

SCI

South Central Illinois Regional Workforce Training and Innovation Center

Student Handbook

2026-2027



WELCOME

Welcome to SCI, South Central Illinois Regional Workforce Training and Innovation Center! We are among one of the 27 Area Career Centers in Illinois. Attending SCI is an opportunity for today's young adults to create a better workforce for tomorrow. SCI's programming allows students the avenue to pursue a career in their field of interest and take steps to ensure success after high school, whether that be directly into the workforce, the military, or a higher ed institution.

SCI is located in Litchfield and serves nine area schools: Bunker Hill, Carlinville, Gillespie, Hillsboro, Litchfield, Mt. Olive, Nokomis, Panhandle (Raymond-Lincolnwood), and Staunton. The programs offered through SCI incorporate a variety of career clusters: Automotive Technology, Welding Technology, Construction Craft Pre-Apprenticeship, IT, Education, Industrial Maintenance Technology, CNA, and EMT, and all programs offer either dual credit, industry certifications, or both.

SCI offers high school juniors and seniors the opportunity to "Level Up Your Future" by getting you ready to meet the demands and challenges of future work and/or advanced education. The door is open, and the rest is up to you!

This handbook is a summary of the expectations and procedures of SCI. It is not a comprehensive statement of school procedures. SCI instructors and the director will work in unison with a student's homeschool to address any concerns. If you have any questions regarding the content of this handbook, please do not hesitate to contact SCI's Director for more information.

SCI STAFF

Mr. Jamie Stokes, Director
Mrs. Kayla Clelland, Administrative Assistant
Mr. Matt Belusko, Welding Technology Instructor
Mr. Chad Dooley, EMT Instructor
Mr. Eric Gray, Auto Technology Instructor
Mrs. Heather Spangler, CNA Instructor
Ms. Ceci Hutton, Education Pathway, Child Development Associate Instructor
Mr. Robert Milam, Construction Craft Pre-Apprenticeship Program Instructor
Ms. Amanda Laramore, Education Pathway Online
LLCC Staff, IT Jumpstart
LLCC Staff, Industrial Maintenance Technology Instructor
Mr. Robbie Odorizzi, Custodian

CONTACT INFORMATION

Address: 2001 Eilerman Ave, P.O. Box 444, Litchfield, IL 62056

Phone: 217-401-1753

Director Email: jstokes@litchfieldpanthers.org

SCI Website: lcusd12.org/o/scicenter

GOVERNING BOARD

SCI's Governing Board shall consist of nine superintendents of the superintendent's designee from each member district. The Governing Board will hold regular monthly meetings in compliance with the Intergovernmental Agreement and the Open Meetings Act.

SECTION 1

SCHOOL CALENDAR AND SESSION TIMES

Please note that coordinating school calendars between 9 districts and meeting minimum required hours for each program can be a challenge. Therefore, students in SCI programming may be required to attend class even if their home school is not in session. When students apply to attend SCI, the student and his/her parent or guardian agrees to follow the calendar below.

SCI Class Calendar 2026-2027

SCI primarily follows the Litchfield CUSD school calendar and may have slightly different dates than the student's home district. Review the dates carefully. Please note that this calendar applies to the following programs: Welding, Auto Tech, Construction Craft Apprenticeship, CDA LilyPad, and EMT. Students in CNA Litchfield and Industrial Maintenance LLCC Litchfield SHOULD VERIFY CLASS START/END DATE AND MEETINGS WITH THEIR INSTRUCTORS. In the event of inclement weather or emergency day, the SCI Director will communicate via email if the Litchfield District is closed. If a student's home district is closed and Litchfield is not, the student should follow the closure of their home district and will be excused from class.

FIRST SEMESTER		SECOND SEMESTER	
Monday, August 17, 2026	SCI Start 1st Semester	Tuesday, January 5, 2027	SCI Start 2nd Semester
Monday, September 7, 2026	No Classes-Labor Day	Friday, January 15, 2027	Half Day Litchfield, SCI classes WILL MEET
Friday, September 25, 2026	Half Day Litchfield, SCI classes WILL MEET	Monday, January 18, 2027	No Classes–MLK, Jr Day
Friday, October 9, 2026	Half Day Litchfield, SCI classes WILL MEET	Friday, February 12, 2027	Half Day Litchfield, SCI classes WILL MEET
Monday, October 12, 2026	No Classes-Columbus Day	Monday, February 15, 2026	No Classes–President's Day
Wednesday, October 28, 2026 and Thursday, October 29, 2026	Half Days Litchfield, SCI WILL MEET, PT Conf Wed 10/28, 4-7 P.M.	Friday, March 5, 2027	Half Day Litchfield, SCI classes WILL MEET
Friday, October 30, 2026	No Classes	Friday, March 26-Friday, April 2, 2027	No Classes-Spring Break
Monday, November 2, 2026	No Classes-Litchfield PD Day	Tuesday, May 11, 2027	Tentative Last Day for SCI Seniors
Wednesday, November 11, 2026	No Classes-Veteran's Day	Tuesday, May 18, 2027	Tentative Last Day of SCI 2nd Semester
Wednesday, Nov 25-Friday, Nov 27, 2026	No Classes–Thanksgiving Holiday		
Tuesday, Dec 15, 2026	SCI End 1st Semester		

SECTION 2

APPLICATION AND ENROLLMENT-MEMBER SCHOOLS

Enrollment at SCI is determined by the principal and counselor of the student's home school along with the Director of SCI after the student completes an application with his or her parent/guardian and submits the application to the home school counselor. Students interested in SCI programming must apply during his or her sophomore or junior year during that school's class selection period (generally January-February). Applications will be considered and slots will be filled after evaluation of all the applications. Students will be notified of their acceptance to the program by their school counselor. In the event that a program becomes full or a student is not accepted, the school counselor will communicate with the student his or her status of "wait listed" or "not accepted."

When **dropping a class** at SCI is deemed necessary, the student must secure permission from the home school and SCI's Director. Dropping a class without valid reason after classes have begun is discouraged because it takes away opportunities from other interested students, and the student may be financially responsible for costs associated with the class. All instructor initiated drops will be communicated to the Director and the student's home school. Typically instructor initiated drops are only initiated when concerns arise about the student's attendance, work ethic, or ability to pass certification tests. Again, if a student is dropped from a class due to attendance, ability to pass, or safety concerns, that student may be held financially responsible for costs associated with the class.

APPLICATION AND ENROLLMENT-NON-MEMBER SCHOOLS

When space allows, students in **schools outside of the Consortium** may request to enroll in a program through their school counselor. The school counselor and the school administrator will then contact the director of SCI for application materials and fee information. Students outside of the Consortium who request enrollment at SCI will be expected to follow all of the procedures and policies outlined for member school districts. The non-member district shall be invoiced for each student at a rate determined by the Governing Board. This fee accounts for access to the instructor as well as costs associated with maintaining the program and facilities.

When space allows, students in **alternative schools** may request to enroll in a program through their alternative school administrator and their home school administrator. The school administrators will then contact the director of SCI for application materials and fee information. Students in alternative programs who request to enroll at SCI will be expected to follow all of the procedures and policies outlined for member school districts. In addition, the SCI Director and the Governing Board will review alternative school student requests to ensure that attendance, graduation, and behavior expectations are met. Any student placed in an alternative school in lieu of expulsion from their homeschool will not be eligible for SCI programming. The SCI Director and Governing Board reserve the right to deny access to programming for any of the aforementioned reasons. If an alternative student is granted enrollment, the home district shall be invoiced for the student at a rate determined by the Governing Board. This fee accounts for access to the instructor as well as costs associated with maintaining the program and facilities.

SECTION 3

ATTENDANCE

A primary goal of SCI is to prepare students for entry into the world of work either directly after high school or after further education. Because of this career-minded approach, we would be doing students a disservice if we did not bring attention to the fact that attendance problems are one of the top five concerns that employers and industry partners have expressed to us.

Attendance is required for success in SCI programs. Our classes are hands-on and/or require students to monitor their progress and complete work in a timely manner. Therefore, students must be diligent and present to continue to learn and grow in their skills. Skills gained in these programs are irrelevant if in the future, the student is not there to perform them. This employability skill is practiced here so that it is a habit in the future.

SCI will work in conjunction with the home school to report absences. Your home school has guidelines and the ability to determine if an absence should be excused or unexcused. Parents/guardians should report their student's absence to their home school and ask that the information be communicated to SCI as well. Parents/guardians may also call or email SCI to report a student's absence. If the reason for the absence is not communicated, SCI will contact the home school to follow up. Please note that unreported absences are recorded as UNEXCUSED from SCI. At 3 unexcused absences, the Director will contact the home school to determine if the student will be allowed to continue in the program.

Again, SCI is preparing students for the world of work. Three no-shows without communication in a workplace setting would certainly result in some sort of consequence. We want to ensure our students know the importance of being a dependable person and employee.

Should a student need to leave class early (i.e. appointment, athletic event, etc), permission must be sent to the SCI secretary or Director from the students' home school counselor, coach, or parent/guardian. Any student who leaves without permission will be reported to their home school as "skipping."

SECTION 4

GENERAL POLICIES AND CONDUCT CODE

Please note that the SCI Director will consult with the student's home school regarding any concerns (behavior, attendance, etc). Any resulting consequences will be upon the agreement of the SCI Director and the student's home school administrator(s) and will be communicated with parent(s)/guardian(s) accordingly.

Bullying, Intimidation, and Harassment-Prevention and Response

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically (including the use of artificial intelligence), directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. All reports will be kept as confidential as possible.

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Complaint Managers:

Jamie Stokes: (217) 401-4753

Common Areas Expectations

Students will be permitted to enter the building 15-20 minutes prior to the start of class. Students may wait in the student commons area until the instructor allows them into the classrooms. Students may not enter the classrooms or the labs until the instructor allows them to do so. Loud talking, yelling, screaming, or other disruptive behaviors are not allowed. Students should care for the commons area by picking up their trash, ensuring all chairs are in their correct place, and using the furniture in the intended manner.

Prohibited Student Conduct

This policy is in compliance with home school Board Policy and Illinois School Code. All disciplinary concerns will be communicated with the student's home school and any disciplinary action will be taken by then home school, not SCI.

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes. *
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession. *
3. Using, possessing, distributing, purchasing, and/or selling: *
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - e. 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. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; 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, controlled substance or other substance that is prohibited by this policy.
 - g. 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.
 - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
 - i. 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.
4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure. *
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and 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 telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must

be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, 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, using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.*
12. Engaging in teen dating violence. *
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property. *
14. Entering school property or a school facility without proper authorization. *
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity. *
16. Being absent without a recognized excuse. *
17. Being involved with any public school fraternity, sorority, or secret society. *
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia. *
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing. *
20. 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. *
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school. *
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal. *

***Referral to law enforcement may be made.**

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.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

When and Where Conduct Rules Apply

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

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties.

General Disciplinary Procedures

When evaluating disciplinary actions, the following criteria will be considered:

1. Seriousness of offense
2. Past history
3. Resulting impact on the educational environment
4. Appropriateness of the consequence
5. Best interest of the student

Care of Materials/Equipment

General Guidelines

1. Authorized Use
 - o Equipment is to be used only by students and staff authorized by the Career Center staff.
 - o Equipment must be used for career-related activities, assignments, or projects approved by the Career Center.
2. Respect for Equipment
 - o Handle all equipment with care and avoid unnecessary wear and tear.
 - o Keep food, drinks, and other potentially damaging items away from equipment.
 - o Report any malfunction, damage, or missing equipment immediately to Career Center staff.

Prohibited Activities

1. Personal use of equipment unrelated to Career Center activities.
2. Tampering, disassembling, or attempting repairs without authorization.
3. Downloading unauthorized software or files that could harm equipment.
4. Use of equipment for activities that violate school policies, local laws, or ethical standards.

Maintenance and Storage

1. Proper Storage
 - o Equipment must be returned to designated storage areas after use.
 - o Ensure equipment is turned off and neatly organized to prevent damage.
2. Scheduled Maintenance
 - o Career Center staff will conduct regular inspections and maintenance to ensure equipment is in good working order.

Consequences for Misuse or Neglect

Students found responsible for equipment misuse or neglect will be subject to:

1. Verbal or written warning.
2. Temporary or permanent loss of equipment privileges.
3. Financial responsibility for repair or replacement costs.
4. Additional disciplinary action per school policy.

Internet Acceptable Use

SCI students will be granted permission to use LCUSD #12 network and will be issued an email address to facilitate classroom activities. Therefore, all students must be aware of the acceptable use policy, including proper care of LCUSD #12 devices.

All use of electronic network 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:

- 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;
- Unauthorized downloading of software
- Downloading copyrighted material or other than personal use
- Using the network for private financial or commercial gain
- Wastefully using resources such as file space
- Hacking or gaining unauthorized access to files, resources or entities
- 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
- Using another user's account or password
- Posting material authored or created by another without his/her consent
- Posting anonymous messages
- Using the network for commercial or private advertising
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material,
- 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:

- Be polite; do not become abusive in messages to others
- Use appropriate language. Do not swear or use vulgarities or any other inappropriate language
- Do not reveal personal information including the addresses or telephone numbers of students or colleagues
- Recognize the electronic 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 authorities.
- Do not use the network in any way that would disrupt its use by other users.
- Consider all communications and information accessible via the network to be private property.

No Warranties

The school and 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 dates 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 the school 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.

Defacement charges will apply for students who intentionally draw on, carve, or place stickers on their chromebook devices. Intentionally damaging a chromebook device is also considered vandalism of school property.

Cell Phones and Other Electronic Devices

The use of cell phones and related devices is a privilege, not a right. While cell phones and related devices can make communication convenient, they can also be a significant distraction and disruption to the educational setting and/or safety and well-being of students. In addition, cell phone distraction is one of the top five concerns that employers and industry partners have expressed to us.

Students should not use cell phones or other electronic devices during instructional or lab time unless permission is expressly granted by the instructor for educational purposes. In addition, cell phones should never be used in a manner that disrupts the educational environment or violates the rights of others (i.e. recording or taking pictures without

permission, sharing of inappropriate or non-consensual images, sending inappropriate messages, etc). Disciplinary action will be discussed with the student's home school if this should occur.

Dress Code

All students should follow the dress code of the home school. Students in certain programs may be required to wear a uniform or certain dress in order to work in a safe and professional manner. Students should check with their instructors regarding specific dress requirements in the following programs: Welding, Auto Tech, Construction Craft, EMT, Industrial Maintenance, CNA, CDA Child Care.

In addition, in all SCI classes, students must not have clothing that displays: alcohol, drugs or drug paraphernalia, violent behavior, or other inappropriate images. Student dress may not include lewd, vulgar, obscene, or offensive language or symbols.

Personal Items

Unfortunately, thefts may occur; therefore, students are discouraged from bringing valuable items or large sums of money to SCI. In addition, students are encouraged to lock their vehicles while at the center. SCI is not responsible for lost, stolen or damaged personal property.

In addition, students will be provided with all the necessary equipment for their classroom and lab work. Students are not allowed to bring any of their own personal equipment or tools for use in the programs.

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the Director and local first responders. Students are required to be silent and comply with the directives of staff during emergency drills. There will be a minimum of 3 evacuation drills, one severe weather (shelter-in-place) drill, and one law enforcement lock down drill. There may be other drills at the direction of administration.

Search and Seizure

In order to maintain order, safety, and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School Authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school, such as lockers, desk, and parking lots, as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence that the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction

Sexual Harassment & Teen Dating Violence

Harassment Prohibited

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence,

causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

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

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Making a Report or Complaint

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

Complaint Manager:

Jamie Stokes: (217) 401-4753

Video Monitoring Systems

Video monitoring may be in use in public areas of SCI. This system has been put in place to protect students, staff, visitors, and property.

Visitors

The staff is proud of the facilities and we cordially invite individuals to visit the Center. We encourage visitors to make prior arrangements by calling SCI's administrative assistant before the visit.

All visitors are required to enter the main entrance of SCI located at the south east corner of the building. Visitors should identify themselves at the doorbell before being permitted to enter. SCI administration and staff have the right to refuse entry to visitors if deemed necessary. All visitors are expected to conduct themselves in a manner that is appropriate and not disruptive to the educational environment in compliance with Litchfield CUSD #12 Board Policy 8:30.

SECTION 5 **STUDENT-RELATED SERVICES**

Career Exploration Visitors and Activities

Throughout the academic year, students will have the opportunity to participate in a variety of career exploration activities coordinated by the Career Center. These experiences may include guest speakers from educational institutions and business industries, hands-on workshops, career panels, and networking events designed to broaden students' understanding of potential career paths. By participating in these activities, students can gain valuable insights, develop professional connections, and explore their interests.

Field Trips/Work Site Visits/Clinicals

Field trips, work site visits, and clinicals, while required for class, are a privilege for students. Students must abide by all school policies during such activities. In addition, students should conduct themselves in a professional manner when engaging with our workforce and field trip partners so as to promote a positive impression of both SCI and the students in it. Failure to abide by these guidelines may result in loss of future trips and/or further disciplinary action.

All students who wish to attend these trips must have a permission form on file.

Dual and Concurrent Credit (Community College Credit)

Specific courses at SCI offer dual credit with Lincoln Land Community College. Students will earn credit on both their high school and LLCC transcripts. Some LLCC dual credit sequences result in a certification. Students must meet all requirements of LLCC in order to receive both credit and certifications. For specific questions regarding dual credit, students may contact their school's counselor or the SCI Director.

Education of Students with Disabilities

It is the intent of SCI to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are provided with appropriate educational services. The student's home school will provide SCI with the correct documentation to ensure all accommodations are carried out to meet the needs of the student. All 504 and IEP plans will be developed by the student's home school and will be shared with SCI.

Grading and Semester Exams

Students will be assessed throughout the semester in a variety of ways, including classwork, quizzes and tests, and hands-on lab work. The following scale will be used for grading, a report card for the class will be given to the student, and final grades will be submitted to the counselor of the student's home school. In addition, if a student is enrolled in a dual credit course, all grades will be submitted to Lincoln Land Community College for review and issuance of credit as well as any certificates associated with the program.

Most programs at SCI give a semester exam. Instructors will give specifics of exams and students must be in attendance on the day of the exam designated by the instructor and/or administration. Exams may include written, hands-on, and culminating projects. An SCI exam may be concluded prior to exam schedules of home schools in order to accommodate exam schedules of home schools.

Healthcare and Student Medications

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must have a School Medication Authorization Form on file with the home school and the home school will communicate the information with SCI. No SCI employee is allowed to administer medication and no student is allowed to possess prescription or non-prescription medication without following the above procedure.

Nothing in this policy shall prohibit any school employee from providing **emergency assistance** to students, including administering medication. Any student who suffers an injury, no matter how small, or who becomes ill while attending the Center must report the injury or illness to his/her instructor as soon as possible. An accident report on each injury will be completed and kept on file at the Center.

An agreement to participate must be complete before students will be allowed in the labs associated with certain programs (auto, welding, construction craft, CNA, EMT). SCI does not carry medical, dental, or other insurance for students. Parents/Guardians are responsible for the cost of such accidents and any student insurance coverage. Parents/Guardians may inquire about purchasing insurance through their district by contacting their home school.

Insurance

Some home/sending schools make available the option to purchase insurance for their student(s) 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 accidents. 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) and 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/guardians.

Media Postings

From time to time, we like to share the good work SCI students and staff are doing. Photos may be taken and shared to District social media and websites, promotional materials, and/or local news agencies. Parents/Guardians and/or the home District may contact the Director if a student wishes to opt out of photos and sharing.

Student Records

SCI does not maintain a student's permanent record. The home school will have all permanent records. Parents/guardians should contact their student's home school with any questions regarding student records.

Student Awards and Recognition

SCI aims to recognize students who exhibit outstanding work during their time at the center. SCI Students of the Semester will be selected for each program at the conclusion of both the Fall and Spring semesters. These students will be evaluated on attendance, work ethic, attitude, and promise in their field of study.

Transportation and Driving Privileges

Students are responsible for transporting themselves safely to and from programs at SCI and sites associated with SCI (CNA, EMT, day care, etc.). Students should drive responsibly at all times including while in parking lots. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Students caught driving recklessly in the parking lots or while exiting the SCI campus or associated campuses may be subject to disciplinary action.

Should self-transport be of concern, parents/guardians are encouraged to reach out to their home schools counselor or to the SCI Director.

Please note that this handbook reflects the current policies and practices of the South Central Illinois Regional Workforce Training and Innovation Center. The Administration reserves the right and obligation to change or amend this handbook when necessary.

At SCI, our mission is to empower you to discover, explore, and achieve your career aspirations. We are committed to providing you with quality career and technical education as well as the resources, guidance, and opportunities to make informed decisions about your future. Remember, your career journey is unique, and we are here to support you every step of the way. Embrace every opportunity to learn, grow, and connect, and let us help you turn your ambitions into achievements. Here's to a future filled with success and endless possibilities!



Jamie Stokes
SCI Director