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# VVEDS/DACC College Express Student Handbook

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## Contact Information

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## About this Handbook

The content of this handbook is designed to provide students and parents with explanations of expectations for appropriate student behavior and an overview of how College Express operates. Vermilion Vocational Education Delivery System (VVEDS/EFE #400 ) and Danville Area Community College (DACC) administrators and instructors recognize that College Express students come from a variety of school learning environments which may have rules and expectations that are different than those at the College Express. Students and parents need to acknowledge that while the students attend and participate in College Express programs, they must adhere to the expectations of the VVEDS College Express and DACC. DACC's student policies and procedures manual can be found here: <http://www.dacc.edu/student-handbook>

After reviewing this handbook's contents, if you have any questions or require further explanation, please contact the VVEDS office at 217-443-8742.

## Attendance Policy

VVEDS requires excellent attendance in order for credit to be earned in a course. **When DACC is in session, all students are expected to attend.** Any accumulation of excused or unexcused absences reflects poor attendance. In addition, since many College Express courses are lab intensive, it is difficult to make up missed course time. Some College Express courses also require students to meet attendance guidelines mandated by state laws in order to receive licenses or credentials.

To assure your success and readiness for the competitive job market, the following attendance policies are in place:

- DACC instructors will have discretion on applying individual absence policies. Students should always contact their instructors to make necessary arrangements for making up work.
- The home school will receive regular reports of student absences except those due to official DACC closings. The home school will determine if the absence is excused or unexcused.
- VVEDS staff will contact your home school administration if absences become excessive. In some instances, it might be necessary to contact your parents.

## **Tardiness**

You are expected to be in the classroom and seated at the designated starting time for your College Express class. Habitual offenders will be referred to the VVEDS Director.

## **School Calendar**

College Express has adopted DACC's annual school calendar. Several of the participating schools have school calendars that may differ from the DACC calendar. If DACC is in session, you are expected to attend. Your home school administration and guidance staff works closely with VVEDS to inform students, parents, and staff concerning required College Express student attendance days and potential calendar/schedule conflicts. If you are unsure about when you should be in attendance at College Express, contact our office at 217-443-8742 or [nchatterton@votec.k12.il.us](mailto:nchatterton@votec.k12.il.us).

## **Semester Exams**

Semester exams in your College Express program are given at the discretion of the instructor. Instructors will explain their grading policies and procedures at the beginning of each semester. You may find your exam will include "hands-on" and practical applications of course content, including culminating projects or presentations.

## **Grades**

Grades in your College Express courses will be reported regularly to your home school. Students may also have access to grades via an online system, but will need to check with their individual instructor.

## **Inclement Weather**

COLLEGE EXPRESS will follow DACC's inclement weather policy; however, you should also follow your home district's inclement weather policies. If your school is closed because of inclement weather, you are not expected to attend COLLEGE EXPRESS that day. In the rare event that DACC is closed and your home district is open, COLLEGE EXPRESS courses will be cancelled. Listen to your local radio or television station for school closings, late openings, and early closings. **Please note: this applies only to school days cancelled because of inclement weather that causes hazardous travel conditions. In general, students will be required to attend the COLLEGE EXPRESS on any day that DACC is in session.**

## **Student Discipline Procedures**

The instructors will handle minor discipline problems that may arise at COLLEGE EXPRESS. However, if the problem persists or is of a serious nature, it will be referred to the COLLEGE EXPRESS Director. The COLLEGE EXPRESS Director will work with DACC and the student's home district to administer discipline. The conduct listed below is a deterrent to good behavior and is considered to be gross misconduct or disobedience and may subject the student to discipline. This list is not exhaustive, and other types of misconduct or disobedience not listed also may subject the student to discipline. In addition to COLLEGE EXPRESS guidelines, all students will follow the DACC Student Policies and Procedures Manual, which can be found at <http://www.dacc.edu/assets/pdfs/student-handbook/StuHandbook.pdf>

1. Cases of willful defiance of authority or insubordination.
2. Academic dishonesty/cheating.
3. Obscene language or gestures.
4. Inappropriate displays of affection.
5. Unauthorized or improper use of technology.
6. To threaten, harass or intimidate through computer, phone or other electronic devices including, but not limited to, email, voice mail, text messages, or personal or social web sites. Such conduct is prohibited regardless of location or time it occurs.
7. Violation of the no-tobacco policy. This policy prohibits the possession of tobacco, including cigarettes, cigars, pipes, pipe tobacco, chewing tobacco, smokeless tobacco, and any other tobacco products.
8. Vandalism
9. Possession, use, or distribution of alcohol, drugs (including “look-a-like” drugs and over the counter drugs), narcotics, or any controlled substance without a valid prescription, or any drug paraphernalia. Drug paraphernalia means all equipment, products, and materials of any kind that are peculiar to, marketed for use in packaging, repackaging, storing, containing, concealing, or otherwise introducing into the human body, any controlled substance other than as prescribed by a physician. Cigarette paper bong, and pipes are among the items considered to be drug paraphernalia.
10. Being under the influence of alcohol, drugs, narcotics, or any controlled substance without a valid prescription.
11. Assaulting, threatening, harassing intimidating, or bullying of students or school personnel.
12. Endangering the health (physical or psychological) or safety of another person.
13. Sexual harassment.
14. Possession, use, or display of a dangerous weapon or any facsimile.
15. Participation in gang related activities.
16. Theft or attempted theft.
17. Being in an unauthorized area.
18. Insubordination to DACC or COLLEGE EXPRESS personnel, including failure to follow directions.
19. Inappropriate use of cell phone or other messaging or recording devices on school property, including any illegal eavesdropping or recording of pictures or sound.

**Similar offenses which occur on the school premises or during COLLEGE EXPRESS activities will result in one or more of the disciplinary actions listed below:**

- a. The administrators of the offender's home school will be informed of the offense.
- b. Suspension from COLLEGE EXPRESS may be arranged by DACC and COLLEGE EXPRESS administration through the cooperation of the home school administration.
- c. Unacceptable behavior or excessive absences may result in official withdrawal from the COLLEGE EXPRESS by the home school or COLLEGE EXPRESS. Students may receive written disciplinary notices for poor attendance, poor classroom performance, inappropriate behavior, or violation of any of the COLLEGE EXPRESS rules or requirements of an COLLEGE EXPRESS instructor. A student may be removed from COLLEGE EXPRESS for any serious violation of COLLEGE EXPRESS rules.

The COLLEGE EXPRESS office will also be informed if you are suspended from your home school. You will not be allowed to attend COLLEGE EXPRESS during the suspension time unless your attendance has been approved by your home school administration.

### **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 and providing all students equal access to a safe, non-hostile learning environment are important COLLEGE EXPRESS goals. Bullying on the basis of actual or perceived race, color, national origin, 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 an COLLEGE EXPRESS computer, an COLLEGE EXPRESS computer network, or other similar electronic COLLEGE EXPRESS equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-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 System or COLLEGE EXPRESS if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when an COLLEGE EXPRESS administrator or instructor receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

*Bullying* includes *cyber-bullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, 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.

*Cyber-bullying* means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

COLLEGE EXPRESS administration shall involve and employ such System and community-based resources as in the sole discretion of COLLEGE EXPRESS administration are deemed appropriate in instances of bullying or aggressive behavior including, but not limited to:

1. Notification and involvement of the home school administrators, counselor, social worker, psychologist or other school support service provider;
2. Application of the DACC, COLLEGE EXPRESS and home school district's discipline procedures;
3. Notification and involvement of appropriate law enforcement authorities;
4. When appropriate, evaluation or referral for special education services;
5. Notification and involvement of community-based support organizations or services.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the COLLEGE EXPRESS Complaint Manager or any COLLEGE EXPRESS instructor 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 COLLEGE EXPRESS Complaint Manager or any instructor. Anonymous reports are also accepted.

**Complaint Manager:**

Nick Chatterton – EFE #400/COLLEGE EXPRESS Director  
DACC, Room LH110  
2000 E Main St  
Danville, IL 61832  
217-443-8742  
[nchatterton@votec.k12.il.us](mailto:nchatterton@votec.k12.il.us)

**Cell Phones**

Students are not allowed to use or display cellular phones or messaging devices during COLLEGE EXPRESS hours or while participating in COLLEGE EXPRESS-sponsored activities unless they have received permission from their program instructor. COLLEGE EXPRESS and DACC assume no liability for such items if they are lost, stolen, or damaged while in use at COLLEGE EXPRESS. Each instructor will have his/her own policy for the use of cell phones.

**Transportation**

Students will be allowed to provide their own transportation with approval of their home school.

**Any student observed demonstrating the following behaviors concerning parking or driving on campus is subject to:**

1. having their vehicle towed without warning at the owner's expense and risk and/or
  2. suspension of driving privileges and/or
  3. disciplinary measures as noted above
- Improper parking
  - Speeding, careless, reckless, or hazardous driving
  - Loitering in automobiles in the college parking lot
  - Leaving the college grounds in a vehicle at an unauthorized time
  - Use of an automobile or motorcycle in violation of any of the other COLLEGE EXPRESS or DACC rules
  - Violation of pertinent state laws governing safe driving

## **Bus Behavior**

The school bus is considered an extension of the classroom and student behavior on the bus and at bus stops is expected to be the same as that in the classroom. Student discipline is enforced on the bus and at bus stops to ensure a safe ride to and from the COLLEGE EXPRESS. While on the bus, riders are under the jurisdiction of the school bus driver and bus monitor unless the local district's Board of Education designates some other adult to supervise the riders. In extreme cases, the school administration may authorize a bus driver to return the bus to DACC so the COLLEGE EXPRESS Director can immediately deal with inappropriate student behavior.

## **Leaving Campus**

All students, except those scheduled to leave the campus, must get permission from their instructor prior to leaving campus at an unscheduled time. Skipping classes or leaving the campus at an unauthorized time without permission will be subject to disciplinary action.

## **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 who are scheduled to leave COLLEGE EXPRESS are to leave immediately after dismissal from class, unless you have other business on campus. If you are found in an unauthorized area, you are subject to discipline, which may include removal from COLLEGE EXPRESS by your home school or COLLEGE EXPRESS.

## **Dress/Grooming**

In all classrooms, standard safety practices regarding proper clothing, jewelry, footwear, and eye protection will be explained by your instructor and must be followed. Students not meeting dress codes for appearance or safety standards are subject to disciplinary action. Students should not wear clothing that suggests themes of profanity, tobacco use, alcohol/drugs, and promiscuity or gang association. Developing good habits of dress, grooming, and attitudes that are acceptable to business or industry will be stressed. Clothing should be neat and clean. Offenders will be referred to the COLLEGE EXPRESS Director.

## **Student Identification**

COLLEGE EXPRESS and DACC administrators are committed to a safe learning environment. All COLLEGE EXPRESS students will be issued a DACC Student ID Card which must be carried by them at all times while in attendance at COLLEGE EXPRESS. Students who lose, damage, or intentionally alter the appearance of the ID card will be expected to purchase a replacement. The ID Card is evidence that the student is enrolled in COLLEGE EXPRESS and is to be carried at all times while in class or participating in any COLLEGE EXPRESS-related function (such as a field trip, work site internship, etc.) Students are not allowed to possess another student's ID Card. The ID card must be shown to any DACC or EFE #400 staff member upon request. Lost ID Cards should be reported to COLLEGE EXPRESS administration (217-443-8742) immediately. It is extremely important to remember to bring the ID card to classes each day. Failure to comply with COLLEGE EXPRESS expectations for the Student ID Card could result in disciplinary action.

## **Student Accident Insurance**

EFE #400 does not carry medical, dental, automobile 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.

## **Crisis Plans**

Students are to follow their posted evacuation routes to their designated safety areas.

## **FERPA/ISRA**

COLLEGE EXPRESS is an extension of each student's school district, therefore each student's and family's rights under the Family Educational Rights and Privacy Act and the Illinois School Student Record Act are handled by their respective home school district. COLLEGE EXPRESS provides each home district applicable student records including attendance, grades, and discipline reports.

## **Applicable IEP/504 Information**

Students with an IEP/504 plan who desire to take dual credit courses through COLLEGE EXPRESS should contact the EFE #400/COLLEGE EXPRESS office for guidance. The following information is offered to help you further understand how the rules change for students with special needs or disabilities at the college level. Colleges operate under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, which basically means there is no IEP in college courses, but always equal access. Requirements essential to the program or course will not be waived, but accommodations can be made; IEP/504 students must meet the age qualification and receive qualifying scores on the placement tests; and students must be able to participate and achieve in class without modification of course work. In order to receive accommodations, students with an IEP will need to complete an interview appointment with the Jona Bennett in compliance with DACC/College Express procedures, where appropriate and reasonable accommodations will be determined and communicated to the EFE #400/COLLEGE EXPRESS office.

### **Alternate Testing Accommodations**

The EFE #400/COLLEGE EXPRESS office offers an alternate on-campus testing environment in LH108 for students in need of test accommodations such as extended time, special equipment, assistive technology, large print, a reader, a scribe/writer, or a low-stimulus environment.

### **Alternative Testing Agreement**

It is the student's responsibility to initiate and arrange any necessary test accommodations according to the following policies and procedures:

1. Reader/Scribe and Extended Time Testing Accommodations are not accessible in the classroom. Students with these approved accommodations will test with College Express staff.
2. All exams must be scheduled in advance so that a space may be reserved for you
3. Drop-in testing may be available. Your instructor will make arrangements with Jona Bennett.
4. Mid-term and final exams require a notice of at least one week in advance. Requests by the instructor can be by phone at (217) 443-8596, or by sending an email to [jonab@votec.k12.il.us](mailto:jonab@votec.k12.il.us). Please note that your email request for an exam appointment is not confirmed until you receive a reply from EFE #400/COLLEGE EXPRESS office. Staff will then forward an Exam Cover Sheet to your instructor to complete that contains instructions for test administration (e.g. how much time the class gets, what helps are allowed, how the test should be returned, etc.).

### **Note taking Services**

Providing effective note taking services for a qualified student with a disability requires a collaborative effort from all parties (faculty, VVEDS tutoring staff, and the student). Students are asked to discuss their approved note taker accommodation with their instructor. Notes may be provided in a variety of ways:

1. The instructor may provide a hard copy of his/her lecture notes or post them online.
2. The instructor may solicit a volunteer note taker from the class; or, if no suitable volunteer is found, Jona Bennett from the EFE #400/COLLEGE EXPRESS office should be contacted.

## **Non-Discrimination and Sexual Harassment Policies**

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 COLLEGE EXPRESS's Director's office.

COLLEGE EXPRESS 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.

Persons who feel they have been, on the basis of gender, excluded from participation in, have been denied the benefits of, or have been subjected to discrimination under any activity or program of COLLEGE EXPRESS, may appeal such discrimination, by phone or in writing, to the Director, COLLEGE EXPRESS.

COLLEGE EXPRESS will not tolerate any form of sexual harassment, whether by a fellow student, volunteer, or a staff member. Sexual harassment may include unwelcome sexual advances or requests for sexual favors, repeated and uninvited sexually oriented verbal kidding, repeated and uninvited demeaning sexual innuendos, unwelcome touching, such as patting, pinching, 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 COLLEGE EXPRESS teacher, staff member, or administrator.

No student/employee shall be discriminated against by reason of gender, religion, race, age, creed, color, disability or national origin.

The COLLEGE EXPRESS Non-Discrimination Coordinator is:

Nick Chatterton, Director  
EFE #400/COLLEGE EXPRESS  
DACC, Room LH110  
217-443-8742