



TCD
TECHNOLOGY CENTER
OF DUPAGE



TCD Today

•

Success Tomorrow



**2011-2012
Student
Parent
Handbook**



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.

Occupational Skills

- Industry Specific
- Personal and Professional Accountability
- Technical Literacy

Workplace Skills

- Job Seeking and Keeping
- Workplace Ethics
- Communication

Career Preparation Skills

- Career Exploration
- Work-Based Learning
- Transition from Education to Careers

Academic Competencies

- Mathematics
- Technical Reading and Writing
- Critical Thinking and Problem Solving

Adopted by the Board—12/19/02

Request for Program Change

Program changes are made following consultation with the student's parent(s)/guardian(s), home school counselor, Career Counselor, and TCD Administrator. Review of a student's career assessment, staff consultation, and other factors that may affect student success will be considered before program transfers are approved.

Program kit fees are non-refundable and non-transferrable after the transfer deadlines. Students are responsible for any additional kit fees associated with program transfers, including those on fee waivers.

Program Transfer Deadlines:

Fall - September 15, 2011

Spring - January 16, 2012

Media Release

I hereby acknowledge and grant permission for representatives of Technology Center of DuPage and its governing body (DuPage Area Occupational Education System or DAOES) to use my image, voice, and/or identification information for educational, informational, or promotional purposes. This may include release to the news media, posting on the TCD/DAOES websites or World Wide Web, or use in TCD/DAOES publications, presentations, or displays.

Images may include video recordings, photographs, digital images, negatives, or prints. Voice may include audio-video recordings, quotes, or testimonials. Identification information may include my name, hometown, high school, TCD program, grade level, honors/awards, or activities related to my TCD program.

- I grant permission I deny permission

Student Signature if over 18 years of age _____

Parent or Guardian Signature if under 18 years of age _____

TCD Program _____ Time of session (a.m. or p.m.) _____

Return to Your Program Instructor

Directory Information Release

The primary purpose of directory information is to allow Technology Center of DuPage to include information from your child's education records in certain publications. This information can include Student Name, Mailing Address, Telephone Listing, Photograph, and/or Grade Level. The Telephone Listing will be used ONLY for student follow-up study.

- I give permission for my student's directory information to be released.

Student signature if over 18 years of age _____

Parent or Guardian Signature if under 18 years of age _____

- I do not give permission for my student's directory information to be released.

Student signature if over 18 years of age _____

Parent or Guardian Signature if under 18 years of age _____

Return to Your Program Instructor

Internet Acceptable Use Policy Commitment Statement

My signature below, and that of my parent(s) or guardian(s), means that I have read, understand, and agree to follow the guidelines as stated in the TCD Internet Use Policy of the Student/Parent Handbook, which is also available at www.tcdupage.org. Please complete all requested information.

Student Printed Name _____

Student Signature _____ Date _____

Parent or Guardian Printed Name _____

Parent or Guardian Signature _____ Date _____

Return to Your Program Instructor

Student/Parent Handbook and Folder Rules and Information

My signature below, and that of my parent(s) or guardian(s), means that we have read, understand, and agree to the following information stated in both the TCD Student/Parent Handbook and TCD Folder. Please complete all requested information.

Student Printed Name _____

Student Signature _____

Parent or Guardian Printed Name _____

Parent or Guardian Signature _____

Return to Your Program Instructor

Congratulations!

You have chosen a unique opportunity to get a head start on college or a career.

Technology Center of DuPage (TCD) is known as the School for Success! It is one of the nation's finest career accelerated education facilities.

Technology Center of DuPage students receive the kind of education they need to be successful in today's most competitive job market. TCD programs continually update and provide invaluable groundwork for advanced technical or college studies.

In addition to this reality based approach to education, Technology Center of DuPage's instructional program emphasizes the personal attributes—such as dependability, attendance, initiative, punctuality, and cooperation—that are vital to personal and career success.

Technology Center of DuPage is an extension of the student's 'home' high school. Therefore, 'home' school rules and regulations concerning behavior, attendance, grade reporting, and discipline apply while a student is at TCD.

The information in this handbook is designed to help students and parents become familiar with TCD's rules, regulations, and expectations. **Please take time to review this information and keep this handbook where you can refer to it throughout the year.**

If you have questions about any aspect of Technology Center of DuPage or its operation, please call the Principal's Office at 630-620-8770, weekdays, between 8 am and 4 pm.

Technology Center of DuPage is a place to learn and apply new skills, become better prepared for college or a career, make new friends, and find personal and career success through our accelerated programs.

Welcome and best wishes for a great year!



Edward A. Susmilch, Principal
Technology Center of DuPage

Technology Center of DuPage Certification

Certification

Documentation of employability traits or skills achieved will be provided to each student who has successfully concluded a semester or more of work at Technology Center of DuPage. The nature of such documentation should be such as to provide a significant and specific record of the student that will be useful to the prospective employer in determining a student's qualifications. Program areas can also offer students industry-specific certification(s).

National Career Readiness Certificate (NCRC)

The NCRC is a credential that TCD senior students have the opportunity to receive. This certificate is a nationally valued credential that certifies that an individual has the essential core employability skills in **Reading, Math, and Locating Information**.

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, assessments 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.

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 high school. Exceptions to this policy are rare and can be made **ONLY** with at least 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. TCD 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 First Aid 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.
- TCD does not offer student accident insurance. Low-cost accident insurance generally is available from the sending school. TCD recommends that students obtain accident insurance, especially if they are not covered by a family medical plan. TCD assumes no responsibility or liability for any accidents or the filing of claims.

9. Cell Phones, Media Players, Electronic Devices, and Electronic Games

Cell phones, media players, electronic devices, 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. On 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 phone will be confiscated from any student found using it during his/her time at TCD. The phone 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 TCD. 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. The 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 TCD.

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 which 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.

Emergency Closing

Closing announcements will be posted on TCD's website, www.tcdupage.org, and aired 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.

Learning Resource Center

Technology Center of DuPage LRC regulations are:

- No food or drink allowed in the LRC.
- All LRC property and equipment must be respected. Students are held responsible and fined for any damage.
- All materials must be used in the LRC, except when a teacher provides written permission for materials to be used elsewhere.

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

I. 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.

II. 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:

- a. Ensuring that TCD systems are not used to transmit discriminatory or offensive material or messages (including but not limited to defamatory, false, inaccurate, abusive, threatening, racially offensive, or illegal material).
- b. Ensuring that TCD systems are not used to transmit, receive, download, or otherwise produce or view obscene, pornographic, profane, sexually oriented, or illegal material or messages.
- c. Determining the presence of illegal material or unlicensed software.

- d. Ensuring that TCD systems are not used to conduct illegal activities, engage in gambling, wagering, betting, or selling chances, or otherwise engage in any activity for personal gain or profit.
- e. Responding to legal proceedings that call for the production of electronically stored evidence.
- f. Responding to investigations of misconduct or wrongdoing.
- g. Making purchases on the Internet and/or World Wide Web or selling or offering to sell any goods or services on the Internet or World Wide Web.
- h. Any other circumstance in which monitoring and or a search may or is expected to produce evidence of misconduct or wrongdoing.

III. 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.

Please keep this Internet Acceptable Use Policy for future reference. **Failure to return the commitment statement at the front of this book prohibits the student from Internet usage.**

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, in addition to cooperation, dependability, safety, attendance, and initiative. The sending school determines the amount of high school graduation credit awarded for the successful completion of a Technology Center of DuPage program.

Emergency First Aid Provider (EFAP)

Every student must have current emergency information on file for the 2011 - 2012 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 First Aid Provider (EFAP) able to handle medical and traumatic emergencies while students attend TCD.* The role of the EFAP 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 EFAP. 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 EFAP. 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 EFAP at 630-691-7515.

Administering Medicines to Students

Whenever possible, medications should be scheduled at times other than school hours. However, if it is medically necessary, as dictated by a physician, for your student to take medication of any kind when he/she is at TCD, the following policy applies:

All medications must be taken at the sending school. The exception will be sending schools that have policies allowing students to self-administer emergency medication, such as epi-pens, asthma inhalers, or other emergency medications.

A student with a medical condition that requires medication while the student is at TCD will need to contact the Emergency First Aid Provider Office at (630) 692-7515 to complete required forms. If a student has an Emergency Plan (food allergies, diabetes, seizures, asthma, or other medical conditions) or a 504 Plan, please notify TCD. Occasionally, these plans may need to be adjusted to meet the students' needs while attending TCD.

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

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 TCD or participating in TCD-sponsored activities. All students should be familiar with their school's rules and regulations.

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 TCD 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.

Bullying, Intimidation, and (Sexual) Harassment

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at TCD. No person shall harass, intimidate, or bully another based upon race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status of homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status. TCD will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, 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 bullying and/or harassment include but are not necessarily limited to:

- Name calling
- Using derogatory slurs
- Causing psychological harm
- Threatening or causing physical harm
- Wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Examples of sexual harassment may include but are not necessarily limited to:

- Touching
- Crude jokes or pictures
- Discussions of sexual experiences, unwanted sexual advances, patting, pinching, or brushing against another student, requests for sexual favors, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Any student who believes he/she has been a victim of bullying, intimidation, or (sexual) harassment should report this activity to the dean. These reports will be investigated and possibly result in disciplinary action.

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 which 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, including "sexting."
16. Truancy or excessive tardiness.
17. Gambling.

Academic Dishonesty

Academic dishonesty includes cheating and plagiarism, or knowingly assisting another student in cheating or plagiarizing. Those students found cheating on any assignment(s)/test(s), or deliberately using someone else's language/material without acknowledging its source, or knowingly assisting another student in cheating or plagiarizing, will be penalized at the instructor's discretion. Violations may result in a phone call to the home school dean, the parent(s)/guardian(s), and/or result in a zero for the assignment/test.

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 areas de admición, los programas de educacion, actividades, y del empleo, sin discriminar a la raza, el color, la religion, el origen nacional, su ancestro, el sexo, su orientacion sexual, su statuo de matrimonio, su statuo 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 TCD continues to meet Environmental Protection Agency (EPA) standards and requirements.

Student Organizations

Technology Center of DuPage sponsors a number of organizations that allow students to obtain additional experience in their chosen fields, gain self-confidence, and make new friends. These organizations also offer an opportunity to share ideas and to compete with students from other areas, the state, and possibly the nation. Participation in these organizations can also lead to opportunities for further technical training, scholarships, and employment.

These organizations include Ambassadors, Skills USA, and others.

DuPage Area Occupational Education System Schools

Addison Trail	Lyons Township
Downers Grove North	Metea Valley
Downers Grove South	Naperville Central
Fenton	Naperville North
Glenbard East	Neuqua Valley
Glenbard North	Waubonsie Valley
Glenbard South	West Chicago
Glenbard West	Westmont
Hinsdale Central	Wheaton-Warrenville South
Hinsdale South	Wheaton North
Indian Prairie	Willowbrook
Lake Park	York
Lisle	

Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Technology Center of DuPage, with certain exceptions, obtain a parent's/guardian's written consent prior to the disclosure of personally identifiable information from your child's education records. However, Technology Center of DuPage may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary. The primary purpose of directory information is to allow Technology Center of DuPage to include this type of information from your child's education records in certain publications.

Examples include:

- Honor Roll or other recognition lists
- Awards Night programs
- Quarterly TCD Newsletters
- Area News

Technology Center of DuPage has designated the following information as directory information:

- Student's name
- Program
- Home High School
- Telephone Listing
- Photograph
- Honors and awards received
- Hometown
- Grade Level

At the front of this book is a release form. Parents are asked to sign this release form in each of the four sections and return it to the program instructor. Please be sure to indicate on this form whether or not you give your permission for directory information to be released.

Technology Center of DuPage

301 S. Swift Road

Addison, IL 60101

630-620-8770

www.tcdupage.org

Administration

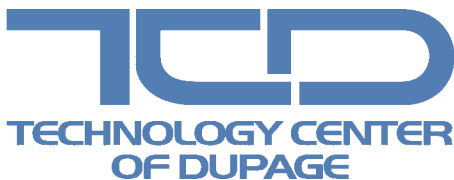
Steve Clark — *Director*

James E. Warzynski — *Business Manager*

Edward A. Susmilch — *Principal / Section 504 Coordinator*

Mary Boyd — *Assistant Principal for Curriculum and Instruction*

Susan Mokry — *Dean of Students*



Technology Center of DuPage

301 South Swift Road

Addison, Illinois 60101-1499

630.620.8770

www.tcdupage.org



Technology Center of DuPage

Vision Statement

All students attending Technology Center of DuPage will be prepared to successfully transition to post-secondary education and careers.

Mission Statement

Technology Center of DuPage will provide an educational environment that supports and encourages individual learning styles, develops occupational skills, fosters professionalism, promotes academic growth, and assists students in discovering their potential.

