

# Quincy Area Vocational Technical Center

High School and Adult Student Vocational Courses

# Shared Training Program

## Student Handbook

School Year 2021-2022

Sponsored By:

West Central Regional System



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# Introduction

Welcome to the Quincy Area Vocational Technical Center and the Shared Training Program. (STP)

The STP classes are offered to high school students, adults, and business and industry personnel through an agreement between the Quincy Public School District and the West Central Region Education for Employment System. Classes are available to all high school students in Adams, Pike, and Southeastern High School in Hancock counties. The same career and technical classes are also available to all adults seeking job-entry level training, wanting to upgrade existing skills or wishing to explore another career area.

The purpose of the STP program is to offer career and technical education classes to high school students that do not have these classes available to them at their school or cannot take career and technical education (CTE) classes due to schedule problems with other classes. Students can come to the Vocational Center and receive the same caliber of vocational education that students enrolled through the day classes would receive. These classes are available to Junior and Senior students and can be taken for two years. Students may enroll in the same program for two years to continue their education in one occupational area, or the student may choose to take two separate vocational courses over the two years of enrollment.

STP career and technical education classes are also offered to adult students for a variety of reasons. Unemployed adults may take career and technical education courses to gain valuable skills to build a new base of job skill sets. Part-time employed adults may want to take a CTE class to upgrade their existing skills or may want to pursue a new career in a different field. In either case, the CTE courses would offer adults the education and training to advance their skill training and even continue with enrollment at the community college or technical school of their choice. Full-time employed adults as well as business and industry employers may even look at CTE courses as a means of providing advanced training in their field on a short-term basis. Some adults will even want to take a CTE course just for the experience of learning something new that they may have had an interest in, but never had the time to take a course in that field.

Whatever the reason, all students and adults should feel welcome to the Center and ready to explore an occupational field of their choice. We hope your experiences here will be rewarding and that you can build upon what you learn here to continue your education and training to benefit your needs.

*Evelyn Morrison*  
QAVTC Director

*Gena Finley*  
Program Coordinator

# Course Offerings and Staff

The following courses are offered at the Vocational Center for both school day sections as well as STP Wednesday evening class sections, if minimum enrollment numbers are met.

<b>Automotive Technology</b> <i>Rich Gregory, Instructor</i>	G101	<b>Diesel Equipment Technology</b> <i>Brian Armstrong, Instructor</i>	G106
<b>Business Management/Marketing</b> <i>Shelby Moss, Instructor</i>	F204	<b>Graphic Design</b> <i>Katelin Brown, Instructor</i>	F112
<b>Child Care</b> <i>Cinda Hummel, Instructor</i>	F116	<b>Health Occupations</b> <i>Dana Trantor, Instructor</i>	F209
<b>Commercial Foods</b> <i>Andrea Nicholson, Instructor</i>	F114	<b>Introduction to Engineering</b> <b>Principles of Engineering</b> <b>3D Modeling &amp; Animation</b> <i>Kristy McKenna, Instructor</i>	F216
<b>Construction</b> <i>Dave Bellis, Instructor</i>	H100	<b>Welding &amp; Metal Fabrication</b> <b>Computer Integrated Manufacturing</b> <i>Corey Loos, Instructor</i>	H106
<b>Electronics</b> <b>Digital Electronics</b> <i>Kristy McKenna, Instructor</i>	F105		

# Enrollment

Enrollment in STP classes is open to all high school students and adults, depending on available openings. Some classes fill up quickly and students and/or adults may be put on a waiting list. High school students are to see their high school counselor to enroll in a CTE class. Students may change their class enrollment, based on available spaces, *before the third week of class*.

Students wanting to withdraw at the end of first semester or to change class enrollment for second semester will be given .5 credits for each semester completed. Credit will not be given for only one quarter completion of a class. Students taking a course for only one semester will receive .5 credits. Students changing courses for the second semester will receive .5 credits for each course for a total of 1 credit for the year. Students enrolled in one course for the entire year will receive 1.25 credits.

If a course is dropped because of low enrollment, either first or second semester, the student will be given an opportunity to enroll in another course for the remaining time. To continue receiving credit, the student will need to enroll in another course at some point during the next two class meetings (two weeks). This also applies to any high school student wishing to switch to another class between semesters. If the student fails to enroll in another class during this two-week period, the student will be dropped from the program.

Adult students may call the office anytime, beginning in August, to sign up for a class. Adults may enter a class at any time during the year, based on availability of an opening and with instructor approval.

Adults wanting to enroll in the same class after the second year will be put on a waiting list. Enrollment will depend upon available space and instructor approval.

**Note:** *Class availability is based on enough students being enrolled in the class, as determined by the QAVTC Board of Control. Failure to maintain a minimum enrollment of students may result in closing of that class either at the beginning of the year or at the end of the first semester. Students who need credit for graduation will need to keep this in mind.*

# Tuition Cost

High school students are enrolled in STP classes through their high school counseling department. Generally, tuition charges for students attending the Center are paid by the home school district. However, some school districts may have an enrollment fee that is charged to the student. Contact your high school counselor for details on this charge. *Note: Students enrolled in classes such as Auto Tech and Welding, that require supplies to work on a personal project are responsible for the cost of supplies.*

The adult student tuition charge is \$300 per semester. This tuition charge is established after the 3<sup>rd</sup> class enrollment deadline and is non-refundable. Tuition fees must be paid at enrollment, or by the 3<sup>rd</sup> class session. Failure to pay tuition cost by the 3<sup>rd</sup> session will result in being dropped from class. Tuition fees are to be paid in the vocational office. If an adult enrollee elects not to stay for a full semester, there is no refund for attending a partial semester of a course. The minimum adult tuition fee is one semester's tuition. Any questions about tuition costs should be made to the QAVTC Director.

## Course Lab Fees

Due to the high cost of supplies required to operate QAVTC classes, lab fees are assessed to participating students. QHS students will pay this fee when they pay their other high school fees in the QHS main office. Students from the other participating school districts and adult participants will be given an invoice for their fee the first night of class. Fees are to be paid by the 3<sup>rd</sup> week of class.

Students and adults may pay their lab fee in the QAVTC Office (F111). Return the invoice and payment in cash or check. Make checks payable to QAVTC. Students eligible for the free or reduced lunch program (as verified by the home district) may have their lab fee waived by indicating this on the invoice and returning the invoice to the QAVTC Office.

### Lab Fee Schedule:

Auto Tech, Graphic Design, Construction, Diesel Tech, Comp Integrated Mfg, Prin of Engineering...	\$ 25.00
Ag Science, Intro to Engineering Design, Drafting (CADD) Metalworking & Welding.....	\$ 20.00
Child Care, Commercial Foods, Digital Electronics, Health Occupations.....	\$ 15.00
Business Management/Marketing.....	\$ 10.00

## Repeat enrollment in a course

High school students may repeat a course if they are unable to complete the course or do not receive a passing grade the first time.

Adults wanting to enroll for a second year of a particular vocational course, may do so if space is available after all high school student enrollees and first year adult enrollees are served. Adults wanting to take the same course a third year, will be put on a waiting list, and enrollment will depend upon available space after all first and second year high school and adult students are served and with instructor approval.

# Class Schedule

**Classes will begin promptly at 2:30.** Students and adults that arrive before 2:30 must remain in the vocational lobby until 2:30. Do not go to your classrooms until 2:30. High school students are not to loiter in the parking lot. Students attending the first night orientation session will receive a free pass to miss one night of regular class (if needed) and not have it count against the students' attendance.

Classes are conducted from 2:30 to 6:30, with a break for the evening snack. (See schedule under the title of "Snack Break".) There are no hourly breaks in class. Students are expected to remain in class until 6:30. All high school students and adults leaving the building before 6:30 will not be allowed to return. If you must leave the building with prior permission from the Vocational Director, you are to come to the vocational office and sign out, or you will be counted absent for the evening. High school students are not allowed to leave

without a permission slip signed by their high school Principal and/or their parent which must be given to the Director or Coordinator at the beginning of class.

*Note: All high school students and all adults should please arrange for your transportation home to be at the Center by 6:30 pm if you do not drive. The phone in the vocational office will be available for you to make a call if needed. In all cases, getting a ride home is the responsibility of the student.*

## **Attendance**

High school students are expected to be in class every session. One night of class represents a week of day classes. One absence would drop a student back considerably in the class work. There are no excused absences from STP, except for health reasons. All health-related absences require the student bring a note signed by a parent and/or principal to the QAVTC office the following week of class. After the third absence due to health, a Doctor's excuse will be required and the student will be responsible for making up the instructional time missed. If the time is not made up, the absence will be counted as an unexcused absence.

Because the class meets only one night a week, it is the student's responsibility to arrange his/her time. All extracurricular activities, clubs, FFA events, contests, seminars, athletic events, field trips, work requirements, and extracurricular practices, including music, band and theater, are not excused absences and will count against attendance. Students leaving early, for any reason without the Director's permission, will be counted as an unexcused absence for the entire evening.

Attendance will be taken each night. Students will be required to sign in on the attendance reporting form in the classroom. Students signing in for one another will result in both students being counted absent for that evening. The main office will collect attendance and report all absenteeism to the high schools the following day. Students are allowed only three absences for the year. After the second absence, students will need to meet with the Director of the Center, to discuss attendance for the remainder of the course. After the third absence, students will be placed on *attendance probation* and the home high school will be notified. A student absent a fourth night will be dropped immediately. If a student is dropped before the end of the first semester due to absences or discipline, the student will not receive any credit for the semester. If a student is dropped during second semester, the student will receive ½ credit for completion of first semester based on student grades given at that time.

## 2021-2022 Attendance Dates

<u>1st Quarter</u>	
<b>Tuesday (Welding)</b>	<b>Wednesday (CNA &amp; Auto Tech)</b>
	August 18
August 24	August 25
August 31	September 1
September 7	September 8
September 14	September 15
September 21	September 22
September 28	September 29
October 5	October 6
October 12	October 13

<u>2nd Quarter</u>	
<b>Tuesday (Welding)</b>	<b>Wednesday (CNA &amp; Auto Tech)</b>
October 19	October 20
October 26	October 27
November 2	November 3
November 9	November 10
November 16	November 17
November 23	
November 30	
	December 1
December 7	December 8
December 14	December 15

<u>3rd Quarter</u>	
<b>Tuesday (Welding)</b>	<b>Wednesday (CNA &amp; Auto Tech)</b>
January 4	January 5
January 11	January 12
January 18	January 19
January 25	January 26
February 1	February 2
February 8	February 9
February 15	February 16
February 22	February 23
March 1	March 2
March 8	March 9

<u>4th Quarter</u>	
<b>Tuesday (Welding)</b>	<b>Wednesday (CNA &amp; Auto Tech)</b>
March 22	March 23
April 5	April 6
April 12	April 13
April 19	April 20
April 26	April 27
May 3	May 4
May 10	May 11
May 17	May 18
May 24	May 25



## Excused Absences

High school sponsored events, such as sporting events, school organization events and special events are **NOT** excusable. Students will be expected to attend STP or will be counted absent (unexcused) for that evening. For unscheduled events such as district and regional competitions, or any other unforeseen circumstances, special consideration may be taken by the Director of the Center, after discussing the issue with the home high school principal. However, any student that has two previous absences would not be excused from that night, even if the high school event is considered an acceptable excused absence.

High school students arriving with a note from their parent to be excused early for the evening must have the note signed by their high school Principal and must call home from the QAVTC office to verify the parents' approval to leave the building. QAVTC staff will not permit a student to leave early without prior approval, or without making phone contact with a parent/guardian or home school official authorizing the early dismissal of a student.

Adult students are not required to attend class every meeting. It is expected that if an adult enrolls in a vocational course, it is their intention to receive as much education and training available in the program to improve their skills for employment. Any adult student missing three class meetings without making contact with QAVTC staff, will receive notice that their name is being removed from the enrollment list and must call the Center to remain in the class.

Adult students may drop a course at any time due to employment, change in location or after feeling they have received all the training they need at that time. An adult may re-enter a class only at the semester break, or with permission of the Director and instructor.

*Note: Excused absences because of Doctor's appointments will not count against a student's attendance record, up to three absences. The absences, however, do not excuse the student from the instructional time missed and the work needing to be made up. After the third absence due to health, a Doctor's excuse will be required and the student will be responsible for making up the instructional time missed by arrangement of the instructor, which may include making up the time at another date. If the time is not made up, the absence will be counted as unexcused and may result in the student being dropped from the class depending of the number of absences accumulated.*

## Arriving Late/Leaving Early

All high school and adult students must follow this policy on arriving late and leaving early. Students arriving late must report to the vocational office and sign in on the attendance sheet posted, no exceptions. Failure to sign in will result in being counted absent. **Students must arrive by 2:30.** Arriving later than 2:45 will be counted as an absence for the first half of the evening. After the third late arrival a full absences will be counted against the student. All students leaving early, with permission by the Vocational Director, must sign out on the attendance list posted in the main office. In case of emergency, illness or other situations where a student needs to leave for the evening, the student is to report to the main office and call their parent for verification before leaving. High school students that have prearranged an appointment to leave, must have a signed note from their parent and high school Principal. The note must be presented at the QAVTC Office upon arriving for class that evening. Leaving more than ½ hour before the end of class will result in being counted absent for the second half of the evening. Students leaving class after the third time will be counted

as a full absence and will count against the student's attendance record according to the Attendance Policy. Students leaving without permission will be counted as a full absence for the evening and the absence will be counted against the student according to the Attendance Policy.

## **Building and Grounds Regulations**

### Smoking/Use of Tobacco Products/Alcohol/Illegal Substances

Quincy school grounds and buildings are designated smoke-free environments. Use of any tobacco products or other illicit substances on the grounds, in the building or in cars parked on the grounds is not allowed. High school students caught using tobacco products or illicit substances will be suspended from class for the next class meeting, counted as an absence and the high school and the high school principal will be notified. Adults caught using tobacco products will be warned one time. If repeated offenses occur, the individuals may be asked to leave the grounds and would be dropped from the program. Adults caught with alcohol or illicit substances will be required to leave the grounds and dropped from the program. No one should be outside the building at any time.

### Leaving the building snack break (applies to students and adults)

All students are to stay inside the building during snack breaks or other breaks provided by the instructor. Instructors will ask students to dispose of their food and drink before re-entering the classroom.

### Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form." The Quincy Area Vocational Technical Center and member school districts shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the Quincy Area Vocational Technical Center, member districts and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

### Cell Phones

The use of cell phones is prohibited in the building from 2:30 to 6:30 (except during the recognized snack break time for the class). Otherwise, all cell phones must be turned off while attending the Vocational Center. Any calls that must be made can only be made from the phones in the Vocational Office. Instructors will direct problems with cell phones to the Director. The following cell phone policy will be followed and enforced:

- 1<sup>st</sup> Violation – Phone confiscated, student may pick up phone at end of class
- 2<sup>nd</sup> Violation – Phone confiscated, parent & home school notified, parent/guardian responsible for picking up phone at QAVTC office.

- 3<sup>rd</sup> Violation – Phone confiscated, parents and home school notified, parent/guardian responsible for picking up phone at QAVTC office and student will be sent home.
- Students failing to comply with any of the steps of this process will be dismissed for the evening and may be counted as a full absence.

Continued non-compliance with the cell phone policy may result in full dismissal from the program.

Quincy Area Vocational Center will not be responsible for cell phones or other electric devices brought on campus by students.

### Appropriate Dress

The dress policy, established in the Quincy High School student handbook, will apply for the evening STP class. In all situations, a teacher has the discretion to not allow a student to participate in the class if that teacher feels the student is improperly dressed.

Each student is expected to present an appearance that does not disrupt the educational environment or interfere with maintenance of a positive teaching and learning climate. Dress that is not in accordance with reasonable standards of health, safety, and decency will not be acceptable at school.

Shoes must be worn. Classes with shop and lab areas (Commercial Foods, Graphics Arts, Auto Tech, Diesel Tech, Construction and Welding) require close-toed shoes at all times. Students without appropriate footwear will not be allowed in the shop or lab areas.

Clothing and accessories which are suggestive, include obscenities, depict hate messages (including but not limited to images of the Confederate Flag), and/or contain references or depictions of alcohol, drugs and/or tobacco are not to be worn at school.

Clothing or accessories that present a potential safety factor for the wearer or others, or that could damage furniture or property should not be worn at school.

Hats are allowed in the building. Each teacher has discretion as to whether to allow hats in the classroom.

The final decision of whether a student is dressed inappropriately will be made by the Director. Students in violation will be asked to remain in the lobby for the evening or may call home to have clothing brought in. Students deciding to leave for the evening will be counted absent.

A special dress code is applied to the Health Occupations class for clinical activities. Students are required to maintain this dress code, including jewelry and fake fingernails and fingernail polish or could be dropped from the class. Students enrolling in the Health Occupations class need to see the instructor to clearly understand their responsibility in meeting this dress code requirement.

### Parking

The west and east parking lots are available to adults and students driving to STP. If no parking spaces are available, you may park along the yellow curb at the sides of G & H Building.

*Do not park along the yellow curve from the front of the main entrance, around the north end between the vocational building and QHS, to the yellow curve around the northeast end of the vocational building. Do not park in any of the white signed reserved parking spaces. Anyone parking here will be ticketed and/or towed at your expense. The reserved parking spaces at the front of F Building (red parking), the visitor spaces, and any other posted parking spaces are not available to students or adults. Any vehicle parked in these spaces will receive a Quincy City Police ticket. Anyone leaving campus in their car without the Director's permission before class is over at 6:45 will not be allowed to return for that evening and will be suspended for the next class meeting.*

## **Snack Break**

No one is allowed to remain in the classrooms and labs unattended. All students and instructors are to go to the lobby and return to the class when the instructor tells them. No one should be wandering outside the building during the snack break. Instructors are to have the classrooms and labs locked at this time.

Food and drink items are not to be removed from the lobby. Instructors will require students to discard items before returning to the classroom. No one is allowed to leave the grounds for dinner and return to campus. Anyone leaving the grounds will not be allowed back in class for the remainder of the evening. This applies to high school students and adults. If a student has a medical condition that requires food or other cold storage, a refrigerator is available in the QAVTC office to hold such items.

STP Break Schedule, 15 minutes or less (subject to change)

4:10 to 4:25 – Graphics, Drafting/Engineering

4:55 to 5:10 – Diesel, Child Care, Business

4:25 to 4:40 – Food Services, Electronics

5:10 to 5:25 – Auto Tech, Construction

4:40 to 4:55 – Health Occupations, Welding

## **Classroom Expectations**

The STP vocational class atmosphere will be different from the usual high school classes you attend. There will be more self-directed lab activities where you will be responsible for your involvement, behavior and progress in the class. In most classes, the instructor will be devoting a lot of time working with individual students or groups of students to achieve that evening's instruction. You may find yourself working alone, or in a group, quite often. For this reason, you will be responsible for your commitment to the course. What you put in to it will be what you are able to learn during your time here. Each instructor will have classroom expectations, rules and regulations you will be expected to follow.

You are expected to be in class on time for every meeting. Once in class, your responsibility will be to get involved in the evening's lesson and stay on task. You are not to leave the class without the instructor's permission. You are not to leave to visit another student in another class without permission from the Director. Student behavior that is detrimental to the conduct of the class will be dealt with immediately

by the instructor and the Director of the Center. In all cases, the instructor's perception of behavior is the final word.

## **QPS Students Equal Educational Opportunities**

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using Board policy 2:260, Uniform Grievance Procedure. Sex Equity No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by using Board policy 2:260, Uniform Grievance Procedure. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/310) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/23.8). Administrative Implementation The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

## **Grievance/Complaint Procedures**

1. The student or parents should discuss the matter with the person or persons directly.
2. If no satisfaction is attained, the matter should be directed to the building or school personnel.
3. If the matter is still not resolved, the student or parents may contact the Secretary of the Board of Education at (217) 223-8700 to access the district Uniform Grievance Procedures.

## **High School Credit/Grading**

STP classes are school-year long, meeting once a week for four hours of instruction. Except for a ten-minute break, there are no breaks between the hours. Students are not to leave the classroom without the instructor's permission only. This amount of instructional time allows the Center to award 1.25 credits at the end of the year. If a student drops or changes to another class, after completing the first semester, that student will be awarded .5 credit for each course completed. A student leaving a course before the end of the semester would not receive credit for the course. A student leaving during the middle of the second semester would receive only .5 credits for completion of first semester. Grade cards and course credit are sent to each student's high school counselor. Grading procedures follow the Quincy High School policy on grades. All students enrolled in STP are required to take mid-term, mid-year, and final exams as required by the course instructor.

**QHS Grade Scale: A = 90-100% B = 80-89% C = 70-79% D = 60-69% F = 60% or less**

The following is an explanation of grades used on QHS report cards and transcripts:

A..... A superior grade for exceptional or outstanding work

B..... A good grade for above average work

C..... An average grade for adequate and satisfactory work

D..... A passing grade for below average work

F..... A failing grade

## **Certification of Skills**

The Vocational Center is not certified to be a job-placement center. We offer vocational courses to high school students and adults in an effort for them to improve their skills in a particular field or to explore another occupational area. We will notify adults if job offerings should come to us. Except for the Health Occupations C.N.A. program, you will not receive a state or national certificate acknowledging your ability to pursue a particular job requiring certification. However, in some classes you will be prepared with instruction that is aligned to an industry credential or certification. It would be up to the individual student to pursue contact with a school or agency that provides certification examinations/skill test and pay applicable fee to test for the related industry credential. Your instructor will advise if such opportunities are in place for the class in which you are enrolled. Also, we can award you with a certificate based on the skills you accomplished during your stay with us. If, at the end of the year, you wish to have a "Certificate of Skills" that would help you in your pursuit of a career, please bring this to the attention of your instructor. The instructor will have one prepared listing the skills and the number of hours of instruction you received, which will be signed by the instructor and the QAVTC Director.



The purpose of this guide is to provide a quick reference for parents when there is a crisis at school, describe what parents can do to best help their children before and during the incident, and explain the process for the safe return of your child.

### *3 Simple Steps you can take* to prepare for a school emergency:

- 1** **Communication is vital** in any type of emergency. To be sure we can quickly contact you, please make certain that your child's Emergency Contact Card is accurate. Also, please remember to update your contact information whenever it changes.  
  
Individuals listed on the Emergency Contact Card should:
  - Know you are listing them on the Emergency Contact Card and agree to accept the responsibility of picking up your child, when necessary,
  - Be readily available during the day,
  - Have easily accessible transportation to pick up your child from school, and
  - Have a good relationship with your child.
  
- 2** **Talk with your child** about the importance of listening to school staff members and following directions during an emergency. Also, discuss the emergency training that is provided at school, and ask them to explain their role during the various drills. If you have any further questions about your school's emergency procedures, please feel free to contact the principal for details.
  
- 3** **School Emergency Cards for Parents** are located on the third page of this guide. Cut them out and carry one in your wallet or purse. The School Emergency Cards for Parents have important instructions to follow during a school emergency.

### *Emergency Options* during a school emergency:

**Evacuation.** Certain emergencies require everyone to leave the premises to keep safe. Each school has made arrangements for off-site evacuations. Evacuation during a fire may only require everyone to assemble in a field away from the building, while other emergencies may require relocating to another building. The other building may be a nearby shelter within walking distance or it may be another school building that requires busing to reach it. The type of crisis and the conditions outside the school will determine the response chosen.

**Shelter-In-Place.** Sometimes it is safer to remain inside the school building because conditions outside are less safe. During a tornado warning, students and staff may respond to a designated shelter/safe area of the building, if there is

time to do so. During an earthquake, the best response is usually to remain in the classroom and take cover to avoid potentially falling debris.

**Lockdown.** During most violent intruder incidents, lockdown is the best response. Lockdown keeps students and staff in an area they know is safe at the time, while keeping violent intruders out of that area. Emergency responders will normally arrive quickly, so the more time spent in a safe area, the better. Although our drills end rather quickly, in a real event, students should prepare to remain quietly locked down for an extended period of time.

**Lockout.** If a potentially dangerous situation is in the area of a school, the school may decide to lockout. A lockout may be caused by police action in the area, a vicious dog near the playground, or some other threatening circumstance that might endanger someone outside the building. Actually, our schools operate in a near-lockout mode daily, as all incoming traffic is directed through the security entrance. In an actual lockout, any students who are outside would be brought back into the building, and no one would be allowed to leave until the lockout is lifted. Otherwise, it is “business as usual.”

## *Student Reunification* procedures following a school emergency:

After an emergency or crisis has caused one of the responses listed above, it is our goal to reunite you with your child as soon as the situation has stabilized. Quincy Public Schools created a Reunification Plan to assist in the safe return of your child to you or your designee. School administration will implement this plan at the earliest opportunity.

**What to expect.** If an emergency interrupts the school day, QPS will disseminate information as soon as possible. QPS will activate its Skylert message system with specific information and instructions for parents, and post information on [www.qps.org](http://www.qps.org) as soon as possible, as well. If your child was harmed during the crisis, school personnel will personally contact you at the earliest possible time.

In most cases, students will either remain at their school or at the evacuation site until the regular end of the school day. The Skylert message will inform you as to their location and the appropriate place for you to respond, if you plan to pick them up.

**What you can do.** Please listen to the full Skylert message and respond as requested. We can return your student to you sooner if everyone follows the established procedures.

If you are directed to the reunification site, please follow directions regarding parking and **bring a government-issued photo ID**. This also applies if one of your previously approved contacts will pick up your child in your place. Students will not be released to anyone unless they are on your approved list and they can prove that by presenting a government-issued photo ID. Students will only be released to parents or guardians who have presented acceptable identification and who are named on the student’s Emergency Form.

### **What you should NOT do:**

- Please, do NOT call the school. School staff will be busy assisting students during the emergency and preparing for reunification immediately afterwards. Calling the school will delay them and tie up phone lines that may be needed to communicate with emergency personnel.
- Please, do NOT immediately come to the school or evacuation site, unless instructed to do so. Traffic may already be impeded by emergency vehicles and adding more cars when no one is ready for release will only aggravate the situation. While parents’ natural instinct in an emergency is to go to the school to safeguard their child, please understand that doing so may significantly reduce the school’s ability to respond to the situation. In addition, going to the school may interfere with police or other emergency workers whose sole purpose is to assure the safety and well-being of students and staff.



## *Ensuring School Safety* is everyone's responsibility!


Quincy Public Schools are committed to the safety of our students. Our staff works with public safety providers to maintain a safe environment for our students, staff, and visitors. Each summer, we meet with leaders from all local area first responder agencies to review and improve our Crisis Management Plan. As a parent, you should feel confident knowing that we provide emergency response training to school staff. The school's Crisis Management Plan is modeled from the National Incident Management System (NIMS) that has been developed by the Department of Homeland Security.

Throughout the school year, your child will be trained in emergency procedures and will be taught how to react, where to assemble, and what to expect in an emergency situation. This will be accomplished through fire drills, severe weather drills, and lockdown drills. While it can be unsettling to think about situations that require an emergency response, frequent review and practice will help to reduce risk and help both staff and students prepare for an actual event.

Following an emergency scenario practice drill, your child may wish to share their experience with you. If so, this would be an excellent time to review the information and procedures as a family. We created this School Emergency Guide for Parents to help you better understand your important role in our Safe School Plans. Open communication between home and school is critical to the safety and well-being of your child.

Please let us know if you have concerns or questions about school policies or your child's safety. You can learn more about this at our website ([www.qps.org](http://www.qps.org)).

***Please cut out and carry these quick reference cards with you.***



**QUINCY PUBLIC SCHOOLS**

**SCHOOL EMERGENCY CARD FOR PARENTS**

*During an emergency, information will be provided in the following ways:*

- Visit [www.qps.org](http://www.qps.org) and click on Emergency Information.
- Wait for a call from the Skylert Messaging System. You will receive information and instructions on what to do during the emergency.
- Tune into local TV and radio stations for news alerts.
- The school may call the emergency phone numbers provided on your child's Emergency Contact Form.

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