



STUDENT HANDBOOK

FOX VALLEY CAREER CENTER

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Welcome to Fox Valley Career Center

PURPOSE

Our Handbook has been prepared to provide students and parents/guardians information about our career center. It describes Fox Valley Career Center's procedures, services, and recognition awards.

Information has been prepared to help each student become fully aware of the many opportunities available at Fox Valley Career Center.

The Center can help students:

- explore and make decisions about careers they may pursue in the future;
- make a successful transition to 4-year colleges, community colleges, technical or trade schools, or become successful employees; and
- acquire basic employability skills that will prepare students for employment opportunities.

MISSION STATEMENT

The mission of the Fox Valley Career Center is to provide quality career, vocational and technical training programs, in partnership with area business and industry, which will equip our students with the technical, academic and personal skills needed to enter the workforce and/or post-secondary programs and to be successful.

CAREER CENTER GOALS

In addition to individual program goals and objectives, the following general goals have been approved for the Center:

1. Provide applied academic and technological experiences for students to enable them to succeed in the workplace.
2. Encourage students to become involved in entrepreneurship experiences through the attainment of sufficient knowledge and information about the various phases of a business operation.
3. Develop appropriate work ethic attitudes in such areas as dependability, responsibility, punctuality, confidentiality, and loyalty through applied experiences in a lab/classroom setting.
4. Teach students entry level skills, as well as a broad base of information in several related occupations, since the average worker is predicted to need retraining for new and/or emerging occupations at least five times during his/her working life.
5. Introduce students to emerging developments in technology.
6. Provide a combination of occupational training programs designed with state-of-the-art technology.
7. Enable students to explore career options, gain insight into a number of fields of employment, prepare for specific careers, upgrade knowledge as work requirements change, and retrain for new jobs through the appropriate selection of career programs.

GENERAL INFORMATION

ADMISSIONS

High school students register with their home school counselor. Guidelines concerning admissions to our programs are established by each member high school. When students complete a program at Fox Valley Career Center, they receive a certificate of completion and earn credit toward graduation from their high school.

CAREER PLACEMENT SERVICES

Our Center's career placement services function to provide students with information and employment skills that will assist them with their education and career plans along with assisting them in securing temporary, part-time, or full-time employment. Job shadowing, internships and apprenticeships are coordinated through our career placement coordinator.

CREDITS

Students may enroll in classes usually earning 2 ½ -3 credits per year. FVCC also offers a

cooperative education program, off-campus internships and apprenticeships in advanced level classes during which the student spends time in his/her career specialty in the workplace.

SATELLITE PROGRAMS

“Satellite” programs are off-campus programs taught at sites other than Fox Valley Career Center. Other schools and industrial sites may be selected for such programs to provide a more centralized location, access to facilities for FVCC students which are not available on-campus, and make more efficient utilization of staff, equipment and facilities. Students are responsible for providing their own transportation to these programs. Session schedules may vary depending on home school or industrial location schedules.

SCHOOL DAY

Currently, there are three daily sessions during the school year:

| | |
|-------------------------------|-------------------------|
| <u>1st session</u> | 7:45 - 9:25 a.m. |
| <u>2nd session</u> | 9:30 - 11:10 a.m. |
| <u>3rd session</u> | 11:15 a.m. - 12:55 p.m. |

*Off-campus classes have different schedules. It is possible that session times may need to be changed in order to best meet the scheduled times with their counselor.

SUPPORT SERVICES

Our Fox Valley Career Center provides a wide range of career guidance counseling services and support services for students. A guidance coordinator is available who works with the student and the student’s home school counselor to meet each student’s unique and individual vocational, occupational and career needs.

INDIVIDUALS WITH SPECIAL NEEDS

Individuals with disabilities should notify the Director at (630) 365-5113 if they have a disability which will require special assistance or services and, if so, what services are required. This notification should occur as far as possible before the school-sponsored function, program or meeting.

INTERNSHIPS & JOB SHADOWING

Students attending programs through the Fox Valley Career Center may be given an opportunity to go off campus and see what the world of business is all about. This involves hands-on experiences, problem solving techniques, improvement of writing and communication skills, and learning specific job skills necessary to be successful in today’s job market.

Students will be chosen to take part in job shadowing, internships and apprenticeships based on the recommendations of their instructors, counselors, career placement coordinator, employers, and most

importantly, the desire of the student to participate in these programs. In the 21st century work-place, employers are looking for young men or women who have developed their skills and can exhibit those skills in job situations.

INTERNSHIPS

The off-campus internship may be for a nine-week period or semester. In some cases the internship may last for the entire school year. The intern may or may not be paid for their services.

The intern may be released from the Fox Valley Career Center program for two or three days a week to be at the business site. This may only be permitted with the consent of the Fox Valley Career Center instructor. Internships may also be administered outside of the normal school day. As part of their internship, students are required to work with their instructors to complete a training plan, keep a daily diary, monthly wage/hourly report, and a final evaluation of his or her training experiences. The employer will also give a final evaluation of the student's performance.

Interns should remember that their schooling takes priority, and therefore, they should work only a reasonable amount of hours each week.

JOB SHADOWING

Job Shadowing gives the Fox Valley Career Center students an opportunity to observe a business and receive information about that business from the employer. This opportunity will usually take place during the time the student would normally be attending the Fox Valley Career Center. This experience will help the student make educated decisions about career choices as well as about schools they would like to attend for further education after high school.

Students will be contacted by the Career Placement Coordinator about "shadowing" opportunities. If a student is interested in the opportunity, he or she will then complete the "shadowing" form and return the completed form at least three days before the scheduled experience. Once a student has completed the "shadowing" experience, he or she should turn in a report on what they observed during the "shadowing" experience to their instructor.

RULES AND REGULATIONS FOR *Internships/Off-Campus/Extended Campus/ Job Shadowing Training Programs*

ABSENTEEISM

The student agrees to be regular in attendance at school and on the job. If you are absent from school, please phone your immediate supervisor and the Fox Valley Office (630) 365-5113. Call early so that the supervisor can adjust work plans. Failure to make these two calls can result in dismissal from the program. You may **NOT** work on days when you are absent from school.

DRESS

Remember that you are representing a company and Fox Valley Career Center. Dress appropriately. Find out before you start, from the supervisor or your instructor, what the appropriate dress will be.

SAFETY RULES

Observe all safety rules of the company. Also, observe all safety rules prescribed by your instructor.

COMPANY PROCEDURES

Abide by all procedures followed at your place of business. Since you will be at the company for two to six hours, you will normally be entitled to a coffee break. However, if your supervisor asks you to go on break, by all means go with him/her. If he/she leaves for break and doesn't ask you to go, make sure you have something to do while the supervisor is gone.

WAGES

In as much as you are involved in this extension of the classroom and are not a full-time employee, wages will vary. In many instances, job shadowing, off-campus, and internship programs may be non-paid. In others, due to the nature and length of the training experience, employers will pay a fair and equitable wage.

TRANSPORTATION

Transportation to and from the training site is to be supplied by the student. The student's parent or guardian must agree to any transportation agreement.

SETTING AN EXAMPLE

Remember you are representing yourself and your home school, as well as Fox Valley Career Center. The impression that you make will affect your own job success in addition to paving the way for future Fox Valley students and graduates.

SEXUAL HARASSMENT POLICY FOR STUDENTS

Sexual harassment of students is prohibited. Any employee, District agent, or student engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. has the purpose or effect of:
 - a. substantially interfering with a student's educational environment;
 - b. creating an intimidating, hostile, or offensive educational environment;
 - c. depriving a student of educational aid, benefits, services, or treatment; or
 - d. making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile" and "offensive" include conduct which has the effect of humiliation, embarrassment or discomfort. Examples of sexual harassment include touching, crude jokes or pictures,

discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of sexual harassment are encouraged to discuss the matter with the FVCC Nondiscrimination Coordinator. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

STUDENT AWARDS

Students enrolled in classes at Fox Valley Career Center are eligible to win recognition for achievement in several ways; as individuals, as a member of a class, and as a school.

The following provides a brief description of the various honors which are available. It does not include the many scholarships which students may receive from private technical schools or colleges.

ACHIEVEMENT AWARD

This award program reinforces important employability skills and gives special recognition to all FVCC students who not only complete Career Center programs but also:

1. earn at least a "B" average in their program or course;
2. have a 95% attendance or better; and
3. have not had any discipline problems.

NATIONAL TECHNICAL HONOR SOCIETY

Students that qualify for the NTHS award are nominated by their instructors/counselors. Students must have an overall 3.0 high school (B) average including the first semester of this school year (5th/7th semester GPA). Students must also have a 4.0 grade point in their vocational program area at the end of the 5th/7th semester. Students must be enrolled in a sequence of classes in vocational-technical subject areas. Students qualify by having no unexcused absences through their attendance office. Students cannot have any discipline referrals from their dean's office or Fox Valley Career Center for the previous two years.

PROGRAM COMPLETION CERTIFICATE

Each student who successfully completes a FVCC program receives a certificate of recognition at the end of the school year.

STUDENT OF THE MONTH

The Fox Valley teachers developed this award to give recognition to students who are working hard and achieving positive results in their specialty programs.

Each instructor may select one student per month, or in unusual circumstances, two students. A student may only be selected one time during the school year.

Home school principals are notified so the student's name may be read over the intercom, and a letter is sent to the student's parents acknowledging the achievement of the student. A picture of the student is placed in Fox Valley's hall display case along with a quote from the teacher describing the student's accomplishments.

Each student receives a special certificate, Fox Valley T-shirt, key chain and gift certificate to McDonald's.

STUDENT OF THE YEAR SCHOLARSHIP

The Fox Valley staff presents a plaque and a \$500.00 savings bond to the student(s) selected as Student of the Year.

Each class at Fox Valley may nominate an outstanding student. These nominees complete a written information form presented to a selection committee of teachers. The nominees are evaluated on their knowledge, character, attendance, cooperation and activities. The top ten nominees are interviewed by a panel of school board members from each of the five member schools.

The awarding of the plaque and bond is performed at the honors assembly of the winning student's school.

SKILLSUSA COMPETITIONS

Each year students join the Fox Valley Career Center SkillsUSA student organization in order to participate in local, regional, state and national activities. Among these activities are competitions which are specifically related to each career field covered at Fox Valley Career Center. Over the years, Fox Valley Career Center SkillsUSA members have earned numerous 1st, 2nd and 3rd place regional, state and national awards.

OTHER AWARDS

Some awards are given for class recognition throughout the year. Some group awards are given for best monthly attendance and most improved attendance.

OTHER SCHOLARSHIPS

Numerous scholarships are available to students at Fox Valley Career Center. Some scholarships are offered through professional organizations, local civic groups, and different schools in program speciality areas. Check with the Fox Valley Career Center guidance counselor for further details.

DISCIPLINARY GUIDELINES

The Fox Valley Career Center discipline guidelines provide teachers, administration and students a procedure to resolve situations which infringe on the learning process for any students attending FVCC classes. Based upon the infraction, disciplinary action consistent with the student's home school policy will be recommended by FVCC.

STEP ONE

Verbal warning: It is expected that a proactive approach with all students will be taken to minimize disciplinary problems. The teacher will explain classroom expectations and behavioral guidelines to all students and take appropriate steps to minimize classroom discipline problems.

STEP TWO

Conference with student, teacher, and counselor: A conference should be held outside the classroom and/or away from other students. If deemed appropriate, a Discipline Referral Form will be completed and placed in the student's file at Fox Valley Career Center. A copy will be sent to the home school official and/or parent/guardian.

This conference may be necessary because the student's behavior has not changed after several warnings or because his/her behavior is so inappropriate that the behavior should not happen again.

STEP THREE

Conference with student, teacher and counselor/administrator: Because of continued inappropriate behavior/conduct, a contract may be instituted and a Discipline Referral Form will be sent to the home school official and the parent/guardian. This report will include the steps that have been taken and the agreed upon plan of action which identifies the expected behaviors.

STEP FOUR

Teacher, student, parent, Fox Valley Career Center director, and/or counselor and home school administrator will confer to make a final attempt to solve the problem. A review will occur and a re-evaluation date will be set so adjustments to the contract can be instituted depending on the degree of change in the student's behavior. After these disciplinary procedures have been followed, the student may be suspended or removed from the class permanently.

CLASS REMOVAL/SUSPENSION/PROGRAM WITHDRAWAL

A serious offense may occur and disciplinary guidelines implemented at any of the various steps at the discretion of the administration, teacher, and counselor. Serious offenses are situations such as fighting, stealing, drugs and alcohol, etc. Serious lab safety violations may result in a range of disciplinary action depending upon the severity, including suspension and possible program removal. Discipline referrals will be written and communicated to the student's home school. Discipline action consistent with the student's home school will be followed.

At any time, however, due to inappropriate behavior(s), a student may be removed from the class/lab for a period of time or withdrawn from the program depending upon the seriousness of the violation.

Fox Valley Career Center Recommended Individual Career Plan

| Subject | Secondary | | Post-Secondary | |
|--------------------|---|---|-----------------------|---------------------|
| | 11th | 12th | 13th | 14th |
| English | English | English | College English | |
| Math | Math | Math | College Math | |
| Science | Science | | | |
| Social Studies | American History | Government | Electives | Electives |
| Other Requirements | | Consumer Education | Speech Communications | |
| Physical Education | Physical Education | Physical Education | | |
| Elective | Fox Valley Career Center Program | Fox Valley Career Center Program | Technical Specialty | Technical Specialty |

Student's Individual Career Plan

| Subject | 11th | 12th | 13th | 14th |
|--------------------|------|------|------|------|
| English | | | | |
| Math | | | | |
| Science | | | | |
| Social Studies | | | | |
| Other Requirements | | | | |
| Physical Education | | | | |
| Elective | | | | |

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