

Wilco

Area Career Center

2021-2022

Student - Parent Handbook



Every student needs a skill.

Wilco Area Career Center

500 Wilco Blvd.

Romeoville, IL 60446

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Welcome to Wilco!

WILCO Area Career Center is the result of a cooperative agreement among the high schools of Bolingbrook, Lemont, Plainfield Central, Plainfield North, Plainfield South, Plainfield East, Reed-Custer, Romeoville, and Wilmington. Students from Lockport High School also attend the Center. By joining together in a centralized facility, the participating schools offer students a variety of quality career and technical education programs in a cost effective manner.

Wilco serves a dual purpose. First, it prepares students to enter the labor market with beginning occupational skills and/or prepares them for advanced occupational training in two and four year colleges, business, and technical/trade skills. Second, it helps meet the increasing needs of area commerce and industry for skilled personnel.

Although Wilco is physically separated from the participating high schools, it is an extension of each school. It is important therefore, that students at Wilco maintain identity and loyalty to their home schools while at Wilco.

Message from the Assistant Director/Principal

I encourage each student who attends Wilco to take full advantage of the opportunities he/she will have this school year. Our goal is to provide each student with the skills, motivation, and knowledge necessary to be successful after high school and for many years to come. To ensure this, we encourage students to view learning as a life-long process that will lead them onward to a new career and upward to unlimited possibilities. I encourage parents and students to see this year as a partnership. Each of us has a role to ensure the greatest outcomes possible. Good attendance, participation and study habits go a long way to making this a great experience. The teachers at Wilco are dedicated to providing a safe and stimulating learning environment. Finally, I, myself, believe each student who walks through the doors of Wilco is unique and has the ability to achieve. Welcome to Wilco Area Career Center and have a great year.

-Bosa Goodale

Wilco Mission Statement

Our mission is to develop skill sets that provide a pathway to college and career readiness.

Wilco Vision Statement

Wilco students are college and career ready when they:

- Explore and refine career goals
 - Embrace diversity and inclusion
 - Problem solve, collaborate and enhance 21st century workplace skills
 - Engage in rigorous, purposeful authentic learning
 - Obtain academic and technical skills
 - Leverage technology for learning and employment
 - Connect with business and community partners
 - Earn dual credit, industry credentials, and/or certificates
 - Identify and pursue postsecondary training and employment opportunities
-

Contact Information

Except for major holidays, Wilco Area Career Center's switchboard is open between 7:00 am and 4:00 pm weekdays during the regular school term. The telephone number for Wilco is (815) 838-6941. Teachers can be reached from 7:30 to 8:00 am and 2:25 to 3:00 pm. Administration may be reached by phone throughout the school day. Faculty and staff can also be reached via email. A complete listing of email addresses is available at www.wilco.k12.il.us. Individual conferences or classroom visits should be prearranged with the instructor.

Daily Schedule

Students, except those in Cosmetology, Nail Technology, ACE, AIM and Heavy Equipment will attend Wilco during one of the following sessions:

1st 7:50 to 9:50 a.m.

2nd 9:53 to 11:50 a.m.

3rd 12:26 to 2:26 p.m.

The sessions attended depend on when the home school sends students and specific session a course may be offered. Unless enrollment warrants, not all courses are provided each session.



Student Services

Resource, tutoring and placement services are available at Wilco with the following regulations for all students:

- All students must have a pass from their instructor before signing into Student Services.
- All students must personally sign in when they arrive and indicate their assignment.
- All students must sign out when they leave Student Services.
- All property within Student Services must be respected. Students will be held responsible for any damages.

Attendance

Attendance at Wilco is viewed as preparation for the workplace. Excessive absence in the workforce is a major reason for dismissal. Students are evaluated on participation in their programs which requires regular attendance. Wilco will send a warning letter home to notify students and parents that five days of school have been missed. After the tenth absence, a parent conference may be required with an attendance contract being issued. Continued absences may result in the student being dropped from Wilco, and the student receiving a failing grade. The only absences **not** included in the policy are those covered by a doctor's note, court document, or notification/verification of a death in the family.

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, or other reason as approved by the building principal.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

- **Excused absence:** *Students may make up work for credit but will have one day for every day absent from class plus one day to submit it.*
- **Unexcused absence:** *No credit for course work missed.*
- **Tardy to class:** *If a student is not in class by the late/second bell, the student will be considered tardy. The teacher will notify administration with a possible detention issued.*
- **School events:** *Students may be required to attend assemblies, field trips, and meetings at their home schools. Absence due to a school event is not factored into their Wilco absences.*
- **Suspensions:** *Students who are not in school because of disciplinary action may submit work in accordance with the excused absence policy.*

Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant or licensed advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact:_____.

Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources from their home high schools aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline
- Removal from Wilco Area Career Center

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement

Inclement Weather - School Closing

When school must close due to any emergency including weather, the following procedures will be utilized. An announcement will be made as soon as all Superintendents have been reached by the Director. Information regarding the closing of school will be broadcasted on WJOL (1340 AM), a local radio station. If no announcement is made by radio, it can be assumed that school is open. Parents will be reached through our automated call system. If the home school is closed, students will not be expected to attend the center.

Student Dress

Wilco requires appropriate attire at all times. Students are required to be covered from top of the shoulder to mid-thigh. Leggings/tights are not considered acceptable attire and must be worn with items that reach mid-thigh. Pants should be worn at the waist at all times.

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

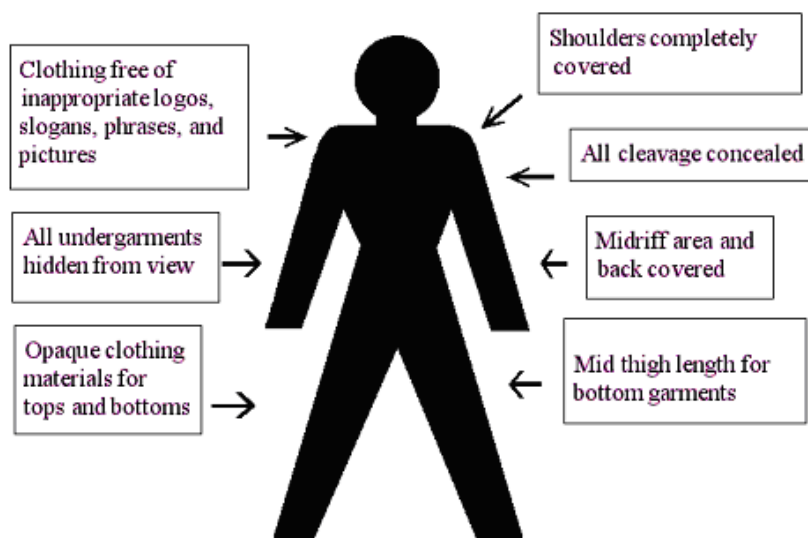
- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during class.
- If there is any doubt about dress and appearance, the Administration will make the final decision.

General Guidelines for Program Areas:

- Health and safety standards must be maintained at all times.
- Clothing or appearance cannot disrupt the educational environment.

Clothing must meet appropriate program safety requirements.

Students may be required to purchase specific clothing items depending on the program in which they enroll.



Grades

A grade from Wilco Area Career Center will be part of the student's home school report card and reflects participation, acquisition of knowledge, and actual job skills performed. Credit is awarded by the home school in accordance to their curriculum guide.

The grade scale at Wilco is as follows:

100-90	A
89-80	B
79-70	C
69-60	D
59 and lower	F

Daily Procedures

Arrival at Wilco Area Career Center

Upon arrival at Wilco, students may utilize the restrooms, water fountains, and vending machines. Students may not disrupt the classes that are in session. Consequently, students are asked to remain in the front halls until the bell rings. When the first bell rings, students should proceed to class.

Departure from Wilco Area Career Center

Students will be dismissed from class when the bell rings. During third session, students will be instructed when their school is scheduled to depart. Students should not leave class early.

Hall Passes

Students must have a hall pass in their possession at all times that they are in the halls during the class session. All hall passes are good for 5 minutes only. Disciplinary action may range from a warning and inclusion on the 'No Pass List' to an Out-of-Building suspension.

School Property

Students should treat school property and equipment with respect. Items should not be removed from Wilco without an instructor's written permission. Personal belongings are the student's responsibility and should be kept in a secure and proper place. Wilco is not responsible for damaged or lost student property.

Missed Bus Procedures

Students who miss the bus back to their home school should report to the main office. Students who miss the bus to Wilco should report to the Dean's office at their school.

Buses

Transportation daily to the Center is provided by the feeder districts' transportation departments. Wilco Area Career Center provides field trip bus transportation to students periodically throughout the year.

Students must...

- Display their ID cards upon request;
- Obey the bus driver;
- Remain seated while the bus is moving; and
- Keep all material inside the bus including: head, arms, legs, hands, and feet inside the bus.

Students who ride the Center's activity bus to extra-curricular activities are expected to conform to the prescribed school bus rules as posted on the activity bus. Students are expected to carry their ID while on the bus. Students who fail to observe these rules will, upon the complaint of the driver, be issued detentions, assigned seats, or be removed from the bus for a period of time. Chronic misconduct may result in permanent loss of the privilege to use the school bus at the discretion of the board. Students should be aware that removal from the bus may occur on the first violation if the situation so warrants.

Bus rules include but are not limited to the following:

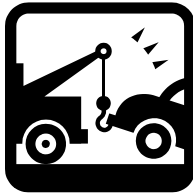
- Do not leave your seat while the bus is in motion.
- No profanity or sexual comments.
- Keep your hands to yourself.
- No intimidation of other students.
- School problems will stay at school.
- No spitting.
- No throwing litter or other objects out the window.
- There will be no hanging outside the window.
- No smoking, lighters, or matches allowed.
- No unnecessary noise or rude comments.
- Do not do anything that distracts the driver.
- Bus driver can assign seats for the entire school year.

Students may talk but must do so quietly. When a student causes damage to a bus, the student and his/her parents or guardians are held responsible. A student may have bus privileges suspended for up to ten days by administration or longer at the discretion of the Board of Education. A student who becomes a serious or chronic disciplinary problem will have bus privileges revoked for the remainder of a semester, for the balance of the school year, or may receive further disciplinary action as outlined in the Discipline Section of this Student Handbook. Bus drivers have the authority to refer a student to the Assistant Director or home school personnel. Parents will be notified.

Student Driving

Every student is required to ride the bus provided by the home high school. Exceptions to this policy are rare and can be made ONLY with advance approval from the home school, parents and Wilco. A driving pass must be issued by the main office before any student is allowed to drive. Students must produce evidence of a valid driver's license and proof of insurance. Cars must be parked in the spaces indicated. A student with permission to drive to or from Wilco may not give rides to another student at any time unless a passenger permit is issued. Violation of this policy will result in the loss of driving privileges. Wilco reserves the right to inspect any car on its property.

Furthermore, any unauthorized vehicle is at risk of being towed at the owner's expense.



Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Use of Tobacco/Smoking

Smoking or the use of tobacco in any form is not permitted in the building or on the grounds of Wilco. Possession of tobacco will result in disciplinary consequences. Furthermore, possession of tobacco by a person under 18 years of age is also an ordinance violation in the Village of Romeoville and is punishable by a fine/arrest. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, vapes, vape pens or other vaping related products is not permitted. In addition, possession or use of a lighter or matches will result in disciplinary action.

Student Safety

Creating a safe work environment is a primary focus of Wilco. At no time should a student participate in an activity that might pose a danger to herself/himself or others. Students need to follow classroom safety rules at all times including but not limited to the wearing of protective safety glasses, appropriate shoes, and other items of clothing as established by the instructor; behaving appropriately in the shops; and conducting themselves professionally in the halls.

Disruptive Classroom Behavior

When a student disrupts the educational environment, such as by talking or by sleeping, the following interventions may take place:

1st Offense - Teacher/Student Conference

2nd Offense -Teacher/Parent Conference.

3rd Offense - Dean referral, after school assignment or Saturday detention – parent contact.

4th Offense - Dean referral, Saturday Assignment, or control center assignment, teacher and dean conference – parent contact, student final contract.

5th Offense - Control center, final contract, if student is failing at this point he/she may be dropped from class – parent contact.

Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to Be Used to Cause Harm

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year:

(1) A firearm. For the purposes of this Section, “firearm” means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis. (2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alike” of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Electronic Devices

Students may not use or possess electronic paging devices or two-way radios on school property at any time, unless the Building Principal and/or Executive Director specifically grants permission.

Personal radios, CD/DVD players, MP3 players, iPods, televisions and electronic games are disruptive to the educational process and are **NOT** allowed at Wilco. If any of these items are used during instructional time, they will be confiscated. The parent/guardian will be asked to come to Wilco to pick up the item. Wilco is not responsible should any of the above items are lost, stolen or damaged.

Electronic study aids may be used during the school day if:

- Use of the device is provided in the student's IEP, or
- Permission is received from the student's teacher.

Examples of electronic devices that are used as study aids include tape recorders, palm pilots, iPads and laptop computers.

Examples of electronic devices that are **not** used as study aids include: hand-held electronic games (e.g., GameBoy), CD players, MP3 players, AM/FM radios, smartphones and cellular telephones.

The Center is not responsible for the loss or theft of any electronic device brought to school.

Phone calls

Students are discouraged from placing phone calls during class time. During an emergency, students are permitted, with prior approval, to use a phone in the main office.

Cell/Camera Phones

The possession and use of cell phones, smartphones and other electronic devices, other than paging devices and two-way radios, are subject to the following rules:

They must be kept out of sight and in an inconspicuous location, such as a backpack, purse, or locker.

They must be turned **off** during the regular school day unless the supervising teacher grants permission for them to be used or if needed during an emergency.

They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.



Violence Prevention

Providing a safe learning environment, the Career Center encourages students to report aggressive acts. If you have knowledge of a weapon threat, you can report it to staff at Wilco, your home school, or anonymously report it to the Violence Prevention Hotline at 1-866-SPEAK-UP.

Food or Drink

Food and drink are available for purchase through vending machines with water fountains available at various locations throughout the building. Occasionally, the culinary arts students will have food items available for purchase. Students may purchase the items and return to class. Students should not loiter in the front hall with food and/or drink. Instructors may designate areas within the class where food and drinks are permitted. Breaks at Wilco are a privilege and may be given at the discretion of the instructor. Students may not go on break unsupervised.

Inappropriate Language, Gesture, and Material

A student while on school property, on a school bus, or at any school sponsored activity shall not use obscene, suggestive, or highly disrespectful language or gestures. The student shall not possess or distribute profane, obscene, or suggestive material. Also, the student shall not possess clothing or material that represents cults, gangs, or related activities or use graffiti or inappropriate gestures.

Use of Controlled Substances or Marijuana

Possession, consumption, or distribution of any controlled substance, marijuana or look-alike drugs are not permitted at Wilco Area Career Center at any time. Medical marijuana use by students at school is prohibited. Furthermore, students may not be in possession of any associated paraphernalia. Compliance with this standard of conduct is mandatory.

Any student found to be a possessor, consumer, or distributor of any controlled substance or marijuana is subject to disciplinary action, home school expulsion, and/or police report or arrest.

School Visitation Rights

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

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.

7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Progress Reports

Progress reports are sent to parents through the home school according to their schedule. Progress reports are cumulative through the semester. In addition, Wilco instructors may issue progress reports for students who are receiving a 'D' or 'F,' dropping more than a letter grade, and/or are experiencing attendance problems. The Wilco progress reports are mailed to the parent and the high school guidance counselor.

Use of Instructional Materials

Wilco provides students with instructional technology, including the Internet. Use of any instructional material or any instructional technology in any manner other than its intended use will be considered a serious offense. This could result in recommendation for disciplinary consequences including removal from Wilco.

Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

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

The term bullying or cyber-bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.



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

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications.

Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

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

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

Bullying Prevention and Response Plan

The Director or designee shall develop and maintain a bullying prevention and response plan that advances the Center's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

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

Complaint Managers:

Bosa Goodale, Asst. Director/Principal
500 Wilco Blvd., Romeoville, IL 60446
bgoodale@wilco.k12.il.us or (815) 838-6941

Kristopher Trager, Game Design Instructor,
500 Wilco Blvd., Romeoville, IL 60446
ktrager@wilco.k12.il.us

4. Consistent with federal and State laws and rules governing student privacy rights, the Director or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Center shall promptly investigate and address reports of bullying, by, among other things:
 - A. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - B. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - C. Notifying administration of the reported incident of bullying as soon as possible after the report is received.

- D. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Assistant Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.
6. The Director or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the Center's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
9. The Center's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Director or designee shall post this policy on the Center's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Director or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - A. The frequency of victimization;
 - B. Student, staff, and family observations of safety at a school;
 - C. Identification of areas of a school where bullying occurs;
 - D. The types of bullying utilized; and
 - E. Bystander intervention or participation

The evaluation process may use relevant data and information that the Center already collects for other purposes. The Director or designee must post the information developed as a result of the policy evaluation on the Center's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

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.

As mentioned in earlier sections, **harassment** of students is 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).

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.

Anyone with information about incidents of teen dating violence should report them to any of the following individuals:

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

The Nondiscrimination Coordinator, Assistant Director, Assistant Principal, or a Complaint Manager identified in policy 7:30, Harassment of Students Prohibited.

Expectations for Student Behavior



In order to provide a safe and productive learning environment, students should:

- Come to class prepared;
- Utilize time in a productive manner;
- Achieve to the best of your abilities all assignments given by the instructor;
- Attend everyday to learn, participate, and achieve;
- Respect the rights of others; and
- Practice courtesy and decency as consistent with the standards of good citizenship in a democratic society.

Standards of Student Behavior

Wilco Area Career Center is an educational extension of the home school. As an extension, Wilco maintains the policies of each school in combination with the policies developed by the Wilco Board of Control.

The combined policies represent the discipline procedures that will be followed by the Wilco Staff, Faculty and Administration. The home school will be consulted/contacted on all discipline incidents.

Disciplinary consequences will be the result of communication between the home school and Wilco's administration.

Two principles govern all discipline and regulations at Wilco Area Career Center:

1. Conduct that is disruptive to the educational environment is prohibited.
2. Conduct that infringes on the rights of others is prohibited

Student Behavior

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish unless the student is authorized to be administered a medical cannabis infused Product under **Ashley's law**).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused Product under **Ashley's law**.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
 - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.

14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or school activity, function, or event;
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property or
5. During periods of remote learning

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.

14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Isolated Time Out, Time Out and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student’s behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons Prohibition

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

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

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

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

Gang & Gang Activity Prohibited

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

Students should also remember that although they are not at their home school, all district and Wilco rules apply while they are at Wilco or any of our offsite locations: ASIP Local 150 Training Facility, Braidwood Fire Station, Franklin Cosmetology, Champion Beauty and Barber University, Lemont Nail Inn and School of Cosmetology, Joliet Junior College, Professional Choice Cosmetology School and Reed-Custer High School.

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Prohibited Student Conduct Involving Illegal Substances or Weapons

Students may be disciplined for misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 - b. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
 - c. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
 - d. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance,.
 - e. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
4. Using, possessing, controlling or transferring a firearm or "look alike," knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.

Search and Seizure

To maintain order and security at Wilco, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Director may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

Student Searches

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, book bags, etc.) when there is a reasonable ground for suspecting that the search will produce evidence that the particular student has violated or is violating either the law or Wilco's student conduct rules. The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

When feasible, the search should be conducted as follows:

- Outside the view of others, including students.
- In the presence of a school administrator or adult witness.
- By a certified employee.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Seizure of Property

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

All vehicles are subject to search and inspection by designated school personnel if deemed necessary by the administration. This applies whether or not a parking permit has been issued.

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

School Operations During a Pandemic or Other Health Emergency

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.

2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. School disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

Medical Considerations

Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Emergency Aid to Students

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Accommodating Breastfeeding Students

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. Reasonable accommodations include, but are not limited to:

1. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
2. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.
4. Access to a place to store expressed breast milk safely.
5. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child.
6. The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure should be made to the District's Complaint Manager or Non-Discrimination Coordinator.

STUDENT RECORDS

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. The right to inspect and copy the student's education records within 10 school days of the day the Center receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The Center may charge per page if over 50 copies for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to request removal from the student's academic transcript one or more scores received on college entrance examinations.

A parent/guardian or eligible student may ask the Center to remove certain scores of college entrance exams from their student's academic transcript. This includes the State assessment that includes a college and career readiness determination. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of these scores from a student's academic transcript, the parent/guardian or eligible student must submit a written request to the building principal.

3. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the Center decides not to amend the record, the Center will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the Center as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Control; Board;. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

Upon request, the Center discloses education records without consent to officials of another school Center in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted

without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first

6. The right to prohibit the release of directory information.

Throughout the school year, the Center may release directory information regarding students, limited to:

Name

Address

Grade level

Birth date and place

Parent/guardian names, addresses, electronic mail addresses, and telephone numbers

Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs Academic awards, degrees, and honors Information in relation to school-sponsored activities, organizations, and athletics, Major field of study, Period of Attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Center to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

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

Any activity or event that bears a reasonable relationship to school.

Academic Honesty

Plagiarism

Plagiarism is the act of using someone else's words or ideas as if they were one's own. It is plagiarism to change even a few words and give no credit to the author. It is a serious offense, and while you should be gathering ideas from multiple sources, each source should be referenced and credit given to the author. It is not acceptable to paste items from the Internet into a paper and not site the source. Items should be sourced using the following guidelines:

1. If the exact words of an author are used, whether they are sentences or just phrases, quotation marks must be used and the source documented.
2. If an original idea of an author is used, even if it is not copied word for word, that idea must be documented.
3. If information is found in at least three sources, it is considered common knowledge and need not be documented as long as the original wording is paraphrased, not used exactly as printed.

Plagiarism is a problem for two reasons. First, it makes the teacher's task of evaluating your creativity much more difficult since it is often impossible to differentiate between your own writing and that of the sources. Also, plagiarism is essentially theft-the stealing of someone else's intellectual property. Students should be aware that Wilco may utilize a software program to assist with the verification that students are submitting original work.

Consequently, if evidence of substantial, presumably intended plagiarism exists, a penalty will be imposed at the teacher's discretion and may range from a reduction in grade to no credit given for the paper.

Plagiarism and Dual Credit: Joliet Junior College and College of DuPage

Students who are enrolled in dual credit at Wilco Area Career Center fall under the rules and regulations of the college in regards to plagiarism. Students should refer to information provided in their course syllabi for further information.

Lost/Damaged Textbooks

Students are responsible for any textbook or instructional materials they have been issued. If a book or other materials are lost or damaged beyond use, the student must pay the replacement cost. If the exact cost cannot be determined, the replacement will be as follows:

Hardback books: \$50.00

Paperback books: \$25.00

If a book or other instructional material is damaged and still usable, the student must pay for the damage. Torn pages, pencil or ink marks, etc. constitutes damaged. The student must pay 50% of the cost of the book.



Nonpayment of Lab Fees

For programs that require tools, shop uniform, etc. students are responsible to pay a student fee. Tools may be brought from home if they meet the necessary requirements. Uniforms must be purchased through Wilco. Non-payment of lab fees may result in a student being dropped from the program or a student receiving a grade of incomplete.

Fines, Fees, and Charges; Waiver of Student Fees

The Wilco Area Career Center establishes fees and charges to fund certain school functions.

Students whose parents are unable to afford student fees may receive a waiver of the fees. However, these students are not exempt from charges for lost and damaged books, locks, materials, supplies and equipment.

Applications for fee waivers may be submitted by a parent/guardian of a student who has been assessed a fee on an application form available from the Main Office.

Eligibility Criteria

A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program.

The Director or designee will give additional consideration where one or more of the following factors are present:

1. Illness in the family;
2. Unusual expenses such as fire, flood, storm damage, etc.;
3. Unemployment
4. Emergency situations

Verification

The Assistant Director shall establish a process for determining a student's eligibility for a waiver of fees in accordance with State law requirements. The Assistant Director will require family income verification at the time a student applies for a fee waiver and anytime thereafter, but not more often than once every 60 calendar days.

If a student receiving a fee waiver is found to be no longer eligible during the school year, the Director or designee shall notify the student's parent/guardian and charge the student a prorated amount based upon the number of school days remaining in the school year.

Determination and Appeal

Within 30 calendar days after the receipt of a request, the Assistant Director shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall include: (1) the reason for the denial, (2) the process and timelines for making appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the Center shall follow the procedures for the resolution of appeals as provided in the Illinois State Board of Education rule on waiver of fees.

For more information contact Elizabeth Kaufman at 815-838-6941 or ekaufman@wilco.k12.il.us.

English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

For questions related to this program contact

Julia Ann Oglesby
500 Wilco Boulevard
Romeoville, IL 60446
joglesby@wilco.k12.il.us
815-838-6941

Teacher Qualifications

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

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

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

Student Opportunities

Wilco Area Career Center has a number of opportunities for students to obtain additional experience in their chosen fields, gain self-confidence, and make new friends. The opportunities range from Career Cruising, job shadowing, internships, community service, to student organizations. Providing students the chance to share ideas, compete, serve and/or expand their knowledge, gives students an outlet to showcase and enhance their skills.

Student Organizations

Student organizations at Wilco include SkillsUSA, FCCLA, Health Occupations Students of America, National Technical Honor Society, and FFA. Information on each of these organizations can be obtained on the Wilco website at www.wilco.k12.il.us.



Conduct Code for Extracurricular Participants

The Director or designee, using input from sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves at all times, including after school and on days when school is not in session, and whether on and off school property, as good citizens and exemplars of their school, and (2) notify participants that failure to abide by it could result in removal from the activity. The conduct code shall be reviewed by the Assistant Director periodically at his or her discretion and presented to the Board. A code of conduct will be given to each student participating in the organization.

Academic Eligibility

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

In order to be eligible to participate in extracurricular and athletic activities, a student must maintain an overall 2.5 grade point average. Any student failing to meet academic requirements will be suspended from the sport or activity for 7 calendar days or until all Academic requirements are met, whichever is longer.

Absence from School on Day of Extracurricular Activity

A student who is absent from school after noon is ineligible for any extracurricular activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher or sponsor for justifiable reasons, including: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular activities at the sole discretion of the designated teacher and sponsor.

Travel

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. A written waiver of this rule may be issued by the teacher, sponsor or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid.

Code of Conduct

This Code of Conduct applies to all extracurricular activities and is enforced 365 days a year, 24 hours a day.

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular activities while the school is conducting an investigation into the student's conduct.

Students and their parents/guardians are encouraged to seek assistance from a Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

The student shall not:

1. Violate the school rules and School Center policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that is detrimental to the good of the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Examples of prohibited conduct include but not limited to name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Due Process Procedures

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:

Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:

- a. A specified period of time or percentage of performances, activities or competitions;
- b. The remainder of the season or for the next season; or
- c. The remainder of the student's school career.

7. Sanctions for alcohol and other drug violations, including tobacco, nicotine in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia or any other illegal substance, will be based on the following.

First violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty will be reduced if the student is enrolled in a school-approved alcohol or drug counseling program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.
- The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

Second violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school-approved alcohol or drug counseling program and follow all recommendations from that program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period.
- The student may be required to practice with the group (unless suspended or expelled from school).

Third violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular or athletic activities for the remainder of the student's school career.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one calendar year from the date of the suspension, including all extracurricular and athletic activities during this period.

8. The appropriate administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Principal or Principal's designee.

All students remain subject to all the Center's policies and the Center's student/parent handbook rules.

In addition to the Wilco Code of Conduct, many of the student organizations at Wilco have their own Code of Conduct. Students must adhere to both to remain in good standing in the organization.

Pest Control

Notification Requirements: Public Act 91-0525 & Public Act 91-0099

This is to advise all parents, guardians, and students of Wilco's building pest control management schedule. Pest control spraying will occur during the 4th week of every month. Any parent/guardian who wishes to be notified of spraying should consider this as notification. Any questions regarding this procedure should be directed to the Director, Katrina Plese, (815) 838-6941.

Wilco has been inspected and found to contain minor amounts of totally encapsulated asbestos. Routine inspections insure that Wilco continues to meet Environmental Protection Agency (EPA) standards and requirements. The Center has an asbestos plan, and it is available for inspection at the Wilco office.

Guidelines for Student Distribution of Non-School Sponsored Publications

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.

The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.

The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.

Distribution must be done in an orderly and peaceful manner, and may not be coercive.

The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.

Students must not distribute material that:

- Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
- Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
- Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
- Is reasonably viewed as promoting illegal drug use; or
- Is primarily prepared by non-students and distributed in elementary and/or middle schools.

A student may use the School Center's Uniform Grievance Procedure to resolve a complaint. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

Student Rights Procedure

Explanation:

A grievance is a difference of opinion raised by a student or group of students involving: (1) the meaning, interpretation or application of established policies (2) difference of treatment; or (3) application of the legal requirements of civil rights legislation.

This procedure is not intended to limit the option of the Center and a grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and equitable opportunity for all persons.

The grievance procedure is not required if the grievant(s) prefers other alternative such as the Office of Civil Rights (OCR) or the courts. Due process shall exist throughout the procedure with the right to: (1) representation; (2) present witnesses and evidence; (3) confidentiality; (4) review relevant records; and 5) proceed without harassment and/or retaliation.

This procedure, along with explanation, due process and directions are available for inspection in the office of the Director and Assistant Director.

STEP 1

The student(s) and other parent(s) should discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days of the time when a reasonably alert person should have been aware of the event giving rise to a grievance. An oral response must be made within five (5) days.

STEP 2

If the problem is not resolved, the grievance should be referred informally to the Principal. A meeting must be held within five (5) days from notification of referral and an oral response made within five days.

STEP 3

If the grievance is still not resolved, it should be submitted in writing within ten (10) days to the Assistant Principal for Student Services. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be documented. Extra time if needed, can be mutually agreed upon. A meeting must be held between the grievant and Center representative within ten (10) days and a written response made within five (5) days.

STEP 4

If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the Director or designee within ten (10) days from the receipt of the response on Step 3. A meeting between parties will be held within ten (10) days and a written response made within five (5) days. A complete record of this meeting shall be kept and signed by both parties for possible future reference.

STEP 5

If the issue is not satisfactorily resolved on Step 4, the grievant(s) may appeal the grievance issue in writing to the Board of Control within five (5) days from the receipt of the written response. The Board shall consider the appeal within sixty (60) days and a written response shall be given within five (5) days.

Notes:

Notice of Nondiscrimination

Wilco extends equal opportunity in the area of admissions, educational programs, activities, and employment without regard to; race, color, religion, national origin, ancestry, sex, marital status, disabled status, age, or any protected status.

Education of Children with Disabilities

It is the intent of Wilco to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Act are identified, evaluated, and provided with appropriate educational services.

The Center provides free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled. The term ‘children with disabilities’ means children between the ages of 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of Wilco to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication ‘Explanation of Procedural Safeguards Available to Parents of Students with Disabilities’ may be obtained from the school district office.

Discipline of Students with Disabilities

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The Center will establish and maintain a communication with the home schools to implement and monitor procedures on the use of behavioral interventions for children with disabilities. We will work with the home school’s special education department to ensure proper placement and that appropriate supports are provided.

Discipline of Special Education Students

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

Dual Credit

Students may have an opportunity to earn college credit through Joliet Junior College, College of DuPage, Baker College, and Lewis University, depending on the course. However, credits are dependent on the **student** applying for admission and completing a registration form, the **student** fulfilling college prerequisites, and the **student** meeting the academic rigor of the course.

- Dual Credit requirements are set by the participating college. Students must meet all placement requirements before signing up for the college course.
- Students may participate in the coursework at Wilco and decline the dual credit. However, the work assigned will still be at a college level.
- Wilco instructors may drop students from Dual Credit if they are not meeting the academic requirements of the class with a grade of ‘C’ or higher or 80% in the Certified Nursing Program.
- A student who does not perform at a passing rate in a dual credit course may jeopardize their college financial aide.
- Some of the credit offered is transferrable to other institutions. Please visit <http://www.itransfer.org/> for more information on transferring credits from one institution to another.



Cosmetology

The Wilco Area Career Center cosmetology program is offered off-site at four different locations. Depending on the school that you attend, you may register at Professional’s Choice in Joliet, Champions Beauty-Barber University in Crest Hill, Franklin Institute of Cosmetology in Morris, or Lemont Nail Inn and School of Cosmetology. Seating is limited in the program, and students are not guaranteed a seat until they have signed a contract with the individual cosmetology schools.

The program does have fees associated with it that are subject to change on a yearly basis. For up-to-date information on fees, please phone Wilco. Students are required to follow the dress code set up by the individual schools. Saturday attendance is mandatory since students are not required to attend on Monday. In addition, students are expected to attend on days of nonattendance; such as, teachers’ institute days, winter break, spring break, etc...

To complete the course, students must accumulate 1500 hours before they are

eligible to sit for the state test. Therefore, attendance at the school is very important. Any student who does not accumulate 750 hours within the school year must make up the time over the summer at his/her own expense. Furthermore, a passing grade will not be issued until all hours are made up. Students are subject to Wilco's attendance policy and may be dropped from the program for nonattendance.

Students are required to provide their own transportation to and from the cosmetology school. Carpooling is allowed with the permission of all parents, school officials, students, and Wilco administration. However, students should be in compliance with Illinois law in regards to transporting students. Students must have their own transportation available in the event of the absence of the primary driver.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent/guardian.
- Mental or psychological problems of the student or the student's family.
- Sexual behaviors or attitudes.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
- Income other than that required by law to determine program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon request, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Photo Release and Video Imaging

Unless notified in writing by the student's parent/guardian stating that they do not wish their child's image to be used for public use, pictures taken of student may be placed in any Wilco publication, display, or presentation. This includes but not limited to videos, computers, Wilco's website, or articles placed in the newspaper.

Letter Regarding Access to Student Social Networking

Dear Parent(s)/Guardian(s):

Under ordinary circumstances, school authorities cannot request or require that a student provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.

School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

Social networking website means an Internet-based service that allows students to: (1) construct a public or semi-public profile within a bounded system created by the service; (2) create a list of other users with whom they share a connection within the system; and (3) view and navigate their list of connections and those made by others within the system. Social networking website does not include electronic mail.

Please contact the school if you have any questions.

Sincerely,

Bosa Goodale,
Wilco Assistant Director



Electronic Network Acceptable Use Agreement

Please read this document carefully before signing.

Introduction and Terms of Use

Students and staff at Wilco Area Career Center have access to valuable electronic information networks, including the Internet and Wilco's own local area network. We are very pleased to bring this access to Wilco and believe the Internet offers vast, diverse, and unique resources to both students and staff. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers worldwide and millions of individual users. Students and staff have access to:

1. Limited electronic mail communication with people all over the world.
2. Information and news from government sources, research institutions, and other sources.
3. Many public and private libraries, the Library of Congress, and the Educational Resources Information Clearinghouses (ERIC).

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of a school setting. On a global network, it is impossible to control all materials, and an industrious user may discover controversial information. Wilco firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the learning outcomes of Wilco.

Life is a series of choices and consequences. Wilco has chosen to make Internet resources and access to its own electronic network available to students, and the consequence is that they will have access to far more information than if they had to rely on their school's library. If a student chooses to use these resources for finding information that will be of assistance in learning, the consequence will be continued access to the Internet and its own network.

If a Wilco student chooses to access resources that are harmful, indecent, obscene, sexually oriented, threatening, offensive, illegal, material that may cause or constitute a substantial disruption of Wilco's educational activities, or material that is otherwise specifically prohibited from being accessed by the terms of this policy, the consequence will be suspension or termination of access privileges. The signatures at the end of this document indicate each party who signed has read the terms and conditions and understands their significance.

Computer and Internet Terms and Conditions

1. **Acceptable Use** - The original purpose of the Internet was, and largely still is, to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. The use of school computers must support education and research that is consistent with the learning outcomes of Wilco. Use of another organization's network or computer resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

2. **Network Etiquette** - Users 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 get abusive in your messages to others.
 - b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
 - c. Do not reveal personal addresses, phone numbers, or passwords of students, teachers, administrators, or other staff of Wilco, including yourself.
 - d. Do not use the network in such a way that you would disrupt the use of the network by other users.
 - e. All communications and information accessible via the network should be assumed to be private property (i.e., copyrighted).
 - f. Users should be aware that any communication or information accessed via the Wilco network may be subject to copyright protection, and that users are responsible for not downloading, copying, printing or otherwise using such materials in violation of federal copyright law and users are responsible for complying with federal copyright laws.
 - g. Users shall not plagiarize material accessed through the Wilco network. Plagiarism includes the use of the ideas or materials of another without identifying and giving proper credit to the source. Internet sources used in student reports should be cited in the same manner as printed materials.
 - h. From time to time, Wilco system administrators will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

3. **Disclaimer of Liability**. Wilco specifically disclaims all liability and responsibility for the accuracy or quality of information accessed through its electronic network. Users who access such information do so at their own risk and are independently responsible for verifying the accuracy of such information.

4. Security - Security on any computer system is a high priority, especially when the system involves many users. If you identify a security problem on the Internet or Wilco's electronic network, you must notify a teacher or administrator. Do not demonstrate the problem to other users. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network. Attempts to gain unauthorized access to system programs or computer equipment will result in cancellation of user privileges. Downloading of information onto the hard drives of Wilco computers is prohibited; all downloads must be to CD disk or USB portable drive. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Wilco computers.
5. Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm, modify or destroy computer hardware, data of another user, Internet, or any of the other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
6. Inappropriate Use - In accordance with this policy Wilco teachers and administrators will deem what is inappropriate use, and their decision is subject to confirmation by the Wilco Board of Control. The administration, teachers, and staff of Wilco may request the suspension or termination of computer use by any user who violates these acceptable use practices.
7. Privacy—Users must recognize that there is no expectation of privacy in electronic mail communications or in any other information regarding their use of the Wilco Network. Wilco has the right to review electronic mail and other network communications, to monitor fileserver space utilization and to log and review all technology use.
8. Filtering Technology. Wilco has, at its sole discretion, the right to install and operate filtering software to limit users' Internet access to materials prohibited under the terms of this Policy, even if such software may in certain cases block access to other materials as well. At the same time, Wilco cannot guarantee that filtering software will in all instances successfully block access to other prohibited materials. The use of filtering software does not negate or otherwise affect the obligations of users to abide by the terms of this policy and to refrain from accessing such materials.

As part of Wilco's *Acceptable Use Policy*, students are required to sign the form below verifying that they have read the policy.

Please acknowledge that you know how to access the Wilco handbook and have read it.

I have received and read the Wilco Area Career Center Student Handbook for the 2019 - 2020 School Year.

I have also read the *Acceptable Use Policy*.

PRINT Student Name: _____

Student Signature: _____

Parent Signature: _____

Date: _____

Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data

- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

Administration

Elizabeth Kaufman, Executive Director
Bosa Goodale, Assistant Director/Principal
Julia Ann Oglesby, Asst. Principal for Student Services

Wilco Board of Control

Lemont District 210

- Dr. Mary Ticknor, Superintendent
- Gary Gray, Dist. 210 Board Member, Vice-President, Wilco Board of Control

Plainfield District 202

- Dr. Glenn Wood, Assistant Superintendent
- Rod Westfall, President, Wilco Board of Control, Dist. 202 Board Member

Reed-Custer District 255U

- Danielle Valiente, Curriculum Director
- Chris Cavanaugh, Dist. 255U Board Member

Valley View District 365U

- Rachel Kinder, Superintendent
- Victor Zack, Dist. 365U Board Member

Wilmington District 209U

- Kevin Feeney, Asst. Superintendent
- Peggy Kunz, Secretary, Wilco Board of Control, Dist. 209U Board Member

Regional Office of Education

- Dr. Shawn Walsh, Fiscal Agent, Wilco Board of Control, Regional Superintendent of Schools

Handbook

The Wilco handbook is to be used in conjunction with your child's high school handbook. The handbook is only a summary of board policies governing the Center; a complete set of Board policies is available to the public at the Career Center office. The handbook may be amended throughout the year without notice as updates in Center policy occur. Policies will be communicated to persons expected to execute and comply with them.