*
  8. The use or possession of tobacco and tobacco products is prohibited. This includes matches, lighters, and other related items.
  9. Students must comply with all federal, state, and local laws and reasonable requests of IVVC personnel.
  10. Pop and chip orders may be taken at the beginning of class. Food Service students will deliver orders at break time. (Building Trades students, with instructor permission, may purchase pop prior to departing to the Building Trades site).
  11. Students must use the student sign-out sheet when they leave the classroom or shop.
  12. For the safety and protection of the preschool children, strict attention must be given to the following:
    - A. No horseplay in the building or on the grounds.
    - B. No snowball throwing.
    - C. No obscene language.
  13. 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.
  14. All students must complete all of the IVVC registration forms before they may begin their IVVC training. This includes:
    - A. Off-campus permission slip
    - B. Emergency medical treatment form
    - C. Records release form
    - D. Student Guidelines (including Attendance Policy and Internet Acceptable Use Policy)
    - E. Registration cards
  15. 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. Sanctions for violation of this policy include removal from IVVC. 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.

16. Pagers or beepers on school property:  
Pursuant to Section 5/10-21.10 of THE SCHOOL CODE:
  - A. No students shall use or have in his or her possession any pocket pager or similar electronic paging device while in any school building or on any school property without the express written permission of the Director or designee.
  - B. Under this policy, any pocket pager or electronic paging device shall be confiscated if:
    1. The student does not have the written express authority of the school Director and the home school principal.
    2. It is used in the conduct of unlawful activities.
17. Electronic communication devices and cell phones may not be used on the IVVC campus. Cell phones must be kept in an inconspicuous location and turned off. Violations may result in confiscation of cell phone and disciplinary action.
18. Gang affiliation:  
Gang related or unauthorized group activities will not be permitted at IVVC. Participation in any unauthorized club or gang activity including, but not limited to the display or possession of gang symbols or colors, soliciting others for membership, requesting the payment of dues, insurance, or other forms of protection from any individual or group, intimidating or threatening any individual, or inciting others to participate in any form of physical violence involving persons or property will result in disciplinary action. The wearing or displaying of gang identifiers is prohibited. These gang identifiers include, but are not limited to the following: playboy insignias, 5 or 6 pointed stars, arrows, pitchforks, gloves. Any gang-related symbol or item is banned by this policy. In addition, the Director may designate symbols, attire, or other items as gang-related and subject students to discipline for wearing, displaying, or possessing such symbols, attire or other items.
19. Discipline may be imposed for forms of student misconduct not specifically listed in these guidelines or in the Student Handbook which interfere with, or threaten to interfere with, the learning environment, extracurricular activities, or school operations.

Indian Valley Vocational Center maintains and practices a zero tolerance for the following:

- ◆ Students in possession or who solicit, purchase or transact business of drugs/drug paraphernalia/look-alike drugs, or who are under the influence of these substances on school grounds or during sponsored activities.
- ◆ Students in possession or who solicit, purchase, manufacture, or transact business of weapons on school grounds or during sponsored activities.
- ◆ Students engaged in gang-related or unauthorized group activities and/or engage in activities which may perpetuate gangs or unauthorized groups. Such activities may include, but are not limited to dress (style and/or colors), symbols, recruiting, requesting dues, intimidation, and/or threats.
- ◆ Theft
- ◆ Students in possession of or under the influence of alcohol on school grounds or during school-sponsored activities.

## 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 Center graduates, employers inquire about the individual's attendance record at school. Since regular attendance is of the utmost importance for future successful employment, the following IVVC Attendance Policy has been established.

### A. Excused Absences – Unpenalized

1. School sponsored activities (absences in this category are the only absences that will still allow a student to be eligible for perfect attendance awards)
  - a. Field trips
  - b. Sports events
  - c. Assemblies
  - d. Other activities sponsored by home school
2. Funerals excused by home school
3. Hospital stays or home confinement by doctor – three (3) consecutive days or more (written documentation must be provided to IVVC within two days of returning to school)
4. Other absences approved by Dean of Students

### B. Unexcused Absences – Penalized after five (5) sick/personal leave days

It is recognized that there are times when absences are unavoidable. Many companies deal with this problem by giving their employees sick/personal days before they deduct pay from the employee's salary.

Because IVVC is a career center dedicated to preparing our students for the realities of the workplace, **our students are given five (5) sick/personal days per IVVC semester. If the student uses these five (5) days, the student will then begin to be penalized two (2) grade points for each day of unexcused absence on the next quarterly report card.** If there are extenuating circumstances, it will be reviewed by the Dean of Students or the Director.

### C. Procedures

1. Unexcused absences may be penalized by the instructor, either by the day or at the end of a grading period providing penalty has the same effect. Make-up will be allowed for classroom work missed during an unexcused 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 shop/lab.
2. 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.

ATTENDANCE POLICY - continued

3. The Dean of Students 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.
4. When the 5<sup>th</sup> day of Category B absence has occurred, the program instructor will speak to the student. At that time, he/she will be made aware that future absences for the semester may be unexcused and subject to the above rules. The parent/guardian may be notified. The instructor will keep track of unexcused absences and deduct points as necessary.
5. The attendance secretary will notify the Dean when the 10<sup>th</sup> day of Category B absence has occurred. The Dean will meet with the student and contact the parent/guardian by phone or letter. A student/parent conference with the Director and the Dean of Students may be requested.
6. Students who are granted medical excused absences by the home school will be handled on a case by case basis.
7. Students who have repeated unexcused absences will have their status reviewed by IVVC and the student's home district. Excessive unexcused absences may affect the student's opportunity to return to IVVC.
8. 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**

IVVC makes every effort to insure the safety of the students by installing firewalls and other appropriate safeguards.

1. The use of the computers, software, Internet, and other related services is a privilege, not a right.
2. It is the student's responsibility to treat the equipment with care and to report instances of abuse or misuse to the appropriate authority as soon as he/she becomes aware of them.
3. If a student vandalizes or otherwise deliberately damages any of the hardware and/or software anywhere within Indian Valley Vocational Center, the student and/or parent/guardian is responsible for paying for repairs and/or replacement of the damaged items up to and including the cost of replacing the computer, its software, and professional services.
4. Any violations of Internet usage (listed below or in the home school handbook) will be subject to consequences as determined by the Director/Dean of Students and home school handbook.

### **Typical Violations of Internet Abuse:**

- ▶ Entering chat rooms or social networking sites (MySpace, etc.)
- ▶ Instant messaging
- ▶ Accessing personal e-mail
- ▶ Accessing, submitting, posting, publishing or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material
- ▶ Tampering with files belonging to another person
- ▶ Using someone else's password

## BEHAVIORAL MANAGEMENT PLAN

This Behavioral Management Plan is provided only for purposes of guidance. Any disciplinary offense may properly be corrected by greater or lesser discipline than is provided in this Handbook, in the sole discretion of IVVC.

### LEVEL 1 ACTS OF MISCONDUCT MINOR OFFENSES

Level 1 Acts of Misconduct are minor misbehaviors which impede the orderly operation of the Center. Such misbehaviors should be handled by a staff member on the spot. Level 1 misbehaviors include the following:

- ◆ Inappropriate behavior
- ◆ Failure to carry out directions
- ◆ Dishonesty
- ◆ Tardiness
- ◆ Cell Phone Activity
- ◆ Littering
- ◆ Inappropriate dress (as outlined in the Student Guidelines)
- ◆ Public display of affection
- ◆ Other inappropriate behaviors
- ◆ Bullying
- ◆ Cheating

### DISCIPLINARY RESPONSE

Disciplinary Procedures:

There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. If the violation occurs in the classroom setting, the teacher invokes the Program Management Plan as approved by the Director.

Repeated misbehaviors may require parent-teacher communication or parent communication with a counselor and/or Director or designee and may result in a written statement of fact being placed in the student's file.

APPROPRIATE DISCIPLINARY OPTIONS MAY INCLUDE ONE OR MORE OF THE FOLLOWING:

- ◆ Behavioral referral completed and filed in main office (statement of fact) and placement on Step I of the IVVC Discipline Procedure
- ◆ Communication with parents (by phone or in person)
- ◆ Consequences as per approved Program Behavior Management Plan
- ◆ Verbal reprimand
- ◆ Behavioral contract
- ◆ Counseling
- ◆ Withdrawal of privileges
- ◆ Referral to home school for additional action

## LEVEL II ACTS OF MISCONDUCT SERIOUS OFFENSES

Level II involves misbehaviors whose frequency or seriousness tend to disrupt the learning climate of the Center. Those infractions which result from the continuation of Level I misbehaviors require the intervention of personnel on the administrative level because the execution of Level I disciplinary options has failed to correct the situation. Included in this level are misbehaviors which may not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of administrative personnel. Level II misbehaviors include the following:

- ◆ Continuation of unmodified Level I Acts of Misconduct
- ◆ Bullying
- ◆ Truancy
- ◆ Forgery (the use of forged notes or falsified phone calls)
- ◆ Gross disrespect/insubordination
- ◆ Misrepresentation
- ◆ Loitering
- ◆ Gambling
- ◆ Verbal abuse
- ◆ Stealing (minor acts)
- ◆ Fighting (intimidation)
- ◆ Unauthorized or reckless driving
- ◆ Presence in an unauthorized area (including parking)

### DISCIPLINARY RESPONSE

Disciplinary Procedures:

The student is referred to the Director or designee for appropriate disciplinary action.

The Director or designee meets with the student and/or teacher and effects the most appropriate response.

A proper and accurate record of the offense and disciplinary action is maintained by the Director or designee (statement of fact) and placement on Step I of the IVVC Discipline Procedure.

The Director will provide home school personnel with a written statement of fact.

APPROPRIATE DISCIPLINARY OPTIONS MAY INCLUDE ONE OR MORE OF THE FOLLOWING:

- ◆ Parent conference (by phone or in person)
- ◆ Conference with student
- ◆ Withdrawal of privileges
- ◆ Referral to an outside agency or school district support services
- ◆ Completion of a Behavior Contract
- ◆ Referral to home school for additional action

### LEVEL III ACTS OF MISCONDUCT

## VERY SERIOUS OFFENSES

Level III Acts of Misconduct involve acts directed against persons or property but whose consequences may not seriously endanger the health and safety of others in the Center. Level III Acts of Misconduct can usually be handled by the disciplinary mechanism in the Center. The corrective measures which the Center uses will be determined by the extent of the resources available for remediating the situation in the best interest of all the students.

Level III misbehaviors include the following:

- ◆ Continuation of unmodified Level II Acts of Misconduct
- ◆ Possession or use of tobacco (smoking materials) on Center property
- ◆ Possession of or under the influence of alcohol or a controlled substance
- ◆ Possession of look-alike drugs, drug paraphernalia or a controlled substance
- ◆ Vandalism
- ◆ Extortion
- ◆ Trespassing
- ◆ Computer/equipment tampering
- ◆ Gross misconduct/insubordination/disrespect
- ◆ Bullying

## DISCIPLINARY RESPONSE

The student is referred to the Director or designee for appropriate disciplinary action. A disciplinary referral will be completed as soon as possible.

The Director or designee initiates disciplinary actions by investigating the infraction and conferring with the staff, home school personnel, the student, and the student's parents about the misconduct and subsequent disciplinary action to be taken.

A proper and accurate record of the offenses and disciplinary actions is maintained by the Director or designee (statement of fact) and placement on Step I or Step II of the IVVC Discipline Procedure.

APPROPRIATE DISCIPLINARY OPTIONS MAY INCLUDE ONE OR MORE OF THE FOLLOWING:

- ◆ Financial restitution (in cases where damage or loss is incurred)
- ◆ Referral to appropriate law enforcement agencies
- ◆ Referral to outside agency or school support services
- ◆ Completion of a Behavior Contract
- ◆ Referral to home school for additional action (i.e., in-school suspension, out-of-school suspension, and/or expulsion or removal from IVVC)

## LEVEL IV ACTS OF MISCONDUCT

## MAJOR OFFENSES

Level IV Acts of Misconduct involve actions which are so serious that they always require administrative actions which result in at least temporary removal of the student from the Center. Level IV Acts of Misconduct usually, but not always, involve the intervention of law enforcement authorities and actions by the home school Board of Education.

- ◆ Continuation of unmodified Level III Acts of Misconduct
- ◆ Furnishing or selling controlled substances (drugs or look-alike drugs)
- ◆ Soliciting, purchasing, transacting business or in possession of a weapon
- ◆ Bomb threats
- ◆ Intimidation, harassment or threatening of others
- ◆ Arson
- ◆ Setting false fire alarms
- ◆ Stealing (major)
- ◆ Possession or sale of stolen property
- ◆ Computer/equipment tampering
- ◆ Gang involvement
- ◆ Other acts of misconduct which are seriously disruptive and/or create a safety hazard to students, staff and/or Center property
- ◆ Bullying

## DISCIPLINARY RESPONSE

The Director or designee verifies the offense and confers with staff member(s) involved and home school personnel and meets with the student.

The student will be removed from the classroom environment immediately. After parental notification, the student will be removed from the Center environment.

Center officials contact law enforcement officials, if and when appropriate. A complete and accurate report is submitted to the Superintendent and Principal of the home school.

APPROPRIATE DISCIPLINARY OPTIONS MAY INCLUDE ONE OR MORE OF THE FOLLOWING:

- ◆ Removal from IVVC
- ◆ Referral to home district for additional action (i.e., in-school suspension, out-of-school suspension, expulsion)
- ◆ Placement on Step III of the IVVC Discipline Procedure

## IVVC DISCIPLINE PROCEDURE

Indian Valley Vocational Center's 3-step discipline procedure:

Step I: A written statement of fact signed by student, instructor and office will be placed on file and a copy will be sent to the home school and parents.

Placement on Step I:

- ◆ An act or accumulation of acts that cannot or have not been resolved at the Program Management Level and require a written statement of fact.

Step II: A parent/teacher conference will be scheduled which will also include home school personnel and the Dean of Students and/or Director. The student will not attend IVVC until after this parent/teacher conference. A behavior contract may be written and signed at this conference.

Placement on Step II:

- ◆ Student behavior that has not been resolved at Step I.
- ◆ An act or accumulation of acts that require a Behavioral Contract (Certain single acts may bypass Step I and place a student at Step II).

Step III: IVVC will recommend that the student be dropped with loss of all credit.

Placement on Step III:

- ◆ Violation of any term or condition of a Step II Behavior Contract.
- ◆ Student behavior that has not been resolved at either Step I or Step II and is such that the behavior constitutes a direct threat to the health and safety of others (certain single acts may bypass Step I and Step II and place a student at Step III).

### **MULTIPLE PROGRAM REFERRALS**

Students that accumulate three (3) behavioral referrals during the same semester, from the same teacher, in the same program, will be recommended for removal from the program for the remainder of the semester. The student will receive a grade of "F" for the semester.

TO: Parents, Students and Staff

FROM: Ron Pieper – 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,

Ron Pieper  
Director

**ATTENDANCE POLICY**

I have reviewed and understand the attendance policy included in the IVVC handbook.

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

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

**INTERNET/COMPUTER ACCEPTABLE USE POLICY**

I have reviewed the IVVC Acceptable Use Policy for Internet/computer access. I understand the expectations for responsible use and my signature gives my student permission to access the Internet.

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

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

**IVVC WEBSITE (*indianvalley.org*)**

IVVC publishes student work and posts student pictures at indianvalley.org. Your signature gives IVVC permission to publish your student’s work and/or pictures of your student on the IVVC website.

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

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

\*\*\*\*\*

I have read and understand the Student Guidelines and Drug-Free School information, the Attendance Policy, the Behavior Management Plan and the Computer Acceptable Use Policy. I have received a copy of the Annual Asbestos Management Plan Notice and Pest Control procedures.

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

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

Please check the boxes that apply:

- My son/daughter does not have a valid driver’s license.
- My son/daughter does not have automobile insurance.
- My son/daughter has a valid driver’s license.
- My son/daughter has automobile insurance