STUDENT

HANDBOOK

Heartland Technical

Academy

2016-2017

**TABLE OF CONTENTS**

Welcome 3

Contact Information 3

Mission Statement 3

Statement of Commitment 3

Non-discrimination Policy 4

Sexual Harassment Policy 4

Bullying 5

Attendance/Absences/Tardies 5-6

Daily Schedule and Calendar 6

Snow Days 7

Semester Exams 7

Community College Credit 7

Visitors 7

Work Ethics Policy 8

Discipline Procedures 9-10

Suspension Procedure 10

Smoking/Tobacco 11

Drugs/Alcohol Use 11

Technology Acceptable Use Policy 11

Cell Phones/Electronic Devices 12

Student Awards and Recognition 12-13

Dress and Grooming 13

School Accidents and Insurance 13

Medications and Illness 14

Food/Drink 14

Leaving Class or Campus 14

Unauthorized Area 14

Transportation/Parking 15

Emergency/Crisis Planning 15

**WELCOME**

Welcome to the Heartland Technical Academy! We believe that the time you spend with us will be a rewarding experience and a wonderful opportunity to expand your education and help prepare you for your future career. We hope that while at Heartland Technical Academy you will find an active learning environment and an atmosphere that is conducive to developing responsible workers and citizens. We challenge you to seize this opportunity, strive in everything you do and achieve excellence!

**CONTACT INFORMATION**

**Mr. Bret Hitchings**  872-4056

Director/Principal

**Mrs. Amanda Burger** 872-4051

Attendance Secretary

**MISSION STATEMENT**

At the Heartland Technical Academy, we are dedicated to providing quality, hands-on experiences that build technical skills and instill Work Ethics that prepare students for college and career success.

**STATEMENT OF COMMITMENT**

The administration and staff of Heartland Technical Academy are committed to providing ways for students to transition successfully into education and career opportunities after high school. To meet this commitment we will:

* Create challenging, dynamic programs of study that will bring the classroom, workplace and community together for the benefit of the students.
* Provide relevant curriculum and appropriate resources to meet the needs of our diverse student population.
* Continuously improve teaching and technology, while creating partnerships to benefit students.

**NON-DISCRIMINATION POLICY**

No current student, student applicant for enrollment, employee or applicant for employment shall, on the basis of age, race, color, gender, religion, national origin, marital status or disability, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity. Correspondence concerning these issues may be addressed to the Heartland Technical Academy Director’s office.

The Heartland Technical Academy is in full compliance with Title IX of the Education Amendments of 1972 passed by the Congress of the United States as an amendment to the Civil Rights Act of 1964. This law prohibits discrimination by gender in educational programs that receive federal money.

**SEXUAL HARASSMENT POLICY**

Heartland Technical Academy will not tolerate any form of sexual harassment, whether by a student, visitor or staff member. Sexual harassment includes, but is not limited to:

* Verbal conduct such as suggestive or derogatory comments, sexual innuendos, slurs, sexually oriented kidding, requests for sexual favors or unwanted sexual advances
* Visual conduct such as displays of sexually suggestive objects, pictures, written material or use of obscene gestures
* Physical conduct such as unwanted touching, pinching, kissing, patting or intentional brushing against another’s body.

Either gender may be the victim of sexual harassment. Students who believe they have been subjected to sexual harassment should contact any Heartland Technical Academy instructor, staff member or administrator.

**BULLYING**

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 is an important goal of Heartland Technical Academy. Bullying is any act, either physical or non-physical, by either an individual or a group towards any other individual or group in such a manner as to cause that person or group to feel threatened, intimidated or cause fear of being harmed or further harassed. Heartland Technical Academy strictly prohibits all forms of bullying. Prohibited behavior includes, but is not limited to: unkind actions or remarks, verbal taunting, physical aggression and exclusion from groups. Students who have been subjected to or have witnessed any acts of bullying should contact any Heartland Technical Academy instructor, staff member or administrator.

**ATTENDANCE/ABSENCES/TARDINESS**

A primary goal of the Heartland Technical Academy is to prepare students for the transition into the world of work or post-secondary education. Excellent attendance is critical for success in the working world. Excused absences are those that are regarded as excused by the home school. Since many classes rely on in-class lab and participation points, absences may count negatively toward the final grade. Please refer to the Work Ethics Policy (page #8) for specific attendance and tardy information regarding grading policies. Some courses also require students to meet attendance guidelines mandated by state laws in order to receive special licensing. Additionally, poor attendance may result in a student being removed from Heartland Technical Academy and/or mat prevent a student from earning Dual Credit through Richland Community College.

Promptness to class and work are important. The student is expected to be in the classroom and seated at the start of class and return from any break as per the teacher. Habitual offenders will be referred to the administration. **Every absence will be considered unexcused unless a parent/guardian contact is made, a home school absence is issued or a note from the doctor is received.**

To assure our student’s success and readiness for the competitive job market, the Heartland Technical Academy has the following procedure for absences and tardies:

* Each day a student is absent or tardy, a parent/guardian must call the Tech Academy, 872-4051 or the student may bring a note to the Attendance Office on his/her first day back. Failure to report an absence or tardy within 2 days of the absence will result in the absence or tardy being unexcused.
* The home school will receive a daily report of absences.
* Attendance will be reported on progress reports.
* When leaving campus for any reason, the student must sign out at the office.
* Any absences and tardies that are not excused may result in the lowering of the student’s overall grade.

**DAILY SCHEDULE**

A.M. Session 8:15 a.m. – 10:15 a.m.

P.M. Session 12:20 p.m. – 2:20 p.m.

**HEARTLAND TECHNICAL ACADEMY 2016-17 Important Dates**

August 18………………………………………………..…First Day Student Attendance

September 5………………………………………….….…………Labor Day – No School

October 10 ……………………………….………………….Columbus Day – No School

October 14 ……………………………..………………………………End of First Quarter

October 28…………………………..……………………….No School, Advisory Boards

October 31…………………………..……………………..No School, Teacher In-service

November 23, 24, 25………………………………………..Thanksgiving – No School

December 20 …………………….……End of Second Quarter/End of First Semester

December 21 – January 3 ……………………………………Winter Break – No School

January 4……………………………………....…………Teacher Work Day – No School

January 5 …………………………………………...…Students Return for 2nd Semester

January 16 …………………………………………….………..M.L.King Day – No School

February 20 …………………………………………..…….Presidents’ Day – No School

March 10 ……………………………………...………….…………..End of Third Quarter

March 17 …….…………………………………..…………..No School, Advisory Boards

March 20 …….…………………………………..…….…. No School, Teacher In-service

April 10-14………………………………………..……….……Spring Break – No School

April 17…….…………………………………..…………. No School, Teacher In-Service

May 23..………………………..….. End of Fourth Quarter/End of Second Semester

May 24-31…..…………………………..………………………………….Emergency Days

May 30 …………………………………………………………Memorial Day – No School

**SNOW DAYS/EARLY DISMISSAL**

Heartland Technical Academy follows the inclement weather school closings of Decatur Public Schools. In the event that Decatur Public Schools are open and Richland Community College is closed, Heartland Technical Academy classes will not be in session. Listen to the local radio and television channels for closings or early dismissals. Students from all high schools will follow the weather closings of their home schools and will not be expected to be in attendance if their home school is closed due to weather related issues.

**SEMESTER EXAMS**

All programs are required to give a semester exam. All students are expected to take those exams on the day or days designated by the instructor. Exam grades may include written, hands-on and culminating projects. Exams may be concluded prior to exam schedules at the home schools.

**COMMUNITY COLLEGE CREDIT**

Specific courses at Heartland Technical Academy offer dual credit with Richland Community College. Students will earn credit on both their high school and Richland Community College transcripts. Dual Credit offerings may change based on course availability and eligibility requirements. In the event of poor attendance or poor performance, students may be removed from the college credit portion of the class.

**VISITORS**

At the Heartland Technical Academy, we welcome and encourage visits by parents, interested students, community members and guest speakers. Arrangements for visiting teachers and programs should be made 24-48 hours in advance. Visitors must sign in and out at the office. Please call Mr. Hitchings at 872-4056 to make arrangements.

**HEARTLAND TECHNICAL ACADEMY WORK ETHICS POLICY**

A key component of our program at the Heartland Technical Academy is to develop positive Work Ethics which incorporate desirable workplace qualities. A student’s Work Ethics grade will be based on the following:

* Daily class participation
* Following directions
* Proper attitude, such as showing respect and being polite
* Willingness to learn
* Attendance
* Punctuality
* Proper dress as determined by program
* Taking responsibility
* Honesty
* Appropriate interpersonal relationships
* Following appropriate safety procedures

Work Ethics points will make up 20% of the student’s final grade. Instructors will update these points on a biweekly basis.

* Students must be present to earn Work Ethics points.
* In cases of unexcused absences, students will receive a zero for their daily Work Ethics grade.
* In cases of excused absences, students will have the opportunity to earn daily Work Ethics points by completing an alternative assignment. It is the student’s responsibility to obtain the alternative assignment from the instructor. The time allotted to complete and turn in this assignment will begin on the student’s first day back from their excused absence and be equivalent to the number of days absent. For example, if a student is excused absent on Tuesday, returns to class on Wednesday, then the alternative assignment will be due on Thursday.

**Each day a student is absent or tardy, a parent/guardian must call the Tech Academy (872-4051) or the student may bring a note to the Attendance Office on his/her first day back. Failure to report an absence or tardy within 2 days will result in the absence or tardy being unexcused.**

**STUDENT DISCIPLINE PROCEDURES**

Heartland Technical Academy students are prohibited from engaging in behavior that will endanger or threaten to endanger, the safety of others, that will damage property or that will hinder the orderly conduct of the school program.

Instructors at the Heartland Technical Academy will handle minor discipline problems in their classroom through their Classroom Management Plan. However, if the misconduct persists or is of a serious nature, it will be referred to the Heartland Technical Academy Director or Principal.

The conduct listed below is considered to be of serious nature and is subject to disciplinary action. This list is not exhaustive and other types of gross misconduct not listed may also be subject to discipline.

1. Cases of willful defiance of authority or insubordination
2. Academic dishonesty or cheating
3. Obscene language or gestures
4. Inappropriate displays of affection
5. Unauthorized/improper use of computer or other technology (see page 11)
6. To threaten, harass or intimidate another through computer, phone or other electronic devices including, but not limited to, e-mail, texting and the use of personal or social web sites. Such conduct is prohibited regardless of location or time it occurs.
7. Violation of Heartland Technical Academy’s tobacco policy (see page 11)
8. Vandalism or destruction of property
9. Possession, use or distribution of: alcohol, drugs, “look-a-like” drugs, narcotics, any controlled substance without a valid prescription or drug paraphernalia
10. Being under the influence of: alcohol, drugs, narcotics or a controlled

 substance (see page 11)

1. Being under the influence of a prescription drug without proper

documentation

1. Assaulting, threatening, harassing, intimidating or bullying of students or

school personnel (see page 4-5)

1. Endangering the health or safety of another person
2. Sexual harassment (see page 4)
3. Possession, use or display of a dangerous weapon or any facsimile
4. Participation in gang related activities
5. Theft or attempted theft
6. Being in an unauthorized area
7. Insubordination to school personnel, including failure to follow directions
8. Inappropriate use of cell phone or other messaging or recording devices

on school property, including any recording of pictures or sound

If a student’s behavior has warranted an office referral, the student will be assigned a consequence or a combination thereof from the Heartland Technical Academy administration. It is the philosophy of Heartland Technical Academy administration that consequences be progressive in severity and appropriate to the misconduct. Heartland Technical Academy administration will collaborate with the student’s home school administrator to determine consequences for severe misconduct.

Below is a list of possible consequences for a student’s misconduct. The list does not display a required sequence of disciplinary actions rather a variety of options that any combination thereof can be assigned.

* Warning-Student is warned that repeated offense(s) will result in more severe disciplinary action.
* Parent Contact-Parents/guardians are notified of the discipline concern by phone, mail or in person.
* Parent Conference-A formal meeting with parents/guardians to discuss the student’s behavior is scheduled.
* Internet, Technology or Equipment Restriction-Student loses use of Internet, technology or other appropriate equipment for a period of time.
* Consultation with Home School Principal-Student’s home school principal will be notified and/or consulted with in regards to consequence(s) assigned to student.
* Restitution-Student may be required to perform simple work consistent with the nature of the offense committed to remedy the damage. Restitution also could be financial.
* In-School Suspension/APR - to be served at the home school - Student is placed in Supervision Room during regular class period for a number of class period(s). Student will be allowed to complete class work during this time.
* Out-of-School Suspension-Student will not be allowed to attend Heartland Technical Academy for a period of day(s). Student will not receive credit for missed class work.
* Removal from Heartland Technical Academy-Student may be removed from Heartland Technical Academy by the Tech Academy or home school administration.

**SUSPENSION PROCEDURE**

In the case of a student being suspended, the student:

1. will be given an oral report of the charge(s) and evidence to support the charge(s);
2. will be given the opportunity to respond to the charge(s);
3. has the right to a review hearing. If the student desires a review hearing, a written request must be made in writing within 10 school days after receiving the notice of suspension.

**SMOKING/TOBACCO**

Illinois State law prohibits smoking on school property. Students are not permitted to smoke or possess any tobacco products, including lighters or matches, on any Heartland Technical Academy campus. This also includes any work sites, internship sites, field trips or any school sponsored events.

**DRUGS/ALCOHOL USE**

Heartland Technical Academy has a zero tolerance policy for drug and alcohol use.

The following shall be subject to suspension/removal from the Heartland Technical Academy:

* Using or being under the influence of drugs or alcohol
* Being in possession of drugs or alcohol on school property including school parking lots and student vehicles
* Being in possession of drug paraphernalia
* Being in possession of look-alike substances
* Possessing or being under the influence of drugs or alcohol at any school activity or at any time under school jurisdiction including during transportation for school related functions

**TECHNOLOGY ACCEPTABLE USE POLICY**

The use of technology is a privilege granted to Heartland Technical Academy students. We reserve the right to extend, limit, restrict or deny privileges and access to our technology resources. Any student found misusing technology resources at the Heartland Technical Academy may face disciplinary action including loss of privileges. This may adversely affect the student’s grade.

Misusing technology resources may include but is not limited to:

* A student using the Internet for reasons other than classroom assignments or without the instructor’s permission
* Accessing personal e-mail accounts
* Accessing social networking websites
* Accessing game and music websites
* Viewing websites with inappropriate content
* Fraudulent copying of content from internet sources

**CELL PHONES/ELECTRONIC DEVICES**

Unless authorization is given by the instructor, students are not allowed to use or display cell phones or other electronic devices while on campus during the school day. Upon arrival to the Heartland Technical Academy, these items need to be turned off and stored where they are out of sight. As a general rule, if an electronic device is seen or heard, it will be considered a violation of the policy. Students are strongly encouraged to not bring such items to the Heartland Technical Academy. The school assumes no liability for such items if they are lost, stolen or damaged.

* First violation: Teacher will confiscate the electronic device and store it in a secure place. The electronic device will be returned at the end of the class.
* Second violation: Teacher will confiscate the electronic device and give it to administration. The administrator will store the device in a secure place and call the parent/guardian. The parent/guardian will be required to pick up the electronic device at the end of the school day. The school assumes no liability for such items if they are lost, stolen or damaged while confiscated.
* Repeated Offenses: Further violations may result in out-of-school suspension.

**STUDENT AWARDS AND RECOGNITION**

Heartland Technical Academy recognizes outstanding students during its Annual Student Recognition Ceremony. During this time, students from each program are recognized for various achievements. Some award opportunities are:

* Successful Program Completion Certificate – Awarded to students who maintain a C average or above and have 15 or less absences/year.
* Student of the Quarter – Awarded to one student each quarter in each program who displays outstanding work ethic, citizenship & enthusiasm.
* Student of the Year – Awarded to one Student of the Quarter in each program who displays positive attitude, exceptional work ethic and excels in his/her program for the entire year.
* Perfect Attendance Award – Awarded to students who are present every day of the school year.
* Delbert Young Award – Awarded to one male and one female student who have put forth great effort into learning a technical skill and have plans to continue in this career area.
* Lester Grant Award – Awarded to one student who is a positive role model and has displayed leadership qualities, dependability and good attendance at the Heartland Technical Academy and at their home school.

Students may learn more about award descriptions and criteria from their Heartland Technical Academy instructor.

**DRESS/GROOMING**

Students should strive to maintain a manner of dress appropriate to the classroom-learning climate and workplace environment. Developing good habits of dress, grooming and attitudes that are acceptable to business or industry will be stressed. Some programs that have laboratory settings may require that safety standards be met, through proper dress, footwear, jewelry or eyewear use.

1. Students should remove hats, caps, hoods, gloves, sunglasses, picks, combs, bandanas and all other head coverings upon entering the building.
2. Clothing and accessories that suggests profanity, tobacco, alcohol/drugs, promiscuity or gang association will not be permitted.
3. Sleep attire, pajamas and house slippers are not allowed.
4. The waistline of all pants, skirts and shorts MUST be worn at or above the hip bone. No visible boxer shorts or undergarments.
5. Shorts, skirts and dresses must be no more than 4 inches above the knee.
6. Shirts must completely cover the back, stomach, shoulder blades and chest. No halter tops, racer back tanks, camisoles, mid-drifts or spaghetti straps.

Our expectation is that Heartland Technical Academy students will dress appropriately so that the educational process will not be disrupted. If a student violates the dress code, he/she may be required to change into appropriate clothing or disciplinary action will be taken.

**SCHOOL ACCIDENTS AND INSURANCE**

Heartland Technical Academy does not carry medical, dental or other insurance for students injured in accidents on school premises. Parents are responsible for the costs of such accidents and it is recommended they purchase their own insurance coverage. As a convenience for parents, some home school districts offer optional student insurance plans that parents can purchase. It is the responsibility of the parent to make sure this or any other type of coverage will protect their student while attending Heartland Technical Academy.

**MEDICATIONS AND ILLNESS**

Medications will not be administered by any Heartland Technical Academy personnel. This includes common and widely used prescriptions and over-the-counter pain relief medications. The possession of medications or look-alike medications is not permitted on school premises. Medications prescribed by a physician or being administered by a guardian will be permitted with prior recent notification to the school and limited to amounts required for that day only.

Students who are ill are to report to the Heartland Technical Academy office and can expect to be dismissed to the care of the parent or guardian. Under no circumstances may a student who is ill or injured leave school without approval from Heartland Technical Academy administration. Approval requires parental or guardian notification and consent.

**FOOD/DRINK**

There is to be **NO Food or drink in the classroom.**

**LEAVING CLASS OR CAMPUS**

During class time, students are not to be in the hallways, except with approval of the instructor. The student is required to sign in and out of the classroom. If the student is outside of the classroom without permission, they will be subject to discipline by the administration.

All students, except those scheduled to leave the building for school related functions, must get permission from the office prior to leaving the building. In addition, they must have a note signed by their parent, home school or teacher stating the date, time and reason for leaving. The parent must call or a call will be made to the parent before the student is allowed to leave. Any student who leaves the building for any reason without prior permission will be considered truant from the Heartland Technical Academy. Students **MUST** sign out at the office.

**UNAUTHORIZED AREA**

An unauthorized area is any building or campus area in which a student is found at a time when they are to be somewhere else. Students must have written permission from their instructor or administrator to be out of class and must sign out of the classroom. Students who are scheduled to leave school for any reason must sign out at the office and leave immediately. Any student found in an unauthorized area will be subject to disciplinary action by the Heartland Technical Academy or the home school.

**TRANSPORTATION/PARKING**

Students are encouraged to ride the bus provided by their home school to and from the Heartland Technical Academy. Allowing students to drive their own vehicle to the Heartland Technical Academy will be left to the discretion of their home school administration. Students who violate this policy may have their driving privileges revoked.

Students participating in internships, job shadowing experiences or any off-campus training experience are required to ride the bus, if provided. Students wishing to drive their own vehicle to internships or any off-campus experience must have the approval of their home school administrator and their Heartland Technical Academy instructor and administration.

The school bus is considered an extension of the classroom and student behavior on the bus is expected to be the same as that in the classroom.

**EMERGENCY/CRISIS PLANNING**

State law requires all schools to have fire/emergency drills. Directions for fire and emergency drills, including routes of egress, will be posted in each room. The instructor will notify classes of the proper procedure for evacuation. Should an emergency or disaster situation arise while school is in session, Heartland Technical Academy has made preparations to respond effectively to such situations and to care for all students.