

For Your Information

All parents and students should review the following information carefully in order to become aware of the Center's standards, expectations, rules, regulations, and daily procedures. Questions about this information or any other aspect of Technology Center of DuPage should be directed to the Student Services Office.

Telephone Information

Except for major holidays, Technology Center of DuPage's switchboard is open between 7:30 am and 4:00 pm weekdays during the regular school term. **The phone number is: (630) 620-8770.** Teachers can be reached from 7:45 am to 8:00 am, and from 2:45 pm to 3:30 pm. Administration personnel may be reached by phone throughout the school day.

Attendance

At TCD, a student is evaluated as an employee. Lack of regular attendance and punctuality affects grades, credentialing in workplace skills, and the receipt of a TCD Certificate of Employability. In cases of excessive absence, the student's sending school may withhold graduation credit. Parents will be notified by TCD staff if absences reach four days in a grading period (three days in a six-week grading period). All absences are reported each day to the student's sending school by TCD. TCD needs direct notification from parents; please report absentees by calling (630) 620-8770.

Student Dress

Appropriate student attire is the responsibility of both the parent and the TCD student. If, in the judgment of school officials, a student's personal appearance is inappropriate or unsafe for school, the student and his/her parents will be notified. The student may be withheld from class until the situation is corrected.

General Guidelines are:

- Head coverings are not allowed without specific permission.
- Health and safety standards must be maintained at all times.

- Clothing and student appearance cannot disrupt the educational program.
- Clothing must meet appropriate program safety requirements.

Directory Information

Directory information will be handed out to students on the first day of class.

Emergency Closing

Closing announcements will be made between 6:00 am and 8:00 am on AM radio stations **WGN 720** and **WBBM 780**, and TV stations **CBS/2**, **NBC/5**, **ABC/7**, **WGN/9**, **Fox/32**, and **CLTV**.

For other closing announcement updates, please call **(900) 407-7669 (SNOW)** for \$.95 per minute (parental permission required), or go to www.emergencyclosings.com and enter "(630) 620-8770" or "Technology Center of DuPage."

If TCD is forced to close during the school day, students will be taken back to their sending schools.

Daily Procedures and Regulations

1. Arrival at Technology Center of DuPage

Students are expected to report immediately to their program areas. After checking in, a student must have the instructor's permission to leave the program area. A student is not permitted to check in or out for another student.

2. Departure from Technology Center of DuPage

A student is permitted to sign out of his/her program area five minutes before his/her bus is scheduled to depart.

3. Missed Bus Procedures

Coming to Technology Center of DuPage: Notify the sending school Dean's Office for instructions.

Leaving Technology Center of DuPage: Immediately notify TCD's Student Services Office.

4. Student Driving

Every student is required to take the bus provided by the sending school. Exceptions to this policy are rare and can be made **ONLY** with a 24-hour advance approval from the sending school, parents and Technology Center of DuPage.

Cars must be parked in the south parking lot. Unauthorized parked cars will be towed at the owner's expense, and the sending school and parents will be notified. A student with permission to drive to or from Technology Center of DuPage may not give rides to another student at any time. A violation of this policy will result in the loss of driving privileges. The Center reserves the right to inspect any car on its property.

5. Early Dismissal

All early dismissals must be approved in advance by the student's sending school. To leave Technology Center of DuPage before the regular time, a student must have a 24-hour advance notice from home that is countersigned by the sending school Dean and has a phone number that can be used to verify parental permission. In an emergency situation, Technology Center of DuPage's Emergency Care Provider may dismiss a student after the sending school and parents have been notified.

6. Use of Tobacco/Smoking

Smoking or the use of tobacco in any form is not permitted in the building or on the grounds of Technology Center of DuPage. Possession of tobacco may lead to disciplinary consequences. Further, possession of tobacco by a person under 18 years of age is also an ordinance violation in the Village of Addison and is punishable by a fine.

7. ID Card

Students must show their sending school ID cards upon entering the Technology Center of DuPage building and have it in their possession when going through the halls. Those students who are not able to produce a school ID will be brought to the Dean's Office to verify enrollment at TCD. Failure to comply will result in the student being reported to his/her sending school for appropriate disciplinary action. It is the student's responsibility to report a lost ID card to the sending school and arrange for a replacement.

8. Student Safety and Personal/School Property

- Technology Center of DuPage students are expected to demonstrate the safety habits appropriate to the program area. At no time should a student participate in an activity that might pose a danger to himself/herself or others.
- In addition, students should treat school property and equipment with respect.
- Personal belongings are the student's responsibility and should be kept in a secure and proper place.
- The Center does not offer student accident insurance. Low cost accident insurance generally is available from the sending school. The Center recommends that students obtain accident insurance, especially if they are not covered by a family medical plan. The Center assumes no responsibility or liability for any accidents or the filing of claims.

9. Cell Phones, Radios, CD/Cassette Players and Electronic Devices

Personal radios, CD/cassette players, televisions and electronic games are disruptive to the educational process. The use of any of these items is discouraged during class time. If any of these items are being used by a student, they may be confiscated. At the first offense, the article will be returned at the end of the class period that day. For any succeeding offenses, parents may be called to come to TCD to pick up the device.

Cell phones may be carried on the student's person, but may not be used while at TCD. The cell phone will be confiscated from any student found using it during his/her time at TCD. It will be returned at the end of class on the first offense. Sending school rules will be followed for each succeeding offense.

10. Lockers

Lockers are the property of Technology Center of DuPage.

- Locks must be purchased from Technology Center of DuPage during orientation week.
- Only Technology Center of DuPage locks may be used. Other locks will be removed.

- Students are responsible for maintaining their lockers.
- Technology Center of DuPage is not responsible for lost or stolen items.
- School officials have access to lockers at any time.
- Keys/combinations should be carefully guarded and should not be given to any other student. All locker problems should be reported immediately to the instructor.

NOTE: All students must clean out their lockers on the last day before summer vacation. Students who withdraw from Technology Center of DuPage during the school year are responsible for cleaning out their lockers on their last day at the Center. Articles not claimed within two weeks after a student leaves Technology Center of DuPage will be donated to charity.

11. Technology Center of DuPage Property

Technology Center of DuPage property is not to be removed from the premises without an instructor's written permission.

12. Food and Drink

Food (or drink) is not allowed in the halls or in program areas except at pre-approved times.

13. Inappropriate Language, Gesture, and Material

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

14. Use of Controlled Substances

Possession, consumption, or distribution of any controlled substance (i.e. alcohol, narcotics, marijuana, etc.) or look-alike drugs is not permitted on Technology Center of DuPage premises at any time. Compliance with this standard of conduct is mandatory.

Any student found to be a possessor, consumer, or distributor of any controlled substance is subject to disciplinary action up to and including expulsion and arrest.

Under most circumstances, disciplinary sanctions will be assigned by the student's sending school in consultation with the Center.

Technology Center of DuPage staff is prepared to work with students and their sending schools to provide information about the availability of drug and alcohol treatment programs.

15. School Visitors

Any individual visiting the school for any reason must first sign in at the desk at the west entrance. The visitor will be issued a name tag that will be worn while the visitor is in the building. If it should be necessary to speak with a student or teacher directly, the hall monitor will make the proper arrangements.

It is extremely important that classroom activities have as few interruptions as possible. Therefore, teacher or room visitations may be arranged either by directly contacting the teacher or by requesting an appointment through the Student Services Office. In this case, the visitor will again sign in at the west entrance and will be directed to the program area.

16. Use of Instructional Materials

Technology Center of DuPage provides students with the latest instructional technology, including 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 the TCD program.

Standard Policies of Student Internet Usage

Students will be given guidance by their instructors on how to use the Internet for educational purposes aligned with the goals of TCD. This is a significant educational opportunity for students, but it also entails a responsibility.

Appropriate Use

The use of the Internet at TCD is restricted to the support of any research for educational purposes directly involved in the execution of class assignments and is consistent with the educational goals of the school.

Students will use computing and networking resources in an effective, efficient, ethical, and legal manner.

Security

The school administrators and instructors work to create a secure environment for the use of the Internet. If a problem is discovered on the Internet, it is imperative that the problem be reported directly to the school administration or staff.

Access to areas that have been posted as off-limits is forbidden.

Any unauthorized use of files is prohibited.

Netiquette

Users are expected to show mutual respect for others at all times.

A cooperative attitude will ensure everyone has equal privileges, privacy and protection from interference or harassment.

Users will avoid excessive use of resources: for example, computers, printers, graphic devices, networks and processor time.

Students will respect the people responsible for overseeing the computers in the classroom and those responsible for administering the network and follow established procedures.

Student Publishing on the Internet

All efforts will be made to obtain written authorization from a parent/guardian prior to any TCD publication of any student work (text, audio, video, and picture) on the Internet. Although TCD staff will attempt to ensure that names, addresses, and/or other means of identification will not accompany student works published on the Internet, due to the vast and rapidly growing capabilities of computers, TCD cannot guarantee such information will remain private.

Internet Access and Electronic Mail Policy

1. No Expectation of Privacy

Students should be aware that they have no privacy interest and no reasonable expectation of privacy while using any TCD-provided access to the Internet, including the World Wide Web, and electronic mail (e-mail). In addition, students should have no expectation that any

information transmitted or stored on TCD computers is or will remain private.

2. Monitoring and/or Searching Internet Use and/or Electronic Communications

In the course of their duties, system operators, board personnel, or other staff may monitor and/or search individual use of the Internet or review the contents of stored or transmitted data.

Moreover, all products, information, and files created by a student using TCD technology (either hardware or software) are also subject to such monitoring and/or searches. Such monitoring and/or searches may occur with or without cause. A partial list of circumstances that could cause such a monitor or a search is included in the Student/Parent Calendar.

3. Violation of Policy

Violation of this policy and/or any misuse of TCD technology may result in limiting or revoking personal Internet use privileges, including access to the World Wide Web and/or electronic mail, suspension/expulsion from school, and/or other appropriate disciplinary action for students.

Emergency Medical Services (EMS) Provider

Every student must have current emergency information on file for the 2009-2010 school year in the First Aid Office. Students who do not have health information on file may be temporarily withheld from class. It is extremely important that all emergency information and phone numbers be kept up to date.

TCD has an *Emergency Medical Services (EMS) provider able to handle medical and traumatic emergencies while students attend TCD*. The role of the *EMS Provider* is to administer first aid to those students with urgent or emergent medical conditions that occur at TCD, Any other medical issues should be addressed with the nurse at the student's sending school.

A student who is ill or injured should first report to his/her instructor, who will then *contact the EMS Provider*. *The Provider will render any treatment necessary and will contact a parent or legal guardian, as well as the*

sending school nurse regarding the nature of illness or injury, including the need for ambulance transport or the need for the student to be sent home. Students who leave TCD without following this procedure will be considered truant.

Parents need to be aware that TCD does not have a school nurse, but does have an EMS Provider. Any medications a student receives must be given at the sending school under the direction of the sending school nurse.

If you have questions about emergency medical services for your student, contact the EMS Provider at 630-691-7515.

Administering Medicines to Students

No medications are administered at TCD. All medications must be taken at the sending school.

The exception will be sending schools that have policies allowing students to self-administer emergency medications including epi-pens, asthma inhalers, or other emergency medications.

Students will follow the sending school's policies regarding self-administration of epi-pens, asthma inhalers, diabetic medications or any other prescribed emergency medications.

Questions regarding student health issues can be addressed to the EMS Provider. He can be reached Monday through Friday from 7:30 am until 3:00 pm at 630-691-7515.

Daily Schedule

First Session: 8:00 am to 11:00 am.

Second Session: 11:45 am to 2:45 pm.

Grades

A Technology Center of DuPage grade is included on the student's sending school report card and reflects the actual job skills performed, plus attitude and attendance. The sending school determines the amount of high school graduation credit awarded for the successful completion of a Technology Center of DuPage program.

Standards of Student Behavior

Technology Center of DuPage is an extension of the sending school. Therefore, all sending school rules and regulations apply while a student is at the Center or participating in Center-sponsored activities. Each student should be familiar with the rules and regulations at his/her sending school.

Two principles govern all Technology Center of DuPage regulations:

- Conduct that is disruptive to the educational process is prohibited.
- Conduct that infringes upon the rights of others is prohibited.

All students are expected to be familiar with rules that relate to conduct and discipline. Discipline-related incidents are referred back to the sending school.

General Standards

Technology Center of DuPage students are expected to accept their responsibility in the learning process by:

- Using their time at the Center in a wise and productive manner.
- Striving to achieve to the best of their ability.
- Attending class on a regular and punctual basis.
- Respecting the rights and property of others.
- Practicing the courtesy and decency that are consistent with the standards of good citizenship in a democratic society in all relationships with students and staff members.

Sexual Harassment

Instances of both sexual harassment and sexual intimidation should be reported to the Dean. These will be investigated and may result in disciplinary action.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal, written or physical conduct of a sexual nature when made by a student to another student.

Sexual harassment as defined above, may include, but is not necessarily limited to:

- Uninvited sex-oriented verbal “kidding” or demeaning sexual innuendos, leers, gestures, teasing, jokes, remarks or questions of a sexual nature, or...

- Unwelcome touching, such as patting, pinching, or brushing against another student, or...
- Suggestions or demands for sexual involvement, whether or not accompanied by implied or explicit threats.

Sexual Intimidation

Sexual intimidation consists of any behavior, verbal or nonverbal, which has the effect of subjecting members of either sex to humiliation, embarrassment, or discomfort because of their gender.

Specific Standards

In accordance with Section 10-22.6 and other applications of the Illinois School Code, Technology Center of DuPage students are subject to disciplinary action, including suspension, and/or arrest and/or recommendation for removal from the TCD program, upon demonstration of gross disobedience or misconduct.

Gross disobedience or misconduct is defined to be, but not limited to:

1. Arson.
2. Threatened or actual assault, or other forms of violence.
3. Theft and/or possession of stolen property.
4. Extortion or coercion by force, or threat of force.
5. Possession or use of explosives, firearms, or other dangerous weapons.
6. Damaging Technology Center of DuPage property, or private property that is lawfully on Technology Center of DuPage premises.
7. Trespassing in an unauthorized area.
8. Use of tobacco.
9. Sale, possession, or being under the influence of alcoholic beverages or illegal drugs.
10. Dress or appearance that presents a health or safety hazard, or that materially and substantially disrupts the educational process.
11. Slander, libel, or obscenity in any oral, visual, or written form.
12. Interference with school personnel in the performance of assigned and lawful duties.
13. Conduct that materially and substantially threatens to disrupt, or actually disrupts, the educational process or interferes with the rights of others.

14. Refusal to comply with the reasonable and lawful instructions of school personnel.
15. Lewd or immoral behavior.
16. Truancy or excessive tardiness.
17. Gambling.

Adult Students

Adult students are held to the standards of behavior detailed in this folder and the Adult Student Discipline form.

Notice of Nondiscrimination

Technology Center of DuPage extends equal opportunity in the areas of admissions, educational programs, activities, and employment without regard to race, color, religion, national origin, ancestry, sex, sexual orientation, marital status, disabled status, or age.

Noticia De No Discriminar

El Centro de Tecnología de DuPage extiende la oportunidad de igualdad en los áreas de admisión, los programas de educación, actividades, y del empleo, sin discriminar a la raza, el color, la religión, el origen nacional, su ancestro, el sexo, su orientación sexual, su estado de matrimonio, su estado de discapacidad, o su edad.

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

This is to advise all parents, guardians, students, and staff of Technology Center of DuPage's pest control management schedule.

School grounds spraying will occur on the third Saturday of the months of March, April, May, and June.

TCD building bug spraying will occur on the second Tuesday of each month after 2:30 pm.

The TCD employee responsible for the Pest Control is Bob Maldonado and he can be reached at (630) 691-7586.

Asbestos Notice

Technology Center of DuPage has been inspected and found to contain minor amounts of totally encapsulated asbestos. Routine inspections by the maintenance staff ensure that the Center continues to meet Environmental Protection Agency (EPA) standards and requirements.