



Student Handbook  
2024-2025

FVCC Main Campus  
47W326 Keslinger Road  
Maple Park, IL 60151

FVCC KMAC- Kaneland Meredith Academic Center Campus  
1N137 Meredith Road  
Maple Park, IL 60151

[www.foxvalleycc.org](http://www.foxvalleycc.org)

Phone: 630-365-5113

## **Fox Valley Career Center Staff**

630-365-5113

### School Administration

Dr. Rick Burchell, Director: Main Campus, [10075@kaneland.org](mailto:10075@kaneland.org) x71703

Ms. Vida Martin, Asst Director: Meredith Campus, [84536@kaneland.org](mailto:84536@kaneland.org) x71704

### Support Staff: Main Campus

Mrs. Lisa Cooper, Director Secretary, [75971@kaneland.org](mailto:75971@kaneland.org) x71701

Mrs. Debra Rea, Receptionist/ Attendance, [25017@kaneland.org](mailto:25017@kaneland.org) x71702

Mr. Larry Imel, Career Placement Coordinator, [10234@kaneland.org](mailto:10234@kaneland.org) x71705

### Support Staff: KMAC Campus

Mrs. Michelle Hesselfeldt, Security, [35958@kaneland.org](mailto:35958@kaneland.org) x72100

### Program Teachers

Mr. Gary Baum, Fire Science, [10027@kaneland.org](mailto:10027@kaneland.org) x72328

Mrs. Jill Chiapetta, BNAT Lead Instructor, [23597@kaneland.org](mailto:23597@kaneland.org) x72165

Mrs. Maria Dripps- Paulson, Foundations of Education Lead Instructor,  
[10911@kaneland.org](mailto:10911@kaneland.org) x72108

TBD, Exploring Medical Careers, email TBD TBD

Mr. Clay Hansen, Electrical Systems, [10192@kaneland.org](mailto:10192@kaneland.org) x71645

Mr. Michael Huston, Law Enforcement, [89140@kaneland.org](mailto:89140@kaneland.org) x72363

Mrs. Janelle McCornack, EMT/ PLTW Biomedical Sciences,  
[10784@kaneland.org](mailto:10784@kaneland.org) x72362

Mr. Thomas Scott, Welding, [88040@kaneland.org](mailto:88040@kaneland.org) x71717

Mr. Russell Wendling, Automotive Technology, [59551@kaneland.org](mailto:59551@kaneland.org) x71712

Mrs. Jenny Wold, Foundations of Education Work- Based Learning Coordinator  
[84542@kaneland.org](mailto:84542@kaneland.org) x72108

Mrs. Danielle Wukitsch, Computer Technology, [11567@kaneland.org](mailto:11567@kaneland.org) x71721

## **Welcome to Fox Valley Career Center!**

The content of the student handbook is designed to provide students and parents/guardians with the expectations and procedures for achieving success at FVCC. While every attempt has been made to cover the policies and procedures of Fox Valley Career Center, there may be situations that arise that are not fully covered in this handbook.

The Director, Assistant Director, FVCC Board of Directors, and/or FVCC administrative district Superintendent reserve the right to address individual incidents as they occur and take what they deem as appropriate action to ensure the safety and security of our students and to promote the best possible learning environment for our student body as a whole.

### **Notice of Nondiscrimination: Equal Opportunity**

Fox Valley Career Center ensures equal educational opportunities are available to all students regardless of race, color, national origin, age, gender, gender identity, religion, physical or mental disability, sexual orientation, status as homeless, or immigration status.

Questions in reference to educational opportunities may be directed to:

Dr. Rick Burchell, Director

Fox Valley Career Center

47W326 Keslinger Road

Maple Park, IL 60151

630-365-5113

### **Mission Statement**

The mission of Fox Valley Career Center is to provide high quality academic, career training programs that in partnership with area business and industry partners will equip our students with the academic, personal, and workplace skills necessary for successful entrance into the workforce and/ or completion of post-secondary programs.

### **Career center goals to promote student success**

1. Provide applied academic and technological experiences for students
2. Develop Essential Employability Skills; Personal Ethic, Work Ethic, Teamwork and Communication
3. Provide a pre-employment experience that helps students transition to post-secondary opportunities.
4. Apply academic knowledge to careers in a hands-on setting
5. Assist students in exploring career options through resume building, work-based learning experiences including connections to business partners, career- focused field trips, guest speakers, clinical or internship experiences and practice mock interviews

### **School day**

Each session at FVCC is 100 minutes in length, which doesn't include travel time for students to and from the career center to their home high school.

1st Session 7:45 - 9:25 AM

2nd Session 9:30 - 11:10 AM

3rd Session 11:15 AM - 12:55 PM

4th Session 1:00 - 2:40

Health Occupations students will only transport themselves to the various clinical sites as part of the class. When not attending clinicals Health Occupations students will use the transportation provided by their home school. Information about clinical sites is provided to health occupations students by their instructor.

Cosmetology and Barbering students are in classes that have different schedules in order to accommodate student travel times. Cosmetology and Barbering students attend classes according to the schedule set by their chosen cosmetology or barbering school regardless of whether their home high school is in session. Students will travel directly from their home high school to their chosen cosmetology or barbering school. They will not attend classes on either of the two FVCC campuses.

### **FVCC Campus locations**

Fox Valley Career Center operates classes from two buildings.

#### **FVCC Main Campus**

Kaneland High School: Enter Door 22

47W326 Keslinger Road

**Courses at the Main campus include:** Auto Technology, Computer Technology, Electrical Systems and Welding.

#### **FVCC KMAC: Kaneland Meredith Academic Center Campus**

1N137 Meredith Road: Enter Door 9

**Courses at the Meredith Campus include:** Law Enforcement, Emergency Medical Technician, Fire Science, Foundations of Education, Health Occupations- Exploring Medical Careers and Basic Nurse Assistant Training, and PLTW Biomedical Sciences

**Cosmetology classes** take place at the schools contracted to serve FVCC students; either Debutantes- DeKalb or Hair Professionals Sycamore locations.

**Barbering classes** take place at the school contracted to serve FVCC students; Legacy Academy in Sycamore.

## **Student Guidelines**

1. Students attending Fox Valley Career Center; FVCC, must comply with all of the following rules and regulations:

- A. Home High School Student Handbooks and Guidelines
- B. FVCC Student Guidelines
- C. FVCC Program Guidelines

Discipline procedures will be in accordance with the provisions established in all of the above. The student is responsible for knowing all of the rules that govern their behavior.

FVCC provides education programs in conjunction with the home school districts. Unlike your home school, participation in FVCC classes is considered a privilege based on program availability and good conduct.

Any consequence applied by FVCC for conduct while you are in attendance will not affect the right of your home school to apply its own consequence and follow its own disciplinary procedures with regards to the same conduct.

- 2. Students are expected to dress, act, and speak in a manner consistent with their profession. For safety and professionalism, all students will comply with the individual program dress code that is based on supplied by the program instructor.
- 3. With the exception of illness or emergency, students are responsible for attending all classes on time and completing all work by the assigned due date.
- 4. Strict attention must be paid to all program safety rules and regulations including the use of PPE; Personal Protective Equipment. Students will not be allowed in the lab/ shop or clinical setting until all program safety tests have been passed. Students must also have all required PPE and attire to participate in the lab/ shop and clinicals. Students should see the program specific required safety equipment list.
- 5. 1- Day Student driving permission slips must be signed by all parties and turned in to the office before students are allowed to drive to FVCC. Students will receive a temporary parking pass and be told where to park when they turn in the form. Students may not drive without pre-approval.
- 6. The use or possession of tobacco and tobacco products is prohibited. This includes all vape products, vape equipment, matches, lighters, and other related items.
- 7. Students must comply with all federal, state, and local laws. Students must also comply with reasonable requests from Kaneland High School and FVCC personnel.
- 8. All program and textbook fees should be paid in a timely manner. Students not able to pay the full amount in the first three weeks should make special arrangements with the office.
- 9. In accordance with the federal Drug- Free Schools and Communities Act of 1989, students shall not possess, use or distribute illicit drugs or alcohol on school premises or as part of any school- related activity and shall comply with all other school district policies and rules concerning drugs and alcohol. Your home school may apply its own consequence for the same offense. Regardless of any disciplinary decision, FVCC personnel may report the criminal

offenses to appropriate law enforcement authorities. Compliance with this policy is mandatory and the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Sanctions for violation of this policy may include removal from FVCC.

10. Electronic communication devices; including cell phones, may be used in individual programs at the discretion of the program instructor. The usage of these devices will be for educational purposes only, and not for phone calls or texting. Instructors may designate their classrooms as no communication devices allowed. Program instructors have the right to modify the classroom policy at any time during the school year.

11. Gang affiliation- Gang related or unauthorized group activities will not be permitted at FVCC. These activities may include the display or possession of gang symbols, colors, other identifiers, or the solicitation of others for membership. Any gang related symbol or item is banned by this policy.

12. Discipline may be imposed for forms of student misconduct not specifically listed in these guidelines or in the Student Handbook which interfere with, or threaten to interfere with, the learning environment, extracurricular activities, or school operations.

13. In addition to the rules and regulations outlined in this student handbook, students may be required to adhere to policies and procedures specific to the program of study. Students will be provided with classroom specific policies and procedures by their instructor.

### **Attendance-**

Attendance at Fox Valley Career Center is very important. We believe that student attendance is an integral part of the total learning experience. A student learns and experiences something new each day. It is imperative that a student be in attendance to take advantage of the educational and workplace opportunities we provide at FVCC. Frequent absences from work is one of the primary causes for employee termination.

When hiring Fox Valley Career Center graduates, employers inquire about the individual's attendance record at school.

Students who do not attend their home high school classes are not permitted to attend their FVCC class unless authorized to do so by a home high school administrator. Students who violate this policy will be subject to discipline at the discretion of FVCC Administration.

Student absences are reported to each of the home high schools during each session every day.

The home schools determine whether an absence is Excused or Unexcused. Absences from FVCC that are related to home school activities; field trips, testing, sport events, assemblies, etc..., are not counted against the student and are eligible for perfect attendance.

In addition to affecting a student's grade for coursework, attendance is considered in determining awards, scholarships, National Technical Honor Society membership and participation in field trips and SkillsUSA regional, State, and National competitions. Some FVCC courses also require students to meet attendance guidelines mandated by state or national guidelines to be eligible for the certification or licensing exam.

### **Attendance Categories**

**Excused absences-** Students who are considered excused absence at their home school will be considered excused absence at FVCC.

**Unexcused absences-** Students who are considered unexcused absence at their home school will be considered unexcused absence at FVCC. Students who have an unexcused absence will forfeit participation points earned in their FVCC class for the day and; at the instructor's discretion, may not be allowed to make up assignments missed during unexcused absence days. This can affect student's ability to participate in field trips, internships, and other FVCC activities.

**Tardies-** Students who arrive late to class are expected to sign in at the FVCC main office. Three unexcused tardies are equal to one unexcused absence. See unexcused absences and general attendance information for potential consequences.

Students arriving late to class without a pass will be considered unexcused tardy. Students that have a pass, or have a pre-arranged late arrival time, will be considered on time.

**Home School Functions and Field Trips-** A student who misses their FVCC class due to a function or field trip at their home school will be excused from their FVCC class.

**Home School Non- Attendance Days-** Students whose home schools are not in session on days when FVCC is holding class are not expected to report to their FVCC class. However, students are allowed to attend on these days with prior approval. (see driving policy).

**Cosmetology and Barbering students** should abide by their cosmetology or barbering school contract in regard to attendance days.

### **Absence Due to Suspension-**

A student that misses their FVCC class because they are serving a suspension at their home school will be considered suspended from FVCC as well.

### **Attendance Policies**

1. Make-up work will be allowed for classroom work missed during an absence; however full credit for that work is at the discretion of the instructor. Lab work may not be available depending on the lab work missed. Instructors may assign additional written work to replace time lost in the shop/ lab.
2. This Attendance Policy will be reviewed with the student and must be signed by the students and parent/ guardian and placed on file in the FVCC office. Please see the form at the back of the Student Handbook.
3. The Assistant Director will serve as the attendance officer to review unusual circumstances and to decide upon the application of the policy to situations which may not specifically be covered by the written policy.
4. When the 6th day of absence has occurred, the program instructor will speak to the student. At that time the student will be made aware that future absences for the semester may be subject to the above rules. The parent/ guardian may be notified.
5. When the 7th absence occurs, the Assistant Director will contact the student's parent/guardian. A conference between the student and parent/ guardian may be requested.

6. The School Counselor and/ or parent/ guardian of a student that has 10 absences; whether excused or unexcused, will be contacted by the Assistant Director. A student and parent/guardian conference with the Assistant Director may be requested.

7. Students that are granted medically excused absences by the home school will be handled on a case by case basis.

**8. Due to industry, state, or national guidelines, absences may impede the student's opportunity to participate in state licensing opportunities, and access to field trips and internships.**

9. Students who have repeated absences will have their status reviewed by Fox Valley Career Center and the student's home district. Excessive absences may affect the student's opportunity to return to Fox Valley Career Center.

The FVCC Assistant Director will review student attendance and has the authority to decide upon the application of the policy to situations which may involve extenuating circumstances such as hospitalization, etc...

### **Professional Dress**

Clothing must completely cover the body from shoulder to mid-thigh. Footwear; such as steel-toed boots, nurses shoes, and closed- toe shoes, deemed appropriate for certain courses, must be worn at all times.

The following items may not be worn at Fox Valley Career Center:

1. Clothing that advertises or promotes the use of drugs, alcohol, or tobacco.
2. Clothing with vulgar, suggestive, obscene, or violent materials written or displayed.
3. Beads, chains, drugs, gang or cult related clothing accessories such as bandanas, jewelry, etc...
4. Clothing that is worn in a way that promotes gang affiliation.
5. Hats are allowed in the hallways at FVCC, but may not be permitted in certain shop or lab settings due to safety, and at teacher discretion.
6. Students that aren't properly dressed will be sent to the FVCC office. Depending on the infraction may be excluded for the day. Repeated infractions will lead to disciplinary action.

### **Emergency closing**

If weather conditions or emergency situations arise which make it necessary to cancel FVCC classes for the day, FVCC will notify the home high schools and post notification on our website, [www.foxvalleycc.org](http://www.foxvalleycc.org). As our administrative district, Kaneland District 302 has the authority to direct the FVCC administration to cancel classes at the discretion of the Kaneland Superintendent. Any time Kaneland School District 302 cancels classes for the day, all FVCC classes will also be canceled.

Additionally, FVCC administration has the authority to cancel classes where students are required to drive; cosmetology, barbering and health occupations, if it is determined that road conditions would make driving hazardous for students. In such cases, the instructors and/ or



FVCC administration will make every effort to contact those students affected. Parents may choose to excuse their student(s) if conditions arise in which they feel it is unsafe for their student(s) to drive. In this instance, parents should call their home high school to excuse their student from their FVCC class for the day.

### **Internet Policy**

Students at Fox Valley Career Center will need to use computers to access information or course-related purposes. Each student will be given a login name and password by the Kaneland School District Technology department and use the Kaneland School District network to access the internet at the discretion of their instructor. All students will be required to adhere to the policies set forth by Kaneland School District as stipulated below.

### **Terms and Conditions For Network and Internet Access**

#### **Acceptable Use**

Access to the district's computer network and Internet must be for the purpose of education or school-related research and be consistent with the educational objectives of the district.

Privileges - The use of the district's computer network and Internet is a privilege, not a right, and inappropriate use will result in a revocation of those privileges. The system administrator and/or FVCC Administration will make all decisions regarding whether or not a user has violated this authorization and may deny, revoke or suspend access at any time. His or her decision is final.

#### **Unacceptable Use**

You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:

- A. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any US or State regulation
- B. Unauthorized downloading or loading of software, regardless of whether it is copyrighted material or devirused
- C. Downloading of copyrighted material for other than personal use
- D. Using the network for private, financial or commercial gain
- E. Wastefully using resources, such as file space
- F. Gaining unauthorized access to resources or entities
- G. Invading the privacy of individuals
- H. Using another user's account or password
- I. Posting material authored or created by another without their consent
- J. Posting anonymous messages
- K. Using the network for commercial or private advertising
- L. Accessing abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material

- M. Submitting, posting, publishing or displaying any defamatory, knowingly inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material
- N. Using the network while access privileges are suspended or revoked
- O. Electronic tampering with school or student records, documents, files, computer hardware or computer software
- P. No student is allowed to login under another student's login name
- Q. No shortcuts, executables or batch files are allowed in student home directories; and
- R. STUDENT POSSESSION OF ANY HACKER UTILITY WILL BE TURNED OVER TO THE KANE COUNTY SHERIFF'S OFFICE this includes but is not limited to viruses, Trojan horses, disk editors, and packet sniffers.
- S. Students may not use proxy sites to access banned web-sites
- T. Students who violate the authorization for computer network and internet access policy and have a class that necessitates computer use will be removed from that class and if possible be placed in another available class. The missed class if required will then be rescheduled.

### Network Etiquette

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

- A. Be polite. Do not become abusive in your messages to others.
- B. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- C. Do not reveal the personal addresses or telephone numbers of students or colleagues.
- D. Recognize that electronic mail (E-mail) is not private. People who operate this system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- E. Do not use the network in any way that would disrupt its use by other users.
- F. Consider all communications and information accessible via the network to be private property.

*District 302 Technology policy- any student using the district's network shall use this resource only for school and education-related purposes consistent with the goals of Kaneland CUSD 302. These include but are not limited to facilitating teaching and learning through resource sharing, innovation, and communication. Accessing the network through the District's computer system is a privilege that is granted, revoked, or restricted at the discretion of the Board of Education through the Administration. Misuse of the District's network access through, for example, unacceptable uses, violation of network etiquette, safety or security, vandalism or copyright infringement, may result in revocation or restriction of access to this resource. Specific terms and conditions for accessing the District's network are available in the administrative procedures, which can be obtained in the main office at Kaneland High School. All users must sign a user agreement form stating they agree and will abide to the terms and conditions contained within the administrative procedures.*

Any student who does not adhere to the policy of Kaneland School District 302 in regard to use of District technology will have their technology privileges revoked and depending on the infraction, may face disciplinary action including possible removal from FVCC.

### **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 district and school goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, Prevention of and Response to Bullying, Intimidation, and Harassment continued gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, 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, at designated school bus stops waiting for the school bus, 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 district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying and 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.

## **Cyberbullying**

Cyberbullying 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. Cyberbullying 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. Cyberbullying 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.

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.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district 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 an FVCC Administrator or any staff member. Anonymous reports are also accepted by phone call or in writing.

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.

A student will not be punished for reporting bullying or supplying information, even if the school'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.

## **Harassment Prohibited**

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from 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; 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.

The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. 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.

#### Sexual Harassment Prohibited

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

#### 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.

#### Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Director, Assistant Director, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

#### Student and School Safety

Students at Fox Valley Career Center have the right to attend classes in an environment free of threat to physical harm, harassment and situations which impede the learning process. The administration at FVCC takes student safety and security seriously. As such, the following policies are in effect:

1. Guns, ammunition, knives, and other weapons are hazards to a safe learning environment. FVCC; through Kaneland District 302, has established a policy that prohibits guns, ammunition, knives and any other weapons from school property. If such an item is found or suspected to be present on school property or in any location related to student activities, Fox Valley Career Center will impose immediate sanctions to protect the safety of students and staff.
2. Students may not possess, use, distribute, sell, or solicit the purchase of alcoholic beverages, drugs, controlled substances, any tobacco product, vaping devices, and vaping solutions.

## **Consequences of Safety and Security Violations**

### **Level I Misdemeanor**

Staff members who observe misbehavior should respond immediately. Repeated misbehaviors may result in a behavior referral, and may require a parent or guardian/ teacher conference, or a parent/ guardian conference with an administrator.

Minor misbehavior may include, but isn't limited to insubordination, failure to follow a directive, inappropriate behavior which disrupts the learning environment.

### **Level II: Repeated misbehavior, Safety Policy violations**

Continued misbehavior is a disruption to the learning environment and students engaging in repeat misbehaviors will be disciplined. Additionally, many of our lab environments include the use of equipment that requires strict safety standards to maintain an injury free learning experience. Students who do not wear the mandatory safety equipment; steel toed boots, closed toe shoes, safety glasses, gloves, etc..., will not be allowed in the lab. Any student that causes an unsafe environment will be removed from the lab and may face disciplinary consequences.

1. The student is referred to the appropriate administrator for disciplinary action. The teacher completes and sends a Behavior Referral in Infinite Campus which details the reasons for the referral and previous actions taken.
2. The administrator initiates disciplinary action by investigating the infraction and conferring with all parties about the misconduct and disciplinary action to be taken.
3. The administrator meets with the student and/or teacher and decides on the most appropriate disciplinary action.
4. The Behavior Referral which indicates the offense and the action taken will be shared with the student's home high school and parent(s)/ guardian(s).

### **Level III: Serious Offense**

Serious offenses include; but aren't limited to fighting, stealing, destruction of property, drugs, and alcohol. Serious lab safety violations may result in a range of disciplinary actions.

1. The administrator initiates disciplinary action identifying the offense with the staff member and meets with the student about the disciplinary action to be taken by the administrator. A Behavior Referral with details about the incident is completed in Infinite Campus by the instructor or administrator.
2. The parent(s)/ guardian(s) are notified and the student may be removed from FVCC.
3. A copy of the Behavior Referral including the offense and action taken will be sent to the student's home high school and a copy mailed to the parent(s)/ guardian(s) through Infinite Campus.
4. FVCC Administration contacts law enforcement officials if and when appropriate.  
*Fox Valley Career Center, through Kaneland School District 302 participates in a*

*reciprocal reporting system with local law enforcement agencies regarding criminal offenses committed by students. This system includes automatic notification to the appropriate police department(s) and other appropriate agencies when students may have been involved in criminal activities. Likewise, FVCC can provide information to and receive such information from those agencies.*

### **Transportation**

**Cosmetology and Barbering students** must provide their own transportation to their chosen Cosmetology or Barbering location. FVCC Administration will visit the Cosmetology and Barbering locations several times a year. Cosmetology and Barbering students should adhere to the rules of the road and go directly to and from school.

**All other students will be required to ride the bus provided between the home schools and FVCC.**

Students not in Cosmetology or Barbering can fill out a form to get a one-day driving pass. Reasons for a one-day driving pass could include; attending a FVCC field trip, bringing in your vehicle to have work done in the Auto Technology class, and attending your FVCC class on a day that your home school isn't in session.

Please go to the FVCC Office in the building your program is in to request a one-day driving pass and ***return it completely filled out prior to the day you want to drive to FVCC.*** Once the permission form has been completed and handed in to the FVCC office in the building you attend, a parking pass will be issued and should be placed in the windshield of the student's car. Students who drive to FVCC are expected to drive responsibly and obey all traffic laws. They are also expected to follow their FVCC bus to and from school.

Students who do not have, or do not properly display a parking pass will be subject to the same disciplinary standards as unapproved drivers- see section below.

### **Where to get a one-day parking pass**

Programs at Main- Automotive Technology, Computer Technology, Electrical Systems, and Welding- check in at Main office

Programs at KMAC- Emergency Medical Technician, Fire Science, Foundations of Education, Health Occupations- Basic Nurse Assistant Training and Exploring Medical Careers, Law Enforcement, PLTW- BioMedical Sciences- Principles of Biomedical Science and Human Body Systems- check in at FVCC KMAC- Meredith office.

## **Unapproved Drivers**

Students who drive without prior written authorization will be subject to the following consequences.

First Offense- The student will receive a verbal warning that they are in violation of the driving policy. A record of this warning is entered in the Contact Log in Infinite Campus and the parent/guardian may be contacted. The student's home high school will be contacted.

Further disciplinary measures may be taken by the home high school at their discretion.

### Second Offense-

The student's behavior will be recorded by submitting a Behavior Referral in Infinite Campus. A copy of the Behavior Referral, which indicates the offense and the action taken will be given to the student's home high school, and a copy submitted to the parent/guardian in Infinite Campus.

### Third Offense-

The student will receive an electronic Behavior Referral in Infinite Campus, a 1 day suspension from FVCC, and will forfeit any future driving privileges. A copy of the Behavior Referral, which indicates the offense and the action taken is shared with the student's home high school, a copy submitted to the parent/guardian in Infinite Campus..

The FVCC Assistant Director will review student driving violations and has the authority to decide upon the application of the policy to situations which involve driving infractions that may cause harm to students, staff, or property.

In addition to the above disciplinary measures, anyone parking on Kaneland High School property without displaying the proper FVCC parking pass may be subject to ticketing and/ or towing by Kaneland High School security.

Any student who drives after their driving privileges have been revoked will be subject to removal from FVCC.

## Parking Lot procedures

It is extremely important that students proceed through the parking lot at minimal speeds. Any student driving recklessly and/or using excessive speed will have their parking pass suspended for up to five (5) school days for the first offense. A second violation will result in a suspension of the parking pass for up to ten (10) school days. A third violation will result in the parking pass being suspended for a month for each offense thereafter.

1. Students who drive are expected to arrive at school by their designated time and stay until their scheduled school day is over. Students who do not adhere to these conditions may have their parking permits suspended or revoked without reimbursement of their parking fee.
2. Students should drive no faster than 10 mph while on campus.
3. Students driving to school must park in assigned student lots. Vehicles must be locked at all times.
4. Students who drive are not permitted to transport other students unless express written pre-approval has been given by the parent/guardian of both the driver and



the passenger.

5. Cell phone use while driving; including a hands free device, is prohibited for drivers under age 19.

6. Texting while driving is prohibited.

Any student who violates this policy; whether they are driver or passenger, will be subject to the same disciplinary standard as unapproved drivers.

Students driving to school are to exit their vehicles immediately after pulling in a school parking spot. Sitting in cars on school property is not allowed. This policy is in effect 24 hours a day. If it is determined that a student has driven recklessly on school property, including the passing of loading/unloading buses, he/she may have their parking privileges suspended.

### **Search Of Vehicles**

Upon entering school grounds, the person driving any vehicle is deemed to consent to a complete search of the automobile by school officials or police. If any person other than the driver is the current custodian of the vehicle, consent to search is deemed given by the custodian also. The area of search will include the entire passenger compartment, engine compartment, trunk and all containers therein, locked or unlocked, and the undercarriage. Any individual who uses Kaneland C.U.S.D #302 property to park their vehicle is responsible for the contents of that vehicle.