OKAW Area Vocational Center
Student Handbook



August 2026

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Message from Administration

As we embark on a new school year, I would like to welcome back returning students and share my excitement with new students! Those of you who are returning know the excellent programs, facilities, and instructors at OKAW Area Vocational Center, and we will strive to show those of you who are new just how special it is to be a part of OKAW Area Vocational Center. Together, we will work towards the goal of being ready to contribute to society and the workforce, whether you intend to work immediately after high school or enter further training. This is the heart of our mission: to promote lifelong learning and prepare students for careers and post-secondary education.

As a student, you can best help yourself and the school be applying yourself to learning your trade to the best of your ability and following the rules. This handbook contains all the critical information you need to know. Please take time to review it. If you have questions, don't hesitate to ask your instructor. As always, changes occur from one school year to the next, and this year will be no different. There will be some new faces and some new procedures; however, the primary focus of learning will still be in place. You, along with all other students of OKAW Area Vocational Center, will be expected to be professional – prompt, prepared, polite, and positive. No individual or group has the right to keep you from getting a quality education, and these expectations are in place to ensure a quality education for all.

You are encouraged to challenge yourself in your vocational field and your academic studies. Set goals that push your limits, take advantage of the many programs that OKAW Area Vocational Center offers. The interest you show and effort you put forth will be the measure of success for you and the entire school.

Best wishes for a fantastic school year!

Nick Casey
Director
OKAW Area Vocational Center
1109 N. 8th St.
Vandalia, IL 62471

Telephone: 618.283.5150
Fax: 618.283.2014
General Email: okaw@okaw.us

Please share this handbook with your parents and/or guardians!

OKAW Area Vocational Center
2026-2027 School Calendar

July-26

Sun	Mon	Tue	Wed	Thur	Fri	Sat	
			1	2	3 HOL	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		0

August-26

Sun	Mon	Tue	Wed	Thur	Fri	Sat	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13 TI	14 X	15	
16	17 X	18 X	19 X	20 X	21 X	22	
23	24 X	25 X	26 X	27 X	28 X	29	12
30	31 X						

September-26

Sun	Mon	Tue	Wed	Thur	Fri	Sat	
		1 X	2 X	3 X	4 X	5	
6	7 HOL	8 X	9 X	10 X	11 XHS	12	
13	14 X	15 X	16 X	17 X	18 X	19	
20	21 X	22 X	23 X	24 X	25 X	26	
27	28 X	29 X	30 X				21

October-26

Sun	Mon	Tue	Wed	Thur	Fri	Sat	
				1 X	2 X	3	
4	5 X	6 X	7 X	8 X	9 TI	10	
11	12 HOL	13 X	14 X	15 X	16 X	17	
18	19 X	20 X	21 X	22 X	23FPT X	24	
25	26 X	27 X	28 X	29 X	30 X	31	20

November-26

Sun	Mon	Tue	Wed	Thur	Fri	Sat	
1	2 X	3 X	4 X	5 X	6 X	7	
8	9 X	10 X	11 HOL	12 X	13 X	14	
15	16 X	17 X	18 X	19 X	20 X	21	
22	23 X	24 X	25 NIA	26 HOL	27 NIA	28	
29	30 X						17

December-26

Sun	Mon	Tue	Wed	Thur	Fri	Sat	
		1 X	2 X	3 X	4 X	5	
6	7 X	8 X	9 X	10 X	11 XHS	12	
13	14 X	15 X	16 X	17 X	18 X	19	
20	21 NIA	22 NIA	23 NIA	24 NIA	25 HOL	26	
27	28 NIA	29 NIA	30 NIA	31 NIA			14

January-27

Sun	Mon	Tue	Wed	Thur	Fri	Sat	
					1 HOL	2	
3	4 TI	5 X	6 X	7 X	8 X	9	
10	11 X	12 X	13 X	14 X	15 X	16	
17	18 HOL	19 X	20 X	21 X	22 X	23	
24 31	25 X	26 X	27 X	28 X	29 XHS	30	18

February-27

Sun	Mon	Tue	Wed	Thur	Fri	Sat	
	1 X	2 X	3 X	4 X	5 X	6	
7	8 X	9 X	10 X	11 X	12 XHS	13	
14	15 NIA	16 X	17 X	18 X	19 X	20	
21	22 X	23 X	24 X	25 X	26 X	27	
28							19

March-27

Sun	Mon	Tue	Wed	Thur	Fri	Sat	
	1 X	2 X	3 X	4 X	5 X	6	
7	8 X	9 X	10 X	11 X	12 XHS	13	
14	15 X	16 X	17 X	18 X	19 X	20	
21	22 X	23 X	24 X	25 NIA	26 NIA	27	
28	29 NIA	30 X	31 X				
							20

April-27

Sun	Mon	Tue	Wed	Thur	Fri	Sat	
				1 X	2 X	3	
4	5 X	6 X	7 X	8 X	9 X	10	
11	12 X	13 X	14 X	15 X	16 XHS	17	
18	19 X	20 X	21 X	22 X	23 X	24	
25	26 X	27 X	28 X	29 X	30 X		22

May-27

Sun	Mon	Tue	Wed	Thur	Fri	Sat	
						1	
2	3 X	4 X	5 X	6 X	7 XHS	8	
9	10 X	11 X	12 X	13 X	14 X	15	
16	17 X	18 X	19 X	20 *XED	21 *XED	22	
23	24 *XED	25 *XED	26 *XED	27 TI	28	29	
30	31 HOL						13

June-27

Sun	Mon	Tue	Wed	Thur	Fri	Sat	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19 HOL	
20	21	22	23	24	25	26	
27	28	29	30				0

** subj ** subject to change with use of XED days due to snow/inclement weather,etc.

Nine Weeks	10/16	43	3/12		47
	12/18	41	5/19		45
			TOTAL	TOTAL	176

First Semester	84
Second Semester	92
	176

Student Attendance Days	"X"	"X"	168
Half-Day School Improvmnt	"XHS"	"XHS"	7
Full-Day P/T Conf. VES Only	"FPT"	"FPT"	1
TOTAL ATTENDANCE			176
Emergency Days	"XED"		5
Teacher Institute	"TI"	"TI"	4
TOTAL CALENDAR DAYS			185
Holidays	"HOL"	"HOL"	10
Not In Not In Attendance	"NIA"	"NIA"	15

*All Dates and Times are subject to change per ISBE guidelines per IL Gov. Executive Orders.

Rev 1.5.2026

Faculty and Staff

Administration

Administrative Director	Nick Casey
Administrative Assistant	McKennzie Clark
Administrative Assistant/Bookkeeper	Johanna Purcell

Faculty

Auto Body	Darin Dugan
Auto Mechanics	Jason Ruot
Auto Mechanics	Gary Seaton
Building Trades	Matt Sasse
Culinary Arts	Kim Perkins
Computer Networking/CAD	Tracy Nickel
Foundations to Education	Michelle Kelly
Graphic Design/Commercial Art	Brooke Renfro
Health Careers	Katie Kroll-Maxey
Health Occupations CNA	Molly Reeter
Small Business/Technical Mathematics	Mandi Austin
Power Mechanics	Toby Dothager
Welding	Mike Hawks

Maintenance Support Staff

Custodial – OKAW Main	Jennifer Schilling
Custodial – OKAW 2.0	Tierney Isbill

Mission Statement

OKAW connects students to meaningful career opportunities by delivering innovative career and technical education that develops self-discipline and workforce-ready skills, thereby empowering successful transitions to employment, continuing education, and additional training.

Vision Statement

OKAW will lead the future of workforce education by forging powerful partnerships with industry and higher education that ensures every student graduates with the skills, passion, and confidence to thrive in a modern, evolving workforce.

Closings/Delays/Dismissal

This section provides information related to home/sending school students and identifies how school closings and arrangements will be handled by each home/sending school and OKAW Area Vocational Center. The following lists identifies if transportation is provided along with how student absences on these days will be recorded for each home/sending school. Please note that anytime the school day is affected by weather related conditions for OKAW Area Vocational Center or a student's home/sending school, all OKAW fieldtrips and student activities will be cancelled or curtailed.

Scenario 1: For any Weather-Related schedule changes or regularly scheduled Delays or Dismissals:

All OKAW Area Vocational Center Students will follow the daily schedule of their home/sending school each day. Transportation will be scheduled and provided for these students at the discretion of their home/sending school administration. These students will then be Excused from all class time that is missed due to one of these events.

Scenario 2: When OKAW Area Vocational Center is closed and home/sending school are open:

All OKAW Area Vocational Center Students are excused from attending any OKAW classes on a day which OKAW Area Vocational Center is not in session. These students will check with their home/sending school on what the home/sending school protocol will be on these days. This includes scheduled and weather-related closings.

When an OKAW program is closed due to and emergency the students will be notified via a School Apptegy phone call, and a text message. The students will follow their home/sending school rules and will not attend OKAW for class. OKAW does not have substitutes to cover the program Instructor.

Scenario 3: When OKAW Area Vocational Center is in session and home/sending schools are closed:

This includes scheduled and weather-related closings and is specific for each individual home/sending school.

School Closings

On occasions when schools must be closed as a result of unusual weather conditions or other emergencies, School Apptegy phone calls will be made, all closings can be found on the OKAW website at OKAW.us.

Schedules

Daily Schedule

A typical school day at OKAW Area Vocational Center is between the hours of 9:00 AM to 2:30 PM, with a 30-minute staff lunch period. Students have 4 minutes from dismissal until the bus departs.

If you have questions or need to speak to OKAW contact:
McKennzie Clark
OKAW Secretary
618.283.5150 - Work
217.663.2728 - Cell
mclark@okaw.us

OKAW Area Vocational Center
2026-2027
Arrival and Dismissal Times
OKAW Schedule
OKAW Begins Monday, August 17, 2026
AM 9:00-11:32 PM 12:06-2:36

AM Schedule	Arrival Time	Dismissal Time
Hillsboro	9:00	10:50
Greenville - Bond Co	9:00	11:10
Mulberry Grove	9:00	11:10
New Approach	9:00	11:10
South Central	9:00	11:15
St. Elmo	9:00	11:20
Sandoval	9:00	11:25
Brownstown	9:00	11:25
Vandalia	9:03	11:32
Ramsey/Pana- Ride Ramsey Bus	No AM Students	No AM Students

PM Schedule	Arrival Time	Dismissal Time
Patoka - Wednesday Only	12:06	1:45
Altamont	12:06	2:00
New Approach	12:06	2:00
South Central	12:06	2:15
Ramsey/Pana- Ride Ramsey Bus	12:06	2:20
Patoka - M, T, Th, F	12:06	2:26
Vandalia	12:09	2:36

8/19/2026

Student Discipline

Discipline Records

School administration maintains all records of disciplinary infractions and shares with the home/sending schools the documentation involving the home/sending school student.

Students, as citizens of the United States, are guaranteed certain individual rights and have corresponding individual responsibilities. Parents, instructors, and administrators have a responsibility, indeed a duty, to protect the rights of students while maintaining an educational atmosphere conducive to the teaching and learning process. The concept of balancing the rights of the individual with the rights of society is as valid in the educational community as in the larger community. There are certain special responsibilities required of a citizen who is a student in school.

1. To become informed of and adhere to reasonable rules and regulations established by local boards of education and implemented by school administrators and instructors.
2. To respect the rights and individuality of other students, administrators, and instructors.
3. To refrain from libel, slanderous remarks, and unnecessary obscenity in verbal and written expression.
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness and safety.
5. To be punctual and present in the regular or assigned school program to the best of one's ability.
6. To refrain from gross disobedience or misconduct or behavior that materially and substantially disrupts the educational process
7. To maintain the best possible level of academic achievement.
8. To respect the reasonable exercise of authority by school administrators and instructors in maintaining discipline in the school and at school-sponsored activities.

When self-discipline fails, regulations for the management of school behavior must be enforced by those directly responsible for the operation of the school. The School Board of Unit District #203 and the administration of OKAW Area Vocational Center have the following legal responsibilities according to Illinois School Code:

1. Removal from Class: An instructor may, by referral, remove a student from class when the seriousness of the offense, the persistence of the misbehavior or the disruptive conduct, in the opinion of the instructor disrupts the educational process of the other students in the classroom, or when the student has been disrespectful and defiant to the instructor. Instructors are to send a student disciplinary referral form with the student or bring one to the office after class. When a student is referred to the administrative staff for a problem, he/she will have a conference with the principal and/or the assistant principal. The instructor will be informed of the disposition of each case. In cases when a student is sent out of class for extended disrespect or defiance of instructor authority, the student will not be readmitted without consultation between the administrator and the instructor.

2. In-school Suspension: A student may be assigned to in-school suspension by the administrative staff of OKAW Area Vocational Center and the students home school for various types of improper conduct. Full credit will be given for assignments completed during the internal day and turned in before the day is over. Assignments that cannot be finished because of lack of materials and/or available resources must be completed before the end of the next school day attended as long as the student has received administrative approval.

3. External Suspension: The term suspension means disciplinary action whereby a student is separated from classes and activities for a period of ten school days or less and which does not constitute an expulsion.

Discipline of Students with Disabilities

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

Cross Reference:
PRESS 7:230, *Misconduct by Students with Disabilities*

Corporal Punishment

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

Attendance Policy

Regular school attendance is essential to the successful completion of the educational objectives of the school system. Too often, students assume that educational process involves only the passing of tests and completion of assignments. However, OKAW Area Vocational Center requires the completion of learning outcomes in such areas as self-discipline, citizenship, creativity, skill development, and subject matter understanding. Social interaction requirements for the educational process certainly cannot be attained by a student who does not participate consistently in the overall school program.

The school laws of Illinois require all school age children to be in attendance on all days the school is open. The only acceptable reasons for absence, according to law, are physical and mental disability, religious holidays, educational trips, death in the immediate family, and emergencies in the home. The bereavement policy allows 3 excused days for death of immediate family; individual circumstances may vary. The school attendance laws also require the school to hold students and their parents/guardians accountable for valid documentation of reasons for absence. Excessive absence may result in failure to complete the program of study or removal from OKAW Area Vocational Center.

Illinois law requires that whoever has custody or control of any child between seven and seventeen years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

Cross-reference: PRESS 7:70, *Attendance and Truancy*

Absence from School

Any student who has been absent from school must report to the Administration Office upon return to school with valid documentation to support the absence. Students are required to bring a note signed by a parent or guardian giving a specific reason for the absence, date of absence, home school district, and grade of student within three days of the absence. Absences not documented as required by the above procedures shall be considered unexcused. Students may not make-up work for unexcused absences. Students who have been absent from school for an excused reason may make-up work missed within a reasonable amount of time 6 days or less.

The maximum limit of absences is twelve (12) days per year or six (6) days per semester as recommended by the Illinois State Board of Education while in attendance at OKAW Area Vocational Center. It is questionable whether a student who is absent for more than the above number of days can achieve the goals and objectives set forth by the total instructional program. Students who exceed this number may be denied credit for course work and/or program of study completion.

Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent and/or guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the home/school principal.

The school may require documentation explaining the reason for the student's absence.

Cross-reference: PRESS 7:70, *Attendance and Truancy*

Excused Absences

Six days of absences will be recognized during a semester if verified by a telephone call or a written note from a parent and/or legal guardian. TELEPHONE CALLS ARE THE PREFERRED MANNER OF NOTIFICATION AND PARENT AND/OR LEGAL GUARDIAN ARE REQUIRED TO CALL THE OFFICE BEFORE 9 A. M. All absences will count toward the total of SIX (6) verifiable days except:

1. Home School sponsored activities.
2. When a medical doctor verifies that absences have been the result of a medical problem. All medical excuses must come from a licensed doctor and must state the dates the student has been under a doctor's care. Doctor's note must be turned in on return to school. *Notes from parents and/or legal guardians regarding doctor's visits are not acceptable.
3. Prearranged doctor and dental appointments that are accompanied by doctor appointment cards.
4. External suspensions

All absences after the SIX (6), verified by the parent and/or guardian will be considered unexcused and the student will receive a zero for all work missed.

After SIX (6) parent verifiable absences during a semester the student will be notified at school. After the limit of SIX (6) absences has been reached during a semester, the director may call the home/sending school principal if unresolved a conference with the students' parents and/or guardian along with the student will be made, and at this conference the student may be placed on one of the following options:

A. The student and parents may be allowed to present evidence of extenuating circumstances and request that consideration be given to the extension of the six-day limit.

B. The student be allowed to return to class and told that any further absences will require a doctor's statement to validate the absence. Any additional absences without a doctor's statement will be reported to the truant officer for possible legal action.

As determined by the Illinois State Board of Education; two, three or four periods of absence equals ½ day, while five or more periods of absence equals a full day.

Make up work after an excused absence

If a student's absence is excused, 6 days or less he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her instructors. Students who are unexcused from school will not be allowed to make up missed work.

Cross-reference:
PRESS 7:70, *Attendance and Truancy*

When students are absent one day, they may be required to take tests missed on the day of their return, and/or turn in work, which would have been due had they not been absent.

Students will be granted double the number of days they were absent in which to make up work if they were absent two or more consecutive days.

Students who are internally suspended must have all homework and tests turned in at the conclusion of their internal day in order to receive credit.

Students that are externally suspended must have all homework turned in at the beginning of the next day of attendance, in order to receive 70% credit. Tests and quizzes must be made up immediately upon their return to school and will also receive 70% credit.

If student fails to fulfill a lesser penalty (Internal Suspension,), and is assigned an external suspension, the student will receive 0% credit for all homework, tests and quizzes during the suspension time.

Unexcused Absences

Unexcused absence slips are given to those students who miss school for reasons other than the above. Examples of unexcused absences are

1. Work.
2. Court appearances when necessitated by student's own misconduct, when over the student's six-day limit.
3. Truancy from school or class.
4. Any absence during the school day if the student fails to check out through the office administration with permission to leave may be considered unexcused/truant.
5. Those students who bring notes saying they were ill and who are observed on the streets or in automobiles without their parents, or those who attend extra-curricular activities or who work that evening, will be given an unexcused absence slip.
6. Individual class periods beyond six days missed may be given an unexcused.

No make-up work will be permitted for unexcused absences. The student will be penalized by receiving a grade of "zero" on all work missed on that particular day.

Students are also responsible for any assignments due on the day of their unexcused absence.

Tardy policy:

Students must be in their assigned seat when the tardy bell rings or they are tardy. If a student chooses to and has permission from the teacher to leave the classroom to visit the restroom, their locker, etc., the student will be issued a tardy. Tardiness will accumulate for one semester. Consequences for violating the tardy policy are as follows:

1st Tardy – Staff verbally warns student
2nd Tardy – Staff verbally warns student and calls parent and/or guardian
3rd Tardy or more – Major violation/Student is referred to the director and the home school administration

Early Dismissal / Appointment Procedures

All early dismissal notes must be brought to the OKAW Administration office at the start of the school day. No students will be excused to leave the building without a written note from a parent and/or guardian or home/sending school. In case of illness, the secretary will contact the parent and/or guardian before permission is granted to leave the building. All students being dismissed early must sign out at the secretary's desk in the main office before leaving. Only parents, legal guardians, and emergency contacts (with approval) are permitted to pick up a student. Exceptions are made only if the parent and/or legal guardian or sending school provides a written note or calls. Notes may be verified via phone. Students who leave the school grounds for a medical appointment must return the school appointment card that day or the next day, or it is considered unexcused. A doctor's note is required to excuse a half day absence. Unexcused early dismissals count cumulatively with unexcused tardiness.

Pre-Arranged Excused Absences

Excused absences slips are also given to students who arrange to make up their work prior to leaving school. Whenever an absence is necessary for other than school-sponsored activities, a written request from the student's parents and/or guardian must be presented in advance to the home school office. **Work missed must be completed upon immediate return to class.**

Acceptable reasons for pre-arranged excused absences are:

1. College visitation day for seniors. (No college visits will be approved the last four weeks of school.)
2. Family plans, which necessitate withholding students from school upon administrative approval.
3. Family Funerals

Medical or Dental Appointments

Students must follow instructions below for medical or dental appointments that are scheduled during school hours.

1. If the student is not going to attend school the morning of the appointment, he/she must present a note from his/her parent the day before. Upon returning to school, the student must report to the office prior to attending classes.
2. If the appointment is later in the day, the student must bring a note from the home school to the OKAW main office.
3. A student leaving school for such appointments must sign out and receive permission at the office prior to leaving school. Upon his/her return to the school, the student must report to the office for an admit slip.
4. Upon his/her return to school, the student must report to the office and present his/her pre-arranged slip and an appointment card from the doctor or dentist.

College Visitations / Military ASVAB Testing

The requirements for college visitation are as follows:

1. Students will be allowed to visit colleges or universities during their senior year provided the visit is pre-arranged in the home/sending school office.
2. The college visitation will be pre-arranged through the guidance office or by parents.
3. Parents are encouraged to accompany students on college visits.
4. Upon his/her return to school, the student must report to the office and present their pre-arranged slip and an appointment slip signed by a representative of the college visited.
5. No college visitation will be allowed during the final four weeks of school unless approved by home/sending administration.
6. Students will be allowed one day during their senior year to take the ASVAB test. This must be pre-arranged with the home/sending school.

Truancy

An unexcused absence from school, without knowledge and consent of the parent and/or guardian, is considered truancy. The parent and/or guardian and home/sending school will be informed, student will not be able to make-up any missed work and will receive a zero for the daily program grade. Excessive and illegal absences will not be tolerated and may be sufficient cause for removal from OKAW Area Vocational Center.

Educational Trips / Anticipated Absences

Students are permitted up to five (5) excused days for educational trips for the student's entire school year (combined OKAW Area Vocational Center and home/sending school), provided the follow criteria is met:

- The student does not already have more than 5 days absent (combined OKAW Area Vocational Center and sending school)
- The trip must be for educational purposes as approved by the Director.
- Student currently has an overall grade of 76% or better.
- Paperwork must be submitted at least ten days prior to the planned educational trip.
- These days must be approved by the Director PRIOR to the trip in order to be excused.

Transportation Policy

All participating home/sending schools provide transportation to and from school in the form of buses and school vehicles. Students riding these buses are under the home/sending school's jurisdiction from the time they get on the bus to come to OKAW until the time they get off the bus on the way home. In case of extreme emergencies, the bus driver should report to the home/sending school district the bus is in route to. The bus driver will report any misconduct to the home/sending schools Principal's office. Because of the safety factor, misconduct will not be tolerated on any buses.

Driving and Parking Regulations

Students are not permitted to drive to OKAW Area Vocational Center without permission from a home/sending school administrator and OKAW Area Vocational Center Director. Since all home/sending schools provide bus transportation to and from OKAW Area Vocational Center, student driving is not permitted except in special circumstances. The administration will evaluate each special circumstance on a case-by-case basis. Students who are granted permission to park at OKAW Area Vocational Center will not be charged.

Acquiring a Temporary Permit to Park at OKAW

When it is necessary to drive a vehicle to OKAW Area Vocational Center, the student must submit a Driving Request Form that has been signed by all required parties including: Parent and/or Guardian, Sending School Administration, and OKAW Area Vocational Center Administration. These forms are handed out by the instructor or in the Main Office. This must be completed and submitted to the instructor and the OKAW Area Vocational Center Secretary as far in advance as possible. Once approved, the student will be issued a temporary parking permit which should be placed on the driver's dashboard where it can be clearly seen from the outside of the vehicle.

- Students must acquire the signature of their parent and/or guardian and their home/sending school principal PRIOR to submitting form to OKAW Area Vocational Center Director
- In the case of last-minute emergencies, the sending school may give permission to OKAW Area Vocational Center Administration via phone or email (i.e. student misses bus and desires permission to drive to OKAW).

Rules Associated with Driving

- The permit is for the driver only. The driver is not permitted to carry passengers unless approved by parents and/or guardians and home/sending schools administration.
- Students are NOT permitted to drive to OKAW Area Vocational Center without permission from their home/sending school first if they are coming in late. Call or stop by the home/sending school to get permission BEFORE driving to OKAW. The sending school should email or call the OKAW Area Vocational Center Director or Secretary to provide notification that the student has permission to drive for purpose of arriving late. parent and/or guardian note is also required. Failure to do so will result in discipline
- By driving to school, you give the school the authority to conduct a search of your vehicle if circumstances warrant.
- Students driving to school are expected to arrive at the assigned start time for their sending school.
- Students are expected to exit their vehicle and promptly enter the school. They may not return to the vehicle during the day unless given specific permission.
- Each program may have individual permission forms for worksites. These students will drive to worksites during certain school hours.

The school laws of Illinois give the school the right to regulate the use of motor vehicles during school hours. Since the home/sending school district provides transportation for all students, driving is considered a privilege, not a right, to those attending OKAW. Students must abide by all parking regulations and agree to a search of their vehicle if needed for safety concerns.

Violation of the student transportation policy will result in disciplinary action from OKAW administration which may include the suspension of driving privileges. Additional actions may be taken by the home/sending school depending on the severity of the incident.

Students driving to school should also be aware that the school attendance laws of Illinois do not consider impassable roads or car trouble as valid excuses for absences/tardiness unless the student is riding on school provided transportation. The term "car" refers to all motor vehicles.

Parking Lot Guidelines

- Students are not permitted to park at OKAW Area Vocational Center without a parking permit.
- No students are permitted to ride with any others students without prior permission from parents and/or guardians and administrators.
- Students must park vehicle in designated parking space. Once the student drives onto school property, he/she is to proceed to his/her assigned parking space by the nearest route and will immediately disembark and go directly to his/her assigned room.
- Students driving on school property shall not exceed the speed limit of 10 miles per hour.
- Private vehicles may not use the school drive to discharge or pick up students unless the driver is a parent, a legal guardian, or an approved emergency contact of the student. The student involved will be held responsible.
- Students who drive to school may not operate their cars during the school day. The car may not be driven until dismissal time, except as approved by the administration.

- Students may not go to their cars during the day unless permission is granted by their instructor or administration.
- On school property, a school bus has the right of way.
- No student is permitted to operate a motor vehicle on school property without a valid driver's license.
- Remember, it is a privilege to drive and park at our school. Careless and reckless driving will be referred to the Illinois State Police for further action.

Hall Passes

Students are not permitted to leave the program areas for any reason without having permission from the program area instructor.

Cell Phones and Electronic Devices

Students are not permitted to display or use any electronic devices in the building. This includes but is not limited to: cell phones, smart watches, radios, MP3/iPods, CD players, electronic games, laser pointers, etc.

- Administration/staff may give permission for devices to be used in instructional areas only for repair or educational use.
- Cell phones, smart watches, and electronics must be turned off and secured in area determined by instructor.
- At no time should a student take a picture, or record video/sound of another student unless it is done as part of a program project and the student has the express permission of the instructor and the other student(s).

Cellular Device Violations will be handled as described:

- 1st Offense – Parent and/or guardian will be notified. The same cellular device will need to be checked into the office each morning for consecutive five (5) days that student is in attendance.
- 2nd Offense – Parent and/or guardian will be notified. The same cellular device will need to be checked into the office each morning for consecutive ten (10) days that student is in attendance.
- 3rd Offense – Parent and/or guardian will be notified. The same cellular device will need to be checked into the office each morning for the remainder of the semester.

Telephones and Cell Phones / Disruptive Devices

Students will be given phone messages in case of emergency only. Instructors and students are not called from classes to take telephone calls.

Students are permitted to possess cell phones/electronic devices while on school property. However, these devices **must be turned off and stored out of sight** (including case) during the school day. Cell phones may be accessed by instructor approval only. Violators will be penalized.

Students who call home for parents to come pick them up without following building procedure for student illness will receive a referral for cell phone violation.

Parents will not be allowed to pick up cell phone/electronic devices until after 3:00 pm. Any early attempt to pick up cell phone/electronic device will result in the student receiving a referral for cell phone/electronic device violation.

Students May not pick up their own cell phone regardless of age.

Any device, object, or substance that disrupts the educational environment will not be tolerated. (i.e. radios, iPad, iPod, etc.…)

School Telephone Usage

Only emergency calls will be accepted for the student by the school. If a student has to return an emergency telephone call, the student must obtain permission from the instructor to report to the Principal's Office.

Students are permitted to use the telephone in the Principal's Office to make necessary calls. The student must obtain permission from the instructor.

Arrival and Dismissal from School

Arriving at School

Upon arrival at OKAW Area Vocational Center, all student drivers, as well as all other students should report directly to your instructional area.

Leaving the School

Buses will load at the main entrance and student drivers will leave at assigned times in a safe/orderly manner. Students will be dismissed by the main office over the intercom from their classes and are responsible to make sure they board their assigned bus in a timely fashion.

Permission to Leave the School

Students who desire to leave school during the day must obtain permission in the principal's office from an adult staff member. If a student becomes ill, he/she should secure permission from his/her instructor to go to the Main office. The student who deliberately leaves school is automatically truant from school.

Hallways and General Rules

Leaving Assigned Areas

Students are not permitted to leave their program areas without approval from their instructor. All students are to remain inside their program areas until they are dismissed by their instructor or the main office.

Locker Regulations

Shop Students are assigned a locker and may not change lockers or share with another student unless approved by their instructor. All lockers remain the property of the school. School officials may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search, a student shall be notified and given an opportunity to be present at the search. If, however, school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare, or safety of students in the school or the school environment, a student's locker may be searched without prior warning.

It is the responsibility of the student to have their locker locked at all times. Students should use judgment when bringing valuables to school. As a rule, valuables should not be brought to school. Neither the instructor nor the school is responsible for ANY item placed in lockers.

A student's school locker is the property of the school and must be used for the purposes intended, a storage area for books, school supplies, and outdoor garments. It is each student's responsibility to keep the locker orderly and clean. No stickers shall be placed on the inside or outside of the locker. No food or drinks are to be stored in lockers.

If school officials have a reasonable suspicion that the student has placed illegal or dangerous materials or substances in the locker, school officials may then search the locker, with or without the student's knowledge or consent.

Lost and Found Articles

A student who finds articles should take the items to the Main office. In a similar manner, any student who loses articles should immediately report the loss to their instructor and administration office. Articles not claimed after June 15 will be destroyed or given to local charity.

Public Display of Affection

Students are expected to conduct themselves in a manner that reflects a positive image upon themselves and their school. The showing of affection between students resulting in any physical contact is not acceptable behavior when attending school.

Restroom Privileges

Students are not to use the restroom on the way to and from out-of-class activities, or when arriving to or departing from school. Students should first report to their assigned area, and then ask for a pass to the restroom. The student must use the closest appropriate restroom to the program classroom.

General Information

All items contained in this handbook are subject to administrative change upon published notice. The most current version of this document is available on our website.

Non-Discrimination Policy

It is the policy of the OKAW Area Vocational Center not to discriminate on the basis of race, color, religion, sex, handicap or national origin in its admissions, educational programs, and activities and provides equal access to all students.

The OKAW Area Vocational Center offers the following career and technical educational programs: Auto Body, Auto Mechanics, Building Trades, Computer Networking/Electronics/Drafting, Culinary Arts/Foods, Foundations to Education, Graphic Design/Commercial Art, Health Occupations, Office Technology, Power Mechanics/Power Sports, and Welding.

OKAW Area Vocational Center Overview

OKAW Area Vocational Center is a full-time career and technical institution offering 11 occupational specific programs to students in the 11th-12th grades. The school serves students from thirteen local school districts in the area:

OKAW Area Vocational Center acts as an extension to each home/sending school's course of study. Students are expected to abide by the rules of OKAW Area Vocational Center just as they would in their home districts.

OKAW Area Vocational Center students have the unique opportunity to interact with their peers from the other school districts in the county and from other nearby schools. This provides a learning environment for the student to broaden his/her social skills and make new friends in the process. However, the school offers a rigorous educational offering that will challenge students. Students should examine the many opportunities that exist at OKAW Area Vocational Center to obtain post-secondary credit and/or professional certification in their program areas while achieving expertise in their field.

Board of Control Superintendents

Altamont C.U.S.D. #10	Mr. Aaron Lock
Bond County C.U.S.D. #2	Dr. Wes Olson
Brownstown C.U.S.D. #201	Mr. David Lund
Hillsboro C.U.S.D. #3	Mrs. Hope McBrain
Litchfield C.U.S.D. #12	Dr. Kelly McClain
Morrisonville C.U.S.D. #1	Mr. Patrick Murphy
Mulberry Grove C.U.S.D. #1	Mrs. Casie Bowman
Nokomis C.U.S.D. #22	Dr. Scott Doerr
Pana C.U.S.D. #8	Mrs. Jessica Miller
Panhandle C.U.S.D. #2	Mr. Aaron Hopper
Patoka C.U.S.D. #100	Mr. Justin Venhaus
Ramsey C.U.S.D. #204	Mrs. Melissa Ritter
Sandoval C.U.S.D. #501	Mr. Matt Dannaman
South Central C.U.S.D. #401	Mrs. Sara Rose
St. Elmo C.U.S.D. #202	Mr. Travis Portz
Vandalia C.U.S.D. #203	Dr. Jennifer Garrison

Sending School List

Altamont Community Unit School District #10
Bond County Community Unit School District #2
Brownstown Community Unit School District #201
Hillsboro Community Unit School District #3
Mulberry Grove Community Unit School District #1
New Approach
Pana Community Unit School District #8
Patoka Community Unit School District #100
Ramsey Community Unit School District #204
Sandoval Community Unit School District #501
South Central Community Unit School District #401
St. Elmo Community Unit School District #202
Vandalia Community Unit School District #203

Student Services

Student Surveys – Back to School and Follow-Up

The OKAW Area Vocational Center shall develop and conduct surveys and instruments to collect information from students which shall relate to the center's educational objectives. This data will then be used to conduct follow-up studies to determine the effectiveness of the curriculum and develop possible enhancements to curriculum to address any identified gaps or areas of concern.

OKAW Area Vocational Center Online CTE Student Follow-Up Survey

Each local education agency (LEA) is responsible for directly notifying applicable students who participated in an approved CTE programs the year after graduation to complete the (Illinois State Board of Education) online CTE student follow-up survey. Students can access their follow-up survey at okaw@okaw.us.

For example, students targeted for the 2024 survey effort will be based on select CTE students from the previous year's enrollment. Illinois State Board of Education requests several notifications/communications (a minimum of three) be delivered to applicable students for each graduation class survey cycle (April – August) to enhance the response rate of this student follow-up survey effort. Survey data is needed to meet state and federal Perkins statistical accountability requirements related to student placement after exiting CTE programs.

Confidentiality of Student Communications

All OKAW AREA VOCATIONAL CENTER Instructors are required to adhere to the confidentiality requirements of both federal and state laws, including, but not limited to, FERPA, IDEA, the Protection of Pupil Rights Amendment (PPRA), the National School Lunch Act, and 22 Pa. Code §12.31-§12.32. The following definitions are derived from these laws and other related documents that are relevant to the implementation of this policy.

Information which allows for the identification of an individual student and that is collected by OKAW AREA VOCATIONAL CENTER is considered personally identifiable information and may not be released without parental consent, except in very limited circumstances set forth in 34 C.F.R. §99.31. Personally, Identifiable information includes, but is not limited to:

- Family information such as names, address, phone numbers, personal and business financial data, household members' social security numbers, household members' employment information, household Temporary Assistance for Needy Families (TANF), Food Stamp eligibility.
- Personal information such as identification codes, grades, scores, courses taken, other specific information linked directly to a student.
- Special Education records
- Information that would make the student's identity easily traceable.
- Under this Policy, no personally identifiable student information will be released without the consent of the parent or eligible student except under the following circumstances as permitted by FERPA, as set forth in 34 C.F.R. §99.31:
- To Instructors and officials of the LEA in which the student is currently enrolled who have a legitimate educational interest in the information, under Section 99.31(a)(1), with the approval of the chief school administrator or designee.
- To LEA and school personnel where a student seeks or intends to enroll, under Section 99.31(a)(2).
- To comply with a lawfully issued subpoena or court order, under Section 99.31(a)(9)(i), following notification requirements set forth in Section 99.31(a)(9)(ii).
- To educational officials in connection with an audit or evaluation of a federal or state supported education program, under Section 99.32(c)(3), subject to the requirements of Section 99.35.
- To appropriate parties in connection with a health or safety emergency, if such knowledge is necessary to protect the health and safety of the student or other individuals under Section 99.36(a).
- ACT 287 (General Assembly of the Commonwealth of Pennsylvania 1972)

Section 1. The act of March 10, 1949 (P.L.30), known as the "Public School Code of 1949," is amended by adding after section 1318

Confidentiality of Student Communications--No guidance counselor, school nurse, or school psychologist in the public schools or in private or parochial schools or other educational institutions providing elementary or secondary education, including any clerical worker of such schools and institutions, who, while in the course of his/her professional duties for a guidance counselor, school nurse or school psychologist, has acquired information from a student in confidence shall be compelled or allowed without the consent of the student, if the student is eighteen (18) years of age or over, or, if the student is under the age of eighteen (18) years, without the consent of his or her parent or legal guardian, to disclose that information in any legal proceeding, civil or criminal, trial, investigation before any grand, traverse or petit jury, or any officer thereof, before the General Assembly or any committee thereof, or before any commission, department or bureau of this Commonwealth, or municipal body, officer of committee thereof. Notwithstanding the confidentiality provision of this section, no such person shall be excused or prevented from complying with the act of August 14, 1967 (P.L.239), entitled "an act relating to gross physical neglect of, or injury to, children under eighteen years of age; requiring reports in such cases by examining physicians or heads of institutions to county

public child welfare agencies; imposing powers and duties on county public child welfare agencies based on such reports; and providing penalties."

Main Office

OKAW has a room available to students who are injured or become ill while the student is in attendance. Except in extreme emergencies, students must secure a pass from their instructor before reporting to the main office.

If a student is feeling ill, they must be seen by the OKAW secretary to be dismissed from school. Only the OKAW Director, Secretary, or District Nurse may call the parent or legal guardian to arrange transportation.

Counseling Services / Offered at Home/Sending School / OKAW

Counseling Services are offered to all students at their home/sending school and upon request at OKAW:

- To give access to information about career opportunities and to help students in learning techniques in acquiring employment, attending a post-secondary school, or enlisting into the military.
- To assist students in formulating their educational and career plans.
- To assist students in researching their interests and abilities.
- To develop a spirit of cooperation between students, Instructors, parents, and sending schools in developing each student's career plan.
- To assist students in achieving the most out of OKAW AREA VOCATIONAL CENTER regarding their future occupational goals.
- To assist students in solving any personal or career problems for which they request individual or group counseling.
- To assist students in addressing any necessary issues in which counseling is appropriate.
- To assist students with open communications between OKAW AREA VOCATIONAL CENTER and their home/sending schools.

All conferences will be strictly confidential and students are urged to reach out to their home/sending school counselors when they feel help is needed.

Student Grading

Explanation of Grading System

This section outlines the required electronic grading system TeacherEase to be used by educators at OKAW AREA VOCATIONAL CENTER. This scale will be used for the purpose of industry recommendations and for student recommendations to continue in their program. Grading categories recorded in the electronic system include: exams/quizzes, classroom assignments, performance assignments, POS assignments/projects, project-based learning, safety, student learning objectives, work ethic, and other.

OKAW Area Vocational Center Grading Scale:

Letter Grade	MIN %	GPA	Notes	Passing
A	90	4	Excellent	Yes
B	80	3	Very Good	Yes
C	70	2	Average	Yes
D	60	1	Below Average	Yes
F	0	0	Failure	No

For student final transcript grades, the percentage grades are reported to the sending school districts, which will then be calculated as a letter grade according to each sending school's grading scale.

Educator Grading Requirements

OKAW AREA VOCATIONAL CENTER Educators are responsible for documenting and recording all grades into TeacherEase in a timely manner. Instructors are required to assess, grade, and provide feedback to students on a daily basis, however it is acceptable for Instructors to document and store student's grade for a short period of time before they are entered into the electronic grading system. Educators should be prepared to provide evidence of student assessment, grading, and feedback immediately upon request for parents and administrators. Instructors are required to have all student grades entered and finalized for every nine (9) week mid-term period. Instructors should not be observed waiting the entire nine (9) week period and then entering a large number of grades or providing student feedback, immediately before grades are due as this does not allow Instructors, administrators, students, or parents the opportunity to identify and resolve issues with student performance before grades are reported to sending school. OKAW secretary will post all due dates for grades and progress reports on the master calendar. She will also email reminders to the instructions to finalize and submit progress reports and marking period grades.

OKAW Area Vocational Center Progress Reports

Progress Reports will be issued by Instructors for all students at designated nine (9) week intervals during each marking period and emailed to parents. Any student receiving a D or F will have the progress report mailed home. The Principal and Guidance Counselor will also be notified of each student's progress. A parent conference may be scheduled to develop a plan of action to improve a student's performance.

Report cards are issued by the home/sending school

If a student has not completed the work assignments required during a marking period due to excessive absences, a zero (0) will be issued. The student should be given a specific time period to make up the work if excused. If the work is not completed the student will receive a zero (0).

Knowledge Grade Rubrics

Instructor are expected to develop and utilize various types of rubrics, checklists, and rating scales to assess students' knowledge on both written and performance. There are several useful resources to assist Instructors in developing rubrics such as the website at the following hyperlink: Rubric Maker

An example of a rubric from this resource is provided below:

Student Name:					
CATEGORY	4	3	2	1	Score
Contributions	Routinely provides useful ideas when participating in the group and in classroom discussion. A definite leader who contributes a lot of effort.	Usually provides useful ideas when participating in the group and in classroom discussion. A strong group member who tries hard!	Sometimes provides useful ideas when participating in the group and in classroom discussion. A satisfactory group member who does what is required.	Rarely provides useful ideas when participating in the group and in classroom discussion. May refuse to participate.	3
Quality of Work	Provides work of the highest quality.	Provides high quality work.	Provides work that occasionally needs to be checked/redone by other group members to ensure quality.	Provides work that usually needs to be checked/redone by others to ensure quality.	4
Time-management	Routinely uses time well throughout the project to ensure things get done on time. Group does not have to adjust deadlines or work responsibilities because of this person\'s procrastination.	Usually uses time well throughout the project, but may have procrastinated on one thing. Group does not have to adjust deadlines or work responsibilities because of this person\'s procrastination.	Tends to procrastinate, but always gets things done by the deadlines. Group does not have to adjust deadlines or work responsibilities because of this person\'s procrastination.	Rarely gets things done by the deadlines AND group has to adjust deadlines or work responsibilities because of this person\'s inadequate time management.	2
Problem-solving	Actively looks for and suggests solutions to problems.	Refines solutions suggested by others.	Does not suggest or refine solutions, but is willing to try out solutions suggested by others.	Does not try to solve problems or help others solve problems. Allows others do the work.	4

Attitude	Never is publicly critical of the project or the work of others. Always has a positive attitude about the task(s).	Rarely is publicly critical of the project or the work of others. Often has a positive attitude about the task(s).	Occasionally is publicly critical of the project or the work of other members of the group. Usually has a positive attitude about the task(s).	Often is publicly critical of the project or the work of other members of the group. Often has a negative attitude about the task(s).	3
Over All Score	78.1%				

Withdrawals and Transfers

Students that have a legitimate reason and wish to withdrawal or transfer should complete the following steps.

- Student withdrawal/transfer must be coordinated between the home/sending school and OKAW AREA VOCATIONAL CENTER.
- Notify OKAW AREA VOCATIONAL CENTER and the home/sending school along with your reasons for withdrawing/transferring.
- Fill out and complete the necessary withdrawal/transfer forms at your home/sending school and OKAW AREA VOCATIONAL CENTER.
- Clean out your locker.
- Personally, return all books, locks, safety glasses, and other items in use during your enrollment at OKAW AREA VOCATIONAL CENTER.
- NOTE: Students must meet all obligations in regards to debts incurred. Broken, damaged, or lost items must be returned or replaced before proper signatures will be affixed on the withdrawal/transfer form.

Student Responsibilities & Code of Conduct

Student Responsibilities (From 22 Pa Code 12.2)

Student responsibilities include regular attendance, conscientious effort in classroom work, and knowledge/conformance to school rules and regulations. Students share with administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living. No student has the right to interfere with the education of his or her fellow students. It is the responsibility of each student to respect the rights of all who are involved in the educational process. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

Attending OKAW AREA VOCATIONAL CENTER is a privilege and with this privilege comes responsibilities. This is an elective program designed to supplement your high school education. Honor and respect the privilege you were given when you elected to attend this

school. You are expected to comply with all discipline policies set forth by OKAW AREA VOCATIONAL CENTER, as well as the program instructor's rules and regulations.

The OKAW AREA VOCATIONAL CENTER Code of Conduct outlines the following student responsibilities:

- Be aware of all policies, rules and regulations for student behavior and conduct him/herself accordingly. Each student shall assume that, until a rule is waived, altered or repealed in writing, it is in effect.
- Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of center property.
- Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
- Assist the center staff in operating a safe center.
- Comply with federal, state and local laws.
- Exercise proper care when using center facilities, instructional materials and equipment.
- Attend school daily and be on time to all classes and other center functions.
- Make up work when absent from school.
- Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.
- Report accurately in student media.
- Not use obscene language in student media or on center property.

New Address

Any student who moves to a new address should report this change to the Main office immediately.

Prohibited Student Conduct

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

1. Being involved with any public-school fraternity, sorority, or secret society.
2. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
3. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
4. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
5. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly knowing as "sexting." Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.

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

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

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

Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges.
6. Expulsion from school and all school-sponsored activities and events for a definite time period. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
8. Notifying parents and/or guardians.
9. Temporary removal from the classroom.
10. In-school detention for a period not to exceed 5 school days.

Student Insurance and Expenses

Insurance (Student)

Some home/sending schools make available the option to purchase insurance for their student(s) to purchase for protection against accidents that happen during school hours. While the home/sending school takes every precaution to ensure accidents and injuries do not occur, families and students should have protection to cover the cost in case of such incidents.

We urge you to read your health insurance policy very carefully and to review it with your insurance agent to be sure that you understand the coverage you have relative to your

child(ren) accidents. No insurance policy pays for everything. Please be sure that you understand your policy and/or your home/sending school's insurance policy, should you elect to take it.

Please keep in mind that all expenses incurred as a result of school time-related accidents are the responsibility of the parents. OKAW Area Vocational Center will not be held liable in the case of an injury and does not provide insurance for these types of accidents.

Student Expenses

Some OKAW programs require students to wear assigned uniform attire, or required clothing. Uniform attire, must be purchased by the student.

Textbooks and Supplies

Books and supplies are at the expense of the taxpayers. Each student is held responsible for all books and supplies issued to him/her. The student will be required to pay for any books and supplies that are lost or damaged before he/she receives his/her final grade. Some programs have the opportunity to purchase textbooks and tools.

Money Owed to the School

Money owed to OKAW AREA VOCATIONAL CENTER must be paid within thirty (30) days of the billing date. Students will NOT receive their competency certificates until all debts are paid in full. OKAW AREA VOCATIONAL CENTER reserves the right to involve the local police in collecting debt from students and their parent/guardian.

Safety

"Safety is Everyone's Business."

A good worker is a safe worker. Industry places a premium on safe workers. You must develop the necessary habits while you are in school. You will be acquainted with the safety rules and regulations for each trade by your instructor.

General Safety Rules

- Student(s) will not operate machinery or tools until safety tests are passed and you have received instruction and permission from your instructor.
- Students are not permitted to ride in the bed/back of any vehicles for any reason or circumstances. Students must always be in a seat with their safety belt on at all times when riding in any vehicle.
- Obey warning and danger signs.
- Horseplay will not be tolerated in the shop, classroom, or halls.
- Don't take chances. If you are not sure what to do, ask your instructor.
- Each student must dress according to their specific program requirements. Avoid wearing loose, baggy clothing, pants that are too long, and jewelry (necklaces, chains,

strings, wristwatches, etc.) around equipment or tools. Your clothing must fit properly. No inappropriate attire will be tolerated.

- All injuries, no matter how slight, must be reported to your instructor and the students must see the school secretary, director or nurse.
- Safety devices that are found on machines must be used. Proper personal protection equipment (eye protection, ear protection, gloves, etc.) must be worn when operating equipment and machinery.
- Each student will be held responsible for tools borrowed from the tool room. Tools broken by negligence will be charged to the student.

Cheating/Plagiarism

Students are expected to do all of their own work both in school and on school work assigned as homework. Cheating, taking someone else's work, plagiarism, compensating/threatening others to do work for you – or any similar activity, is not acceptable. Consequences of breaking these guidelines will result in a minimum of: a meeting with the classroom Instructor, parental contact/involvement, a zero on all related work, requiring the assignment to be repeated without credit, and additional consequences as determined by the classroom Instructor and administration depending on the level of severity of the situation.

Dress Code – Please refer to your Home/Sending School Handbook

The Board of Education in any school entity may impose limitations on dress and may require students to wear standard dress or uniforms. Dress policies may be applicable throughout the home/school entity or may be applicable to one or more school buildings within the home/school entity (Section 1317.3 of the School Code).

OKAW AREA VOCATIONAL CENTER's Board of Control Superintendents believe that an individual's dress, personal appearance and cleanliness should reflect a sensitivity and respect for the rights of others. The Board of Control and Administration reserve the right to refuse admission to students whose mode of dress presents a possible interference with the orderly conduct of the educational process. Students have the responsibility to keep themselves, their clothing, and their hair clean. School officials may impose limitations on student participation in the regular instructional program where there is evidence of a violation.

The rules outlined below are provided to help students comply with appropriate dress during the school hours. The limitations have been described in order to result in uniform enforcement and to minimize subjective determinations.

Program related clothes are required by the instructor for safety reasons or to conform to industry standards. Failure to wear program related clothes will lower your daily grade and may result in removal from the program by the instructor, or other punishment as deemed reasonable by the administration. This list is not meant to be all-inclusive, but rather give a way to gauge if the clothing worn by a student is appropriate to our school setting. Other items that the administration deem inappropriate, once discovered, shall not be worn.

Students should arrive at OKAW AREA VOCATIONAL CENTER dressed professionally as it relates to their program.

Security/School Visitors

All visitors must enter the school at the main entrance and sign in with the secretary. Prior arrangements for visitation should be made with an instructor and/or director.

Following contact with administration and staff for an appointment, parents/guardians are always welcome to visit our school. Children of any age are not permitted to accompany students, visitors, and/or staff through the school, unless they are participating in a pre-approved educational activity. All guests will be escorted to their destination by either school personnel or a student.

Student/Parent/Community Concern Procedure

The objective of this Administrative Guideline is to clearly encourage parents, employees and community members to utilize the chain of command that has been established in the school for problem-solving purposes. It is not an acceptable practice for individuals to bring issues related to the school straight to Superintendents, Directors or any other lines of authority existing outside of the school without first giving the instructor and/or director the opportunity to resolve those issues. Please note that parents, employees and community members will be asked if they followed the proper chain of command prior to acting on these problems or issues.

All individuals (students, parents, and other community members) have the right to express themselves and share any concerns they have related to OKAW AREA VOCATIONAL CENTER administration, staff, facilities, operations, and policies, as long as they follow the following criteria and procedure:
Appropriate Manner:
All individuals are permitted to express recommendations and concerns in a polite and appropriate manner, unless such expression directly interferes with the educational process, threatens harm to the welfare of the school or community, encourages unlawful activity, interferes with another individual's rights, or violates school policy/law.

Follow Chain of Command:
All individuals will follow a step-by-step procedure starting first with the Instructor(s) responsible for the program area of concern and then progress through the director and home/sending school administration when these types of concerns exist, before considering taking any of these issues to the Board of Control. Attempts to resolve concerns and complaints of individuals shall begin with informal, direct discussions among the affected parties, following these guidelines and the school's organizational structure. Only when informal meetings fail to resolve the issue shall more formal procedures be utilized. This organization flow will start with communication between the individual and the appropriate CTE program instructor(s)/educator(s) and then progress to the director only if resolution cannot be made.

Emergency Drills / Safety Drills

Drills will be practiced during the school year to familiarize students of proper emergency procedures. This will include fire drills, hazardous weather drills, intruder drills, and others as they are deemed necessary.

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

Student Activities

Field Trips

During the year it may be possible that your Instructor will plan field trips for your class. Below are a few rules to follow on any field trip.

- Parental permission forms must be signed by a parent or guardian and returned to the instructor prior to the student's participation in a field trip of any type.
- Obey all rules and regulations set up by your Instructor and the people conducting the tour.
- Be as observant as possible because your class will discuss the trip after returning to school and you should be prepared to be tested or asked to complete related assignments on the material covered during trip.
- Remember the same school rules and regulations apply on field trips as when you are in school.

Fundraisers

Students are responsible to make sure they receive the correct orders including quantity, quality, and correct items before taking fundraiser items home for distribution. After students leave the school it is impossible for OKAW AREA VOCATIONAL CENTER staff to verify if student received correct items. Students are also responsible to collect and submit all payments related to any fundraising orders that they accountable for. Students who participate in fund raising activities and do not turn in their money within fifteen (15) business days after the completion of the fundraiser will be turned over to the local police by the Main Office.

Sending School Events

In the case of students being active participants in sports, band, etc., the home/sending school will provide OKAW AREA VOCATIONAL CENTER with membership lists of team members, etc., and these students will be dismissed with transportation supplied by either the sending school or the individual student.

School Policies Please see Home/Sending School Policy

Weapons Policy

OKAW AREA VOCATIONAL CENTER recognizes the importance of a safe school environment to the educational process. Weapons are not tolerated. A swift and meaningful reaction will be taken when a weapon is discovered. The definition includes, but is not limited to: num-chuk, stick, firearm, shotgun, rifle, and any other tool or instrument capable of inflicting serious bodily injury.
A student shall not possess, transfer or use a weapon on school property or in travel to and from school. The determination of a weapon is defined by this policy and is at the discretion of the Director and home/sending school policies. Intent or purpose is of no consequence in application of this policy.
The staff and administration of OKAW AREA VOCATIONAL CENTER will respond quickly and decisively in the presence of a weapon. The following steps shall be followed:

- Immediate confiscation of the weapon.
- Immediate notification of the parents and/or guardians and home/sending school district.
- Immediate three (3) day ISS or OSS Assignment, as a minimum.
- Immediate notification of the police.
- Immediate notification of the Director.
- An informal due process hearing to be held within three (3) school days with an extension of suspension to ten (10) school days.
- Referral to the Home/Sending School District with recommendation for further disciplinary action that may include expulsion.

Weapons / Self-Defense Instruments

Using, possessing, controlling or transferring explosives, firearms, or other dangerous weapons or instruments shall be prohibited on school buses, in school buildings, at any school sponsored activity, or on school grounds at all times.

Students found to be in violation of this policy shall be disciplined by the administration. Disciplinary measures may include counseling, withholding of privileges and/or suspension or expulsion. The district shall notify the parents of the action taken and may notify juvenile authorities. In cases of suspension or expulsion, the district shall follow procedures required by state law and Board policy.

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

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

(1) A firearm. For the purposes of this Section, “firearm” means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the Unites States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the

Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) Brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above the expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity

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

Cross-references:
PRESS 7:190, *Student Discipline*
PRESS 7:190-AP2, *Gang Activity Prohibited*

Hazing Policy

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the center and are prohibited at all times.

Definitions

For purposes of this policy hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization.

Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.

Endanger the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

Authority

The Board of Control does not condone any form of initiation or harassment, known as hazing, as part of any center-sponsored student activity. No student, sponsor, volunteer or center employee shall plan, direct, encourage, assist or engage in any hazing activity.

The Board of Control directs that no administrator, sponsor, volunteer or OKAW employee shall permit, condone or tolerate any form of hazing.
The Director will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.
The Board of Control encourages students who have been subjected to hazing to promptly report such incidents to the designated administrator.

Delegation of Responsibility

The Director shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy.

Students, and OKAW employees shall be alert to incidents of hazing and shall report such conduct to the Director.

The Director shall annually inform students, parents and/or guardians, sponsors, volunteers and staff that hazing of students is prohibited, by means of distribution of written policy, publication in handbooks, presentation at an assembly or verbal instructions by the coach or sponsor at the start of the season or program.

Complaint Procedure

When a student believes that she/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the Director.

The Director shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.

The Director shall prepare a written report summarizing the investigation and recommending disposition of the complaint. The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition of the complaint.

If the investigation results in a substantiated finding of hazing, the Director shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Student Conduct. Additionally, the student may be subject to disciplinary action by the director and home/sending school.

If the investigation results in a substantiated finding that an instructor affiliated with the activity planned, directed, encouraged, assisted, condoned or ignored any form of hazing,

she/he will be disciplined appropriately. Discipline could include dismissal from the position being held.

The Director shall document the corrective action taken and, where not prohibited by law, inform the complainant.

Harassment Administrative Guidelines

Purpose

The Board of Control strives to provide a safe, positive learning climate for students that attend OKAW. Therefore, it shall be the policy of OKAW to maintain an educational environment in which harassment in any form is not tolerated.

Authority

The Board of Control prohibits all forms of unlawful harassment of students and third parties by all students and staff members, contracted individuals, vendors, volunteers, and third parties in the center. The Board of Control encourages students and third parties who have been harassed to promptly report such incidents to the director.

The Board of Control directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with OKAW's legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

Definitions

For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion when such conduct:

- Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
- Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
- Otherwise adversely affects an individual's learning opportunities.

For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
- Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
- Such conduct deprives a student of educational aid, benefits, services or treatment.

- Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Sexual harassment may also include but not be limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; nonverbal communication of a sexual nature; jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, and overt sexual conduct.

Delegation of Responsibility

In order to maintain an educational environment that discourages and prohibits unlawful harassment.

The Director shall publish and disseminate this policy and the complaint procedure at least annually to students, parents and/or guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Director.

The Director shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of their fellow students and center employees and to ensure an atmosphere free from all forms of unlawful harassment.

The Director shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

- Inform the student or third party of the right to file a complaint and the complaint procedure.
- Inform the complainant that she/he may be accompanied by a parent and/or guardian during all steps of the complaint procedure.
- Notify the complainant and the accused of the progress at appropriate stages of the procedure.

Complaint Procedure – Student/Third Party

Step 1 – Reporting

- A student or third party who believes she/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the instructor.
- An employee of the OKAW who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the Director.

- If the instructor is the subject of a complaint, the student, third party or employee shall report the incident directly to the Director.

Step 2 – Investigation

- Upon receiving a complaint of unlawful harassment, the instructor shall immediately notify the Director. The Director shall investigate the complaint.
- The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.
- The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

Step 3 – Investigative Report

- The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.
- The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition.

Step 4 – Action of Center

- If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the center shall take prompt, corrective action to ensure that such conduct ceases and will not recur. The Director shall document the corrective action taken and, where not prohibited by law, inform the complainant.
- Disciplinary actions shall be consistent with the Code of Student Conduct, The Board of Control policies and OKAW's procedures, applicable collective bargaining agreements, and state and federal laws, and may include educational activities and/or counseling services.
- If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

Appeal Procedure

- If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, she/he may submit a written appeal to the Director within fifteen (15) days.
- The Director shall review the investigation and the investigative report and may also conduct a reasonable investigation.
- The Director shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building administrator who conducted the initial investigation.
- The Director may confirm, refuse or modify any finding or corrective action as part of the appeal procedure.

Bullying/Cyberbullying Policy

Purpose

The Board of Control is committed to providing a safe, positive learning environment for its students. The Board of Control recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board of Control prohibits bullying by any students or adults. Bullying, as defined in this policy, includes cyberbullying.

Definitions

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent, or pervasive(widespread) and has the effect of doing any of the following:

- A substantial interference with a student's education.
- The creation of a threatening environment.
- An imbalance of power to control or harm others.
- A substantial disruption of the orderly operation of the center.

School setting means in the center, on center grounds, in center vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the center.

Types of Bullying

Bullying activities occur in a number of different ways. Bullying is traditionally thought of as a physical activity but just as much harm can occur to others through words or through written form or public/social media. The three major types of bullying that occur in schools are as follows:

- **Verbal** bullying is saying or writing mean things. Verbal bullying includes teasing, name-calling, inappropriate sexual comments, taunting and threatening to cause harm.
- **Social** bullying involves hurting someone's reputation or relationships. Social bullying includes leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors about someone and/or embarrassing someone in public.
- **Physical** bullying involves hurting a person's body or possessions. Physical bullying includes hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's things and/or making mean or rude hand gestures.

Authority

The Board of Control prohibits all forms of bullying by students. The Board of Control encourages students who have been bullied to promptly report such incidents to the principal or designee.

The Board of Control directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified.

Confidentiality of all parties shall be maintained, consistent with the center's legal and investigative obligations.

No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Delegation of Responsibility

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Director shall develop administrative regulations to implement this policy. The Director shall ensure that this policy and administrative regulations are reviewed annually with students.
The Director, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board of Control.

Preventing Bullying, Intimidation & (Sexual) Harassment

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon ~~a~~ perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic. The school and district 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.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. 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. Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Cross-References:
PRESS 7:20, *Harassment of Students Prohibited*
PRESS 7:180, *Preventing Bullying, Intimidation, and Harassment*
PRESS 7:190, *Student Discipline*
PRESS 2:260, *Uniform Grievance Procedure*

Smoking and Tobacco Policy

Purpose

The Board of Control recognizes that tobacco use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the center.

Definition

For purposes of this policy, tobacco includes a lighted or unlighted cigarette, cigar, pipe or other smoking product or material and smokeless tobacco in any form.

For purposes of this policy, electronic cigarette means any oral device that is designed or intended to provide a vapor of nicotine and/or other substance(s). The term shall include any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, e-cigars, e-pipes, or under any other product name or descriptor. Therefore, it is OKAW Area Vocational Center's policy to prevent and prohibit the possession, use, sale, distribution or intent to distribute, or the possession, use, sale, distribution or intent to distribute any vaping device, e-cigarette or any other mimicry device or mimicry of any drug, as defined herein, on school property, at school-sponsored events, on school buses, and enroute to and from school or any school-sponsored events by any mode of travel.

Authority

The Board of Control prohibits possession, use or sale of tobacco and electronic cigarettes by students at any time in a center building and, on any property, buses, vans, and vehicles that are owned, leased or controlled by the center.

The Board of Control prohibits possession, use or sale of tobacco and electronic cigarettes by students at center-sponsored activities that are held off center property.

Students who violate this policy shall be subject to discipline, which may include suspension and/or expulsion per home/sending school policy. In addition, the home/sending school district may initiate prosecution of a student who possesses or uses tobacco in violation of this policy.

In the case of a student with a disability, including a student for whom an evaluation is pending, the center shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and the Board of Control policies.

Delegation of Responsibility

The Director shall annually notify students, parents and/or guardians and staff about the center's tobacco policy by publishing such policy in the student agenda/handbook, Code of Student Conduct, posted notices, and other efficient methods. The

The Director shall develop administrative regulations to implement this policy.

Guidelines

The Director may report incidents of possession, use or sale of tobacco by students on center property, at any center-sponsored activity or on a conveyance providing transportation to or from OKAW or a center-sponsored activity to the local police department that has jurisdiction over OKAW’s property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and the Board of Control.

The Director shall notify the parent and/or guardian of any student directly involved in an incident involving possession, use or sale of tobacco immediately, as soon as practicable. The Director shall inform the parent and/or guardian whether or not the local police department that has jurisdiction over the center property has been or may be notified of the incident. The Director shall document attempts made to reach the parent and/or guardian.

A student convicted of possessing or using tobacco in violation of this policy may be fined up to fifty dollars ($50) plus court costs or admitted to alternative adjudication in lieu of imposition of a fine.

Use, Possessing, Distributing, Purchasing, or Selling Tobacco Materials

Student possession or use of tobacco, includes Vaping products in any form at school or on the school campus is prohibited. Violations of this rule could result in discipline measures.

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

Drug and Alcohol Administrative Guidelines

The Board of Control recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, OKAW shall strive to prevent abuse of controlled substances.

Since the problem of controlled substance use extends beyond the Board of Controls’ authority, the Board of Control further recognizes an obligation to actively seek and promote cooperative efforts with other organizations and individuals within the EFE #410 Region to create broadly based programs of prevention and corrective action.

The procedures outlined below, based on the Controlled Substances/Paraphernalia Policy will be implemented when a violation of the policy has occurred.

Definitions

For purposes of this policy, Controlled Substances shall mean all:

- Controlled substances prohibited by federal and state law.
- Look-alike drugs.
- Alcoholic beverages.
- Anabolic steroids.
- Drug paraphernalia.
- Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
- Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law.
- Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to the Board of Control policy.
- Electronic cigarettes or any oral device that is used to provide a vapor of any substance(s) other than tobacco.

Student Assistance Program is a multi-disciplinary team comprised of school personnel (Instructors, administrators, the school nurse, and a counselor) and members of designated community agencies, the SAP team has been trained to understand and work with the problems of adolescent chemical use, abuse, and dependency and shall play a primary role in the identification and referral of students.

"Use" shall mean the ingestion, injection, inhalation, or absorption into the body of any drug, alcoholic beverage, or mood-altering substance and shall also mean a condition or state of being of a student indicating to school authorities that such a student is under the influence of drugs (as defined), alcoholic beverage, or mood-altering substance when either the ingestion,

injection, inhalation, or absorption or condition is performed or observed in any setting in which students are responsible to school authority and/or supervision.

"Possession," as defined exclusively from "Use," shall mean the presence of a drug, alcoholic beverage, or mood-altering substance on the person of a student, in any amount, in or on any item under the control of the student or owned by the student, when such presence of the drug, alcoholic beverage, or mood-altering substance is observed or discovered or has occurred in any setting in which students are responsible to school authority and/or supervision.

"Distribution," as defined exclusively from both "Use" or "Possession," shall mean the sale, transfer, trade, exchange, or aid therein in any manner of drug, alcoholic beverage or mood-altering substance from one person to another whether or not a student, when such distribution takes place in a setting in which said persons are responsible to school authority and/or supervision.

"Cooperative Behavior," shall be defined as the willingness of a student to work with the staff and the school personnel in complying with request and recommendation of the members of the SAP Team and/or this policy, and/or Administrative Guidelines.

"Uncooperative Behavior," is resistance or refusal, verbal, physical, or passive, on the part of the student to comply with the recommendations of the members of the SAP Team and/or this policy or Administrative Guidelines.

Possession of Paraphernalia include, but are not limited to: lighters, roach clips, pipes, bowls, rolling paper, blunts, and bongs. Students are not permitted to construct any object in shop that may be used in prohibited activities.

"School Sponsored Activity" is any meeting, gathering, class, or activity that is initiated, supervised, or coordinated by a school district employee, whether or not said gathering occurs on school property.

Using, Possessing, Distributing, Purchasing, or Selling of Alcoholic Beverages

Use of alcohol tends to be injurious to health, is illegal and violates the mores of our society. Use, possession, distributing, purchasing or selling of alcohol in any form by students during times they are under school supervision will not be tolerated. Suspension and/or expulsion are inevitable consequences for violation of this rule.

Use, Possessing, Distributing, Purchasing, or Selling Drugs/look-alikes

a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the

student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.

e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
g. Suspension and/or expulsion are inevitable consequences for violation of this rule.

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

Administration of Medication During School Sponsored Activities

OKAW administration recognize that it may be necessary for the student to use medication during the school day. This medication must be taken in the presence of the school nurse. Upon arrival to school, the student must immediately report to the school nurse with his/her medication for proper storage and instructions. Failure to report and deliver medication to the nurse's office will result in that medication being viewed as a "Controlled Substance"

Rules and Regulations

A student who on school grounds, during a school session, or anywhere at a school sponsored activity possesses, uses, or is under the influence of any controlled substance, as defined, or possesses any paraphernalia as defined, shall be subjected to discipline pursuant to the provisions and procedures outlined in the Administrative Guidelines developed by the Director and included as an addendum to this policy. The Board of Control reserves the right to use any extraordinary measures deemed necessary to control the substance abuse even if the same is not provided for in any rule or regulation numbered herein.

Process & Penalties

Controlled Substance (Medication Prescribed to the Student; or Over-the-Counter Medication in its Original Package) Possession or Use ONLY.

A student who is found to have in his/her possession medication that is prescribed to him/her; or over-the-counter medication in its original package, but failed to submit the medication to the nurse's office (1st Offense ONLY)

- Director is notified immediately.
- Instructor writes anecdotal report regarding the incident.
- The student and his/her desk, locker, car and all other possessions on school property will be searched.
- The parent and/or guardian will be notified.

- The Director shall meet with the student to ascertain whether there has been an infraction.
- Suspension
- If student displays cooperative behavior – 3 days out-of-school suspension. (1st Offense)
- If student displays uncooperative behavior – 5 days out-of-school suspension. (1st Offense)
- Warning: Future violations will result in a recommendation for removal from the OKAW AREA VOCATIONAL CENTER.

2nd and Subsequent Offenses

- Director is notified immediately.
- Instructor writes anecdotal report regarding the incident.
- The student and his/her desk, locker, car and all other possessions on school property will be searched.
- The parent and/or guardian will be notified.
- The Director shall meet with the student to ascertain whether there has been an infraction.
- Suspension – 10 days out-of-school
- Recommendation for removal from OKAW AREA VOCATIONAL CENTER and return to Home/Sending School District.

Controlled Substance (Not described above in Section A) Possession or Use; or Controlled Substances (of ANY KIND) Distribution; or Paraphernalia Possession, Use, or Distribution.

A student who is found to have in his/her possession a Controlled Substance; or a student who is found to have used a Controlled Substance; or a student who is found to have distributed or attempted to distribute any Controlled Substance; or a student who is found to be in possession, using, or distributing paraphernalia.

- Director is notified immediately.
- Instructor writes anecdotal report regarding the incident.
- The student and his/her desk, locker, vehicle and all other possessions on school property will be searched.
- The parent and/or guardian will be notified.
- The State Police shall be notified of the situation by the Director.
- The paraphernalia will be confiscated. An analysis may be performed on the material when appropriate.
- The student will be required to meet with the home/sending school Counselor or Administration.
- The student will be required to complete the SAP induction process.
- The Director shall meet with the student to ascertain whether there has been an infraction.
- Recommendation for removal from OKAW AREA VOCATIONAL CENTER and return to Home/Sending School District
- The student will be removed from OKAW AREA VOCATIONAL CENTER and returned to the participating home/sending school district for further disciplinary

action. He/she will also be referred to the home/sending school district Student Assistant Team.

Please note: Students and parents should realize that the laws of the Commonwealth and local legal jurisdiction do not end at the property line of this or any other school. If the student's behavior warrants the involvement of the State Police, those authorities may be called to investigate the incident. Charges may be filed based upon the findings of their investigation. Students may also be subject to disciplinary actions reflecting the policies of this school. This is extremely important to bear in mind in cases involving theft, fighting, assault, disorderly conduct, controlled substances, vandalism, and possession of dangerous/illegal weapons.

Student Acceptable Use Policy

OKAW AREA VOCATIONAL CENTER is providing students access to the school's electronic network. This network includes Internet access, computer services, videoconferencing, computer equipment, and related equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. This document contains the rules and procedures for students' acceptable use of the OKAW AREA VOCATIONAL CENTER electronic network.

The OKAW AREA VOCATIONAL CENTER electronic network has been established for educational purposes. The term "educational purposes" includes classroom activities, career development, research, and any other purpose consistent with the school's educational objectives.

OKAW AREA VOCATIONAL CENTER electronic network has not been established as a public access service or a public forum. OKAW AREA VOCATIONAL CENTER has the right to place reasonable restrictions on material that is accessed or posted throughout the network.
Parent and/or guardian permission is required for all students under the age of 18. Access is a privilege — not a right.

It is presumed that students will honor this agreement that they and their parent and/or guardian have signed. The school is not responsible for the actions of students who violate them beyond the clarification of standards outlined in this policy.

The school reserves the right to monitor all activity on this electronic network. Students will compensate the school for any damage that is caused by students' inappropriate use of the network.

Students are expected to follow the same rules, good manners, and common-sense guidelines that are used with other daily school activities as well as the law in the use of the OKAW AREA VOCATIONAL CENTER electronic network.

General Unacceptable Behavior

While utilizing any portion of the OKAW AREA VOCATIONAL CENTER electronic network, unacceptable behaviors include, but are not
limited to:

- Students will not post information that, if acted upon, could cause damage or danger of disruption
- Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, they must stop or face legal or disciplinary action.
- Students will not knowingly or recklessly post false or defamatory information about a person or organization.
- Students will not use criminal speech or speech in the course of committing a crime such as threats to the president, instructions on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.
- Students will not use speech that is inappropriate in an educational setting or violates School rules.
- Students will not abuse network resources such as sending chain letters or "spamming"
- Students will not display, access, or send offensive messages or pictures.
- Students will not use OKAW AREA VOCATIONAL CENTER electronic network for commercial purposes. Students will not offer, provide, or purchase products or services through this network.
- Students will not use OKAW AREA VOCATIONAL CENTER electronic network for political lobbying. Students may use the system to communicate with elected representatives and to express their opinions on political issues.
- Students will not attempt to access non-instructional school systems, such as student information systems or business systems.
- Students will not use any of wired or wireless network (including third party internet service providers) with equipment brought from home. Example: The use of a home computer on the network or accessing the internet from any device not owned by the School.
- Students will not bring in personal devices including but not limited to: laptops, tablets, PDAs, Smart Phones, etc., without prior permission from the school.
- Students will not use school equipment, network, or credentials to threaten employees, or cause a disruption to the educational program.
- Students will not use the school equipment, network, or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

E-Mail (Note: Schools should monitor student E-mail and are ultimately responsible for those user's activity).
Students may be provided with e-mail accounts with the approval of the building level administrator for specific educational projects or activities.

Students will not establish or access Web-based e-mail accounts on commercial services through the School network unless such accounts have been approved for use by the individual school.

Students will not repost a message that was sent to them privately without the permission of the person who sent them the message. Students will not post private information about another person.

Internet Access

The Internet, a world-wide network of computer networks is an essential medium for obtaining and transmitting information of all types. Therefore, public access to the Internet is relevant to the School's mission.

However, the Internet is an unregulated medium. It also provides access to information that is inaccurate, illegal, or that some may find offensive or disturbing. OKAW AREA VOCATIONAL CENTER, either by itself or in combination with its Internet access provider, will install filtering software or other technologies on all computers with Internet access, and will enforce the operation of same during any use of those computers, to prevent minors from accessing visual depictions that are: 1) obscene, 2) child pornography, or 3) harmful to minors.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that:

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Filtering software is not foolproof. It diminishes the likelihood that searchers will inadvertently retrieve text or images that they may find offensive, but does not eliminate that possibility. Filters often block access to sites that users would consider both inoffensive and useful.

The user's access to OKAW AREA VOCATIONAL CENTER computer network and Internet is a privilege, not a right. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another individual to use his or her account or password to access the computer network and Internet. Failure to comply with this policy and its procedures will result in the forfeiture of the user's right to access these computers.

*Telnet and FTP (Note: Telnet and FTP are typically not given to students) Telnet and FTP services will be available to students. However, all aspects of this policy are applicable to material accessed or downloaded. Real-time, Interactive Communication Areas (Note: Chat rooms are normally blocked)

Websites

Students may not be identified by their full name for any reason under any circumstances. Group or individual pictures of students with student identification are permitted with parental approval. Parents may elect to not allow images of their children posted on school operated websites.

Material placed on student Web pages are expected to meet academic standards of proper spelling, grammar, and accuracy of information.

Material (graphics, text, sound, etc.) that is the ownership of someone other than the student may not be used on Web sites unless formal permission has been obtained.

Guidelines for the Use of Social Media

The following guidelines were drafted in an effort to address use of the Facebook social networking site by the School and its departments. It is important to understand that use of Facebook can create numerous issues for the School.

For example, most people do not realize that by posting School content to Facebook, they authorize Facebook to make copies of the School content posted and to use the content for virtually any purpose.

In addition, copyright claims could be asserted against the School if a department inadvertently posted a picture or video in which a third party claims a copyright. Posting of inappropriate content, even if unauthorized, could subject the School to embarrassment or worse. Because of these types of issues, it is important that use of the school's Facebook by Students adhere to appropriate guidelines intended to minimize such risks.

Registration

Students may not create Facebook pages representing the school under any circumstances. Creation of Facebook pages is limited to school staff or members of the Board of Control.

Posting of Content

The following issues should be considered prior to posting content to a school operated Facebook Page (text, a photograph, or video)
General Content Issues: Remember that content posted may be redistributed through the Internet and other media channels and may be viewed by the general public. If deleted or modified, older versions may continue to exist online. Content should not be posted unless it furthers the School's education, teaching and research mission. Share only information that is appropriate for the public.

Do not include any personally identifiable information that can be used to locate someone offline. This includes anyone's screen name, personal photo, hobbies, identification numbers such as social security numbers or student ID's, addresses, and phone numbers (other than an authorized business address or business phone number).

Do not upload, post, transmit, share, store or otherwise make publicly available on the any Site any private information of any third party including: addresses, phone numbers, e-mail addresses, Social Security numbers and credit card numbers.

Content must not be posted if it is not clearly suitable for all ages.

Do not post content that could create a security risk for the School. Examples include but are not limited to images of classrooms, images of computer systems, information on staff members, etc.

Do not post content that shows (or may be perceived to show) someone getting hurt, attacked or humiliated, that might be considered racist, bigoted or demeaning to a particular group of individuals, that depicts activity that is (or may be perceived to be) illegal or unethical (drug/alcohol use, abuse, violence, etc.).

Use of copyrighted or proprietary materials (music, art, copyrighted photographs or texts, snippets of copyrighted video, or information considered to be a trade secret by a School contractor). The School would have to secure written permission prior to using/incorporating any copyrighted or proprietary materials. The safest course is to use only materials created by the School for such purposes.

Use of Private/Personal Images

Generally speaking, prior permission (i.e. a release) must be obtained from individuals whose images are identifiable. For that reason, it is always best to use content, such as photographs or videos, provided by the school specifically for this purpose. Assistance with releases, or answers to questions about exceptions to the requirement for a release, can be obtained from the Principal's Office.

Do not post content that might be embarrassing to an individual or that could be construed as placing an individual in a bad or false light.

Do not post content that might cause someone to believe that his/her name, image, likeness, or other identifying aspect of his/her identity is being used for commercial purposes without permission.

Special care must always be taken when dealing with images of "special populations," (minors, health care patients, research subjects). Stringent legal requirements apply and must be followed when dealing with special populations and related images. Generally speaking, such images should never be used in this type of context.
Commercial use, e.g., sales of merchandise: The provision of on-line services or the sale of School publications, products, or paraphernalia via "E-commerce" is only permitted in accordance with The Joint Operating Committee of the OKAW AREA VOCATIONAL CENTER policies and procedures.

Collecting User Information

School departments should not use Facebook to collect personal information of users, as Facebook terms and conditions, as well as state and federal law, impose significant

requirements and restrictions on the collection of personal information of users. In the case of minors, significant additional penalties can apply to violations.

Other Do's and Don'ts

Posting Share buttons on a School Web site: A "Share Link" is a button and/or a text link appearing on a web page that, upon being clicked by a user, enables the launch of a sharing mechanism through which users can share with others or post to their own member profile, links, and content from that page. Use of such links is permissible and users should consult with the page administrator for details.

Remember that the Family Educational Rights and Privacy Act (FERPA) protects the privacy of student education records. Generally, the School must have written permission from a student in order to release any information from a student's education record. In order to comply with FERPA, the School's e-mail system (and not Facebook or other social network) must be used when communicating about an issue involving a specific student.

Questions and Reporting Problems

Facebook accepts complaints regarding abuse and other issues, for example harassing messages, via hyperlinks placed throughout Facebook's Web site. This can be done via "Report" links below a piece of content, or by locating the appropriate links on the Facebook "help" page. Problems or concerns regarding the use of Facebook or a School Facebook Page should be reported immediately to the Director.

Personal Safety

Students will not share personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, or work address.

Students will not disclose their full name or any other personal contact information for any purpose.

High school students will not disclose personal contact information, except to education institutes for educational purposes, companies, or other entities for career development purposes, or without specific building administrative approval.

Students will not agree to meet with someone they have met online.
Students will promptly disclose to an Instructor or other school employee any message received that is inappropriate or makes the student feel uncomfortable

System Security

Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should students provide their password to another person.

Students must immediately notify an Instructor or the system administrator if they have identified a possible security problem. Students should not go looking for security problems, because this may be construed as an illegal attempt to gain access.

Students will not attempt to gain unauthorized access to any portion of the OKAW AREA VOCATIONAL CENTER electronic network. This includes attempting to log in through another person's account or access another person's folders, work, or files. These actions are illegal, even if only for the purposes of "browsing".

Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.

Users will not attempt to access Web sites blocked by School policy, including the use of proxy services, software, or Web sites. Users will not use sniffing or remote access technology to monitor the network or other user's activity.

Software and Files

Software is available to students to be used as an educational resource. No student may install, upload or download software without permission from the School technology department. A student's account may be limited or terminated if a student intentionally misuses software on any School-owned equipment.

Files stored on the network are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of the OKAW AREA VOCATIONAL CENTER electronic network may lead to discovery that a student has violated this policy or the law. Students should not expect that files stored on School servers are private.

Technology Hardware

Hardware and peripherals are provided as tools for student use for educational purposes. Students are not permitted to relocate hardware (except for portable devices), install peripherals, or modify settings to equipment without the consent of the School technology department.

OKAW AREA VOCATIONAL CENTER

POLICY AND AUTHORIZATION FOR OKAW NETWORK AND INTERNET ACCESS FOR STUDENTS

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Unacceptable Use - The user is responsible for his or her 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 State or federal law;

b. Unauthorized downloading of software;
c. Downloading 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. Hacking or gaining unauthorized access to files, resources, or entities;
g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
h. Using another user's account or password;
i. Posting material authored or created by another without his/her consent;
j. Posting anonymous messages;
k. Using the network for commercial or private advertising;
l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
m. Using the network while access privileges are suspended or revoked.

Network Etiquette - The user is 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 messages to others.
b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
d. Recognize that electronic mail (e-mail) is not private. People who operate the 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.

No Warranties – OKAW AREA VOCATIONAL CENTER and the district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify OKAW AREA VOCATIONAL CENTER and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Copyright Web Publishing Rules - Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
b. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
e. Student work may only be published if there is written permission from both the parent and/or guardian and student.

Use of Electronic Mail – The E-mail system is owned and controlled by the OKAW AREA VOCATIONAL CENTER and the district. E-mail is provided to aid students in fulfilling their duties and responsibilities, and as an education tool.

a. OKAW and the district reserve the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
b. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
c. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
e. Use of the electronic mail system constitutes consent to these regulations.

Cross Reference:
PRESS 6:235, *Access to Electronic Networks*

Non-School-Sponsored Publications/Websites

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by OKAW AREA VOCATIONAL CENTER and the school district.

Vandalism Destruction of School Property

Any malicious attempt to harm or destroy data, the network, other network components connected to the network backbone, hardware, or software will result in cancellation of network privileges. Disciplinary measures in compliance with the School's discipline code and policies will be enforced.

Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property will not be tolerated. Students will be required to pay for replacement or repair of school property damaged or destroyed by vandalism or neglect. Detention assignments, suspension and/or expulsion are inevitable consequences for violation of this rule. The student will also be responsible within reasonable limits for reimbursing the school district for the cost of replacing the property.

Care of Furniture, Buildings and Grounds

Chewing gum, writing, and carving can ruin the appearance of everything. Paper on the campus or on floors and hallways will detract from the beauty of the whole school. It is the duty of each person to cooperate 100 percent in caring for our facilities. The best learning process for good citizenship is to practice it continually.

Taking pride in the appearance of the school grounds and buildings is essential in establishing a pleasant, wholesome atmosphere. Each student should assume the responsibility to see that garbage is placed in its proper container.

Plagiarism and Copyright Infringement

Students will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were their own.

School policies on copyright will govern the use of material accessed and used through the School system.

Copyrighted material will not be placed on any system without the author's permission. Permission may be specified in the document, on the system, or must be obtained directly from the author.

Videoconference

Videoconferencing is a way that students can communicate with other students, speakers, museums, etc. from other parts of the country and the world. With videoconferencing equipment, students can see, hear, and speak with other students, speakers, museum personnel, etc. in real-time. Videoconference sessions may be videotaped by School personnel or by a participating school involved in the exchange in order to share the experience within ours or their School/building.

Students' voices, physical presence, and participation in the videoconference are transmitted to participating sites during each session. Rules and procedures relative to acceptable use and behavior by students apply during all videoconference sessions.

Video Usage

Video usage or viewing a video(s) in class that will supplement our current lesson plan. By signing the Student Handbook Form you give permission for your child to view this film. If you do not grant permission, please submit a signed letter or email stating that you decline the viewing or usage of a video in the classroom. If your child does not return this form, your child will not be allowed to view the video, but will instead receive an alternative assignment of a related instructional activity.

Student Rights

Students' right to free speech applies to communication on the Internet. OKAW AREA VOCATIONAL CENTER electronic network is considered a limited forum, and therefore the school may restrict a student's speech for valid educational reasons. The School will not restrict a student's speech on the basis of a disagreement with the opinions that are being expressed.

An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

Due Process

The School will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the School network.

In the event there is an allegation that a student has violated the School acceptable use regulation and policy, the student will be provided with a written notice of the alleged violation. An opportunity will be provided to present an explanation before a neutral administrator (or student will be provided with notice and an opportunity to be heard in the manner set forth in the disciplinary code).

Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulation and policy may result in a loss of access, as well as other disciplinary or legal action.

If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account.

Limitation of Liability

The School makes no guarantee that the functions or the services provided by or through the School network will be error-free or without defect. The School will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service.

The School is not responsible for the accuracy or quality of the information obtained through or stored on the network. The School will not be responsible for financial obligations arising through the unauthorized use of the network.

Violations of This Acceptable Use Policy

Violations of this policy may result in loss of access, as well as other disciplinary or legal action. Students' violation of this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline, which includes but is not limited to:

First Offense:

- Removal from network access up to five (5) days.
- Notification of parent and/or guardian by the Director.
- Computer work will be restricted to literacy assignments.

Second Offense:

- Removal from network access up to five (5) days.
- Computer work will be restricted to literacy assignments.
- Notification of parent and/or guardian by the Director.

Third Offense:

- Removal from network access for at least five (5) days.

- Parent and/or guardian conference with Instructor Home/Sending School and Director.

Fourth Offence:

- Removal from network for an indefinite period of time.
- Not less than five (5) days or more than ten (10) days of suspension.
- Parent and/or guardian conference with Instructor, Home/Sending School, and Director for consideration of continuation/termination of computer technology opportunities.
- Possible removal from OKAW AREA VOCATIONAL CENTER.

The particular consequences for violations of this policy shall be determined by the OKAW Director and the Home/Sending School. The Director, Home/Sending School Administration and the Board of Control shall determine the appropriate course of action when school expulsion and/or legal action by the authorities are involved.

Mandated Reporter

All school personnel, including instructors and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Cross Reference:
PRESS 5:90, *Abused and Neglected Child Reporting*

Curriculum

OKAW Area Vocational Center wishes to prevent sexual harassment through education. Any student that feels he or she has been subjected to sexual harassment of any sort is under obligation to report the incident to the building director.

Civil Rights

Community Schools will offer vocational opportunities without regard to race, color, national origin, sex or handicap.

Coordinator of Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendment of 1972, and Section 504 of the Rehabilitation Act of 1973, is Director OKAW Area Vocational Center and EFE #410, 1109 N. Eighth Street, Vandalia, IL 62471, telephone 618.283.5150.

Asbestos

Be advised that the Asbestos Management Plan for OKAW Area Vocational Center and the Vandalia Community Unit School District 203 as required by 40 CFR Part 763 AHGRA, Final Rule, October 17, 1987, is available for review at the Superintendent's Office at 1109 N. Eighth Street, Vandalia, IL 62471.

Pesticide Application Notice

The district maintains a registry of parents and/or guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

OKAW Area Vocational Center
1109 N 8th St
Vandalia, Illinois 62471
618-283-5150

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Cross-Reference:
PRESS 4:160-AP, *Environmental Quality of Buildings and Grounds*

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the Director or Home/Sending School if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Cross Reference:
PRESS 8:70, *Accommodating Individuals with Disabilities*

Law Enforcement and School Officials

The director shall cooperate with law enforcement officials in the following ways:

1. If the law enforcement official has a warrant for the arrest of a student, the school official shall:

A. Honor the warrant.

B. Make an attempt to contact the parents and inform them of the arrest.

2. If the law enforcement official has no warrant, but wishes to interrogate the students, the school official shall:

A. Notify the parents and request their presence and obtain their permission to interrogate the student.

B. If parents are unable to be present or cannot be contacted, then the director should be present.

C. If the director is present, he should be sure the student is aware of his rights and that the student understands those rights, which are:

1. Entitlement to be advised that he/she need not make any statement, and if he/she does, it may be used against him/her

2. Entitlement to right of counsel.

3. The law enforcement official will be shown this portion of our policy statement by the director when a request for assistance is made.

OKAW Area Vocational Center

PARENT/STUDENT HANDBOOK ACKNOWLEDGEMENT

Student Name: _____

Home School: _____Grade: _____

All Parents/Guardians and students in the OKAW Area Vocational Center must acknowledge by signing this form that they have access to, and responsibility for the following items:

- An awareness and agreement to the contents of OKAW Area Vocational Center Parent/Student Handbook found online at **okaw.us**. Handbook can be found under the dropdown more.
- An awareness and understanding of your local school policies.
- An awareness that parents/guardians may view their child's student information online. Information such as grades, schedule, and attendance may be viewed by obtaining a password from OKAW Area Vocational Center.
- That permission is given for the student to participate in the 1 to 1 program including having access to networked educational computer applications.
- That parent/guardians are financially responsible for lost/damaged textbooks, school equipment, and mobile devices.
- That permission is given to use your child's photograph, video image, for school purposes including videotapes, social media and advertisements. (please send a letter to OKAW Area Vocational Center if you do not want your child photographed for school purposes).

Student Signature:_____

Parent/Guardian Signature: _____

Date: _____