



**PEORIA REGIONAL  
LEARNING CENTER  
STUDENT  
HANDBOOK  
2021-2022**

Where Learning Comes to Life

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**School Calendar**

Date	Notes
AUGUST 10	<b>NO SCHOOL FOR STUDENTS – Teachers’ Institute</b>
AUGUST 11	<b>NO SCHOOL FOR STUDENTS – Teachers’ Institute</b>
AUGUST 12	<b>STUDENTS FIRST DAY</b>
SEPTEMBER 6	<b>NO SCHOOL - LABOR DAY</b>
SEPTEMBER 10	<b>Term 1 Progress Reports</b>
OCTOBER 1	<b>STUDENT IMPROVEMENT DAY</b>
OCTOBER 13	<b>End of Grading Period</b>
OCTOBER 14	<b>Parent/Teacher Conferences - 4:00 PM - 7:00 PM Report Card Distribution Term 1</b>
OCTOBER 15	<b>Parent/Teacher Conferences – 9:00 AM – 12:00 PM Report Card Distribution</b>
OCTOBER 19	<b>Prairie Sands Fieldtrip</b>
NOVEMBER 11	<b>NO SCHOOL – VETERAN’S DAY</b>
NOVEMBER 18	<b>Term 2 Progress Report</b>
NOVEMBER 24 - 26	<b>NO SCHOOL - THANKSGIVING VACATION</b>
DECEMBER 3	<b>STUDENT IMPROVEMENT DAY</b>
DECEMBER 10	<b>DECEMBER SENIORS LAST DAY – Graduation Practice</b>
DECEMBER 15	<b>DECEMBER GRADUATION</b>
DECEMBER 22	<b>END OF GRADING PERIOD SEMESTER ONE Last Day of School Before Winter Break</b>
DECEMBER 23-JANUARY 5, 2020	<b>NO SCHOOL – WINTER BREAK</b>
JANUARY 6	<b>NO SCHOOL FOR STUDENTS – Teachers’ Institute</b>
JANUARY 7	<b>SCHOOL RESUMES – FIRST Day of Second Semester</b>
JANUARY 17	<b>NO SCHOOL – MARTIN LUTHER KING, JR. DAY</b>
FEBRUARY 10	<b>Progress Report Term 3</b>
FEBRUARY 11	<b>STUDENT IMPROVEMENT DAY</b>
FEBRUARY 21	<b>NO SCHOOL – PRESIDENT’S DAY</b>
MARCH 11	<b>END OF GRADING PERIOD</b>
MARCH 17	<b>Parent/Teacher Conferences -4:00 PM - 7:00 PM Report Card Distribution</b>

MARCH 18	<b>NO SCHOOL FOR STUDENTS</b> Parent/Teacher Conferences - 9:00 AM - 12:00 PM Report Card Distribution Term 3
MARCH 28 – APRIL 1	<b>NO SCHOOL – SPRING BREAK</b>
APRIL 4	<b>SCHOOL RESUMES AFTER SPRING BREAK</b>
APRIL 8	<b>STUDENT IMPROVEMENT DAY</b>
	<b>SAT TEST DATE</b>
APRIL 14	<b>Progress Report Term 4</b>
APRIL 15	<b>NO SCHOOL – GOOD FRIDAY</b>
MAY 13	<b>SENIOR LAST DAY {tentative} – Graduation Practice</b>
MAY 18	<b>GRADUATION {tentative}</b>
MAY 19	<b>END OF GRADING PERIOD SEMESTER TWO</b>
MAY 20	<b>NO SCHOOL FOR STUDENTS – Teachers' Institute</b>
MAY 20 – MAY 27	<b>Emergency Days</b>

**Office Hours**

Staff will arrive at 7:45 a.m. and leave at 4:00 p.m. each full school day.  
School hours are from 9:00 a.m. – 3:30 p.m.

**Fees**

A textbook fee of \$120.00 per semester is required from each student. If payment cannot be made in full at the time of registration, please contact the school principal to make alternate arrangements.

**Vision and Mission Statement**

Vision – **Empowered** Learners, Leaders, Lives

Mission - Using a growth mindset, we will create an environment where students learn positive self-concepts, citizenship, and problem-solving skills.

Peoria Regional Learning Center provides secondary education to students who are at risk of not successfully completing their high school academic career. We are able to serve our students academically, socially, emotionally, and develop their career and college readiness skills.

**Applying to Peoria Regional Learning Center**

Peoria Regional Learning Center offers:

- Small classes
- Alternative learning styles
- Small counselor/student ratio

Peoria Regional Learning Center

- Emphasis on career exploration
- Encouragement and development of social skills
- Service to others – student support system

Application to the Peoria Regional Learning Center is made through a referral process from the student's home high school. Acceptance is selective and space is limited. The Peoria Regional Learning Center is intended for students who want to change their lives and make a fresh start with their education. Because the Peoria Regional Learning Center does not have the staff trained to do so, we normally do not accept students classified as special education or who read considerably below their grade level.

### **Equal Opportunity/Affirmative Action**

Peoria Regional Learning Center, an equal opportunity employer, complies with applicable federal and state laws prohibiting discrimination, including Title IX of the Education Amendments of 1972. It is the policy of the Learning Center that no person, on the basis of race, color, religion, sex, national origin, age or disability, shall be discriminated against in employment, in educational programs and activities, or in admissions. Inquiries or complaints may be addressed to the Director, Peoria Regional Learning Center, 3826 N. Taylor Rd., Hanna City, IL 61536.

### **Participating Schools**

The following schools have transfer of credit agreements with the Peoria Regional Learning Center:

Dunlap	Elmwood
Brimfield	Farmington
Illini Bluffs	Illinois Valley Central
Limestone	Peoria District 150
Peoria Heights	Princeville

The comprehensive alternative program at Peoria Regional Learning Center is intended to assist students who have not been successful in their home school. The program provides the following features:

- High school curriculum aiming graduates toward a successful future in formal education, trade skills, or employment.
- Social and emotional learning curriculum and support
- Job skills curriculum and co-op opportunities
- Family involvement to create a support system for the school and the students
- A variety of cultural activities for the students; and a concentration on service to others

## **Pandemic or Health Emergency**

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school plays an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
8. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
9. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and

students will be notified of the exact assessment procedures if this becomes necessary.

10. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.

11. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

## **Mandatory PPE (Face Mask), Social Distancing, and Self-Certification Guidelines during Outbreak / Epidemic / Pandemic Diseases**

PRLC is committed to the health and safety of our students, staff, and families. Therefore, consistent with the guidelines issued by the Illinois State Board of Education ("ISBE") and the Illinois Department of Public Health ("IDPH"), during a disease outbreak, epidemic or pandemic, all visitors, staff members, and students (ages 2 and up), must follow additional safety protocol which may include, but is not limited to: following appropriate social distancing, wearing appropriate personal protective equipment (PPE), specifically an approved face mask, while on a school bus and/or inside a school building, subject to limited exceptions as set forth below, and pre-certifying that all students and staff are free from pandemic symptoms and do not have a temperature above 100.4.

During in-person instructional periods, passing periods, district activities, travelling on a school bus, and other designated times, students must wear a face mask that securely covers their mouth and nose, and practice social distancing. The limited exceptions to this mandatory mask requirement include times while a student is outside with social distancing measures in place, and while a student is eating or drinking.

### **Face Covering**

Per the Illinois State Board of Education, the Illinois Department of Public Health, and Governor Pritzker: "All individuals in school buildings, including all public and nonpublic schools that serve students in prekindergarten through grade 12, must wear face coverings at all times unless they are younger than 2 years of age; have trouble breathing; or are unconscious, incapacitated, or otherwise unable to remove the cover without assistance. Face coverings must be worn at all times in school buildings even when social distancing is maintained."

- Face coverings must cover the mouth and nose and fit snugly against the sides of the face with no gaps
- Each student should have a face mask when entering the building. Face coverings may be reusable or disposable. If reusable, they should be machine washed or washed by hand and allowed to dry completely after each use.
- A supply of disposable face coverings will be maintained in the event that a staff member, student, or visitor does not have one for use
- Face coverings are not required outside when social distancing is maintained
- Students are required to wear face coverings when coming in and out of the building
- Students are required to wear face coverings at all times while in the school building, including classrooms
- Face coverings must be worn while in public areas of Wildlife Prairie Park, according to their requirements.

Students and staff who are unable to wear a face covering for medical reasons will be addressed on an individual basis. PRLC requires a doctor's note which must detail the existing health condition, circumstances, and the duration a mask can not be worn.

### **Social Distancing and Movement**

PRLC students and staff are encouraged to maintain social/physical distancing, when possible, throughout the school day. To effectively accomplish in-person instruction, although 6 feet (or IDPH recommendation) of physical distance is preferred, space limitations in classrooms may result in less than 6 feet of physical distance, in some instances. Students will be taught to maintain social distancing throughout the day. Signage reminding staff, visitors, and students to maintain physical distance will be placed at all entrances, in classrooms, and throughout other common areas. Physical distancing applies to all areas including the classroom, common areas, and the main office.

### **Peoria Regional Learning Center Advisement**

Student advisement at the Peoria Regional Learning Center consists of the four major components below integrated into its curriculum. Students will be required to meet with advisors which may be before or after school.

#### **(1) Referral for Extended Services**

PRLC staff will support students and parents with outside referrals as needed.

## **(2) Social/Emotional Curriculum**

Through counseling, staff mentoring and course curriculum we will provide students support to address social/emotional, mental health and academic needs.

### **Objectives:**

- Help students develop self-esteem.
- Increase students' awareness of self and others.
- Help students develop life and coping skills.
- Promote positive leadership among students by providing opportunities for students to lead and help others.
- Increase communication skills with parents, teachers, peers, etc.
- Develop conflict resolution and decision-making skills

## **(3) Career Advisement/Career Education**

Help students better understand the career choices available to them and the requirements for college entry, preparation for vocational education, and employment.

### **Objectives:**

- Explore college and career opportunities through field trips, college visits, and networking
- Encourage career goal setting with self-exploration and planning programs
- Help students improve job seeking and job keeping skills

## **(4) Academic Advisement**

To help students complete the requirements for a high school diploma.

### **Objectives:**

- Develop student plans which allow students to meet graduation requirements of their home school
- Assist students and staff with academic achievement through alternative learning supports
- Collaborate with home schools on mandated testing

## **Overall Expectations for Student Success**

At Peoria Regional Learning Center, we have developed a working agreement with students and staff to maintain a growth mindset for the whole child. We strive for students, staff and parents to engage in Participation, Relationships, Learning, Community.

### **Participate**

- Participate in the classroom, at lunch, outside and in our parking lot
- Demonstrate active listening and positive engagement

### **Relationships**

- Participate in positive relationships
- Be aware of surroundings and know your audience
- Be supportive, compassionate and help others

### **Learning**

- Do your best and your own work

- Collaborate with staff, students, and parents
- Engage in class and PE with positive intentions

**Community**

- Build positive community
- Respect the school, park, and areas we visit
- Be mindful of self and others

**Peoria Regional Learning Center Credit****Course Credit**

All courses offered at Peoria Regional Learning Center are offered on a semester by semester basis. A student will earn 0.5 credit with a passing grade unless otherwise stated by home school. Semester grades are determined by averaging equally each of the two grading periods numerically that are contained in the semester (i.e. Grading Period 1 = 50%; Grading Period 2 = 50%). Therefore, just passing one of the two Grading Periods in a Semester with a grade of "C" or better does not insure a passing grade for the semester. Also, Edgenuity, as well as, other courses have additional requirements such as giving a speech or doing a term paper that are required for successful completion of the course regardless of the numeric average.

**Grading Scale**

90	to	100	=	A
80	to	89	=	B
70	to	79	=	C
60	to	69	=	D
0	to	59	=	F
Incomplete			=	I

Peoria Regional Learning Center is moving towards a Standards Based Learning and grading program. Students will build their skills based upon standards set by the Illinois State Board of Education which prepare them for college and/or career readiness. The following scale will provide both students and families an indicator on their growth on specific standards.

Level 4	Level 3	Level 2	Level 1
Student demonstrates an understanding of the skill by consistently applying it.	Student understands the skill but may get stuck on some parts or make small mistakes.	Student completes assignment but still needs to work on overall understanding of the new skill.	Student does assignments, writes something correct, but is still working at the beginning level.

### **Edgenuity**

Edgenuity courses must be completed 100% and with a passing Overall grade. PRLC will use the Actual grade for both progress and report cards because it is the most accurate reflection of a student's work.

- **Overall Grade** reflects the average grades received on assignments by your student.
- **Actual Grade** reflects the above weight with their progress.
- If your student is behind schedule to complete classwork for the semester, the **Actual Grade** will be lower than the **Overall Grade**.

### **Make Up Work/Remediation**

Students will be allowed two days for each day of absence to complete assigned work, beginning with the day of their return to school. It is the STUDENT'S RESPONSIBILITY TO COLLECT AND RETURN ALL MAKE-UP WORK TO THE TEACHER BY THE TEACHER'S DEADLINE. Work that is turned in according to these guidelines will be given full credit. Work that is missed or not turned in by the extended deadline will be given the grade of zero.

### **Make Up Policy**

On any test, assignment, etc. (regardless of type of absence) students will be encouraged to submit their work if they are not satisfied with their level of learning after an assessment. Students will be expected to show their additional learning to demonstrate mastery of the skill.

### **CHEATING AND PLAGIARISM**

This policy covers all curriculums within the school. It is important to communicate to students and parents that their success is important to PRLC and cheating and plagiarism is not allowed. All students are expected to adhere to the highest standards of personal honesty in their work. Work that is presented for credit in all classes must be original.

**CHEATING:** Cheating is defined as using dishonest methods to gain an advantage. This includes utilizing any kind of secretive means of gaining information for use on quizzes, tests or homework.

**PLAGIARISM:** Plagiarism is defined as stealing and passing off the ideas and words of another as one's own, using a created production without crediting the source, or committing literary theft. For example, turning in a paper retrieved from any Internet source (either free or for a fee) or including information from an encyclopedia, book, textbook, website, database, etc. without citation is plagiarism. A paper is considered plagiarized if any part of it is taken from another source without proper attribution (citations).

**VIOLATIONS:** Violations of academic honesty will be handled within each classroom. If continued violations, a meeting will be set with parents and students.

### **Parent-Teacher Conferences/Progress Reports**

Parent-teacher conferences are scheduled at regular intervals. Parents are strongly encouraged to attend as report cards cannot fully answer your child's growth and progress. In a conference between the parent, student, and teacher, there is an opportunity for a sincere mutual interchange of information.

The dates for this school year are listed on page 1 of this handbook. Nine-week and final report cards are mailed home unless other arrangements are made with the school.

### **Students Rights and Responsibilities**

Students have the right to review their educational records and to limit the release of information under Peoria Regional Learning Center's policy on the Confidentiality of Student Records. This policy complies with the Family Educational Rights and Privacy Act of 1974. Peoria Regional Learning Center considers only the following items public knowledge:

- Student's full name
- Affirmation of student enrollment and class level;
- Dates of attendance, graduation or certificate(s) earned
- Honors received
- Pertinent information relating to participation in officially recognized activities and sports

### **School Premises**

School staff is responsible for supervising students during the school day. We will respect school boundaries during this time.

#### **Students will**

- Report directly to the school building upon arrival to the park
- Stay within sight of their teacher at all times during school hours
- Stay within the established lunch areas during the lunch hour
- Exit park immediately after leaving school for the day. (If the student would like to enjoy the park as a patron, they must go through the park entrance to pay admission)
- Park in designated areas

#### **Parents will**

- Visit only the school premises when visiting for school business
- Pay park admission when visiting the park outside of school business
- Refrain from bringing in domestic or other animals in the park

#### **Staff will**

- Pay park admission when visiting the park outside of school business

## **Respect for Wildlife**

### **Students, Parents/Guardians, Staff**

- We have the privilege of sharing our school with wildlife therefore we will not do anything that may harm the animals and plants living in the park

- We will have respect for Park patrons, employees and volunteers

### **Students, Parent/Guardians, Staff**

- We will interact with park visitors in a way that is friendly and respectful

## **School Violence Prevention**

### **Violence Prevention**

- Students or their guests, who sign, write, imply, or communicate any threat of violence toward an individual, group, or property will be reported to Park Security and/or the Peoria County Sheriff's Department if warranted, and suspended from school until an investigation has been completed.

Students may be placed under arrest when deemed necessary. All threats of violence will be considered real

- 911 calls will be initiated for any emergency involving fire, bomb threats, acts of violence, or disruptions of school which place students at risk of harm

- Students who are found to be in possession of any weapons may be arrested and will be dismissed from the school

- Students will be held responsible for the behaviors of "friends who show up"

- Students attending school who engage in behavior which can result in physical harm to individuals, groups or property may be arrested and/or will be dismissed

- Students are prohibited from bringing the following to school and failure to comply may result in dismissal and/or arrest: fireworks, water guns, choke chains, bike chains, wallet chains, pen knives, knives, weapons, firearms, ammunition, look-alike weapons, toy firearms, sporting equipment used as weapons, air rifles, paintball guns, bows and arrows, axes, hatchets, tools, or jewelry replicas of any weapon

## **Visitors**

- Students are prohibited from inviting or encouraging any person or persons other than parents or guardians to enter the school grounds

- All visitors are required to report to the Peoria Regional Learning Center office and make known the purpose of their visit and receive permission to remain on the school grounds

- Visitors who do not have official business with the Peoria Regional Learning Center or Wildlife Prairie Park are considered trespassing and will be asked to leave. Strangers will be reported to Park Security or the Peoria County Sheriff's Office

- Authorized parents or guardians who are picking students up from the Peoria Regional Learning Center during the school must notify the office-

### **Safety Procedures**

- When an emergency is signaled that requires the evacuation of the building, all students and staff will proceed to the designated safe area
- No person is allowed to return to the building until an all clear has been given
- All students and staff will be required to remain in the classroom when a risk of harm is present in the hallways
- All persons will remain in the classroom until the "all clear" has been given. No person will be allowed to enter the classroom until the "all clear" is given
- Students who imply or communicate a threat of violence toward any school personnel will be arrested and will be prosecuted to the extent of the law

### **Search of Vehicles**

Wildlife Prairie Park parking lots are for the use of students and guests conducting business with the Park. By entering the parking areas the person in charge of any vehicle consents to search of the entire vehicle and its contents by the Park's Public Safety officers, county or state police, and/or the PRLC principal.

### **Traffic Regulations**

Because of our setting, it is very important to follow all vehicle safety rules. They are as follows:

Students, Parents/Guardians, Staff

- Drive under the posted speed limit of 15 M.P.H. while in the park
- Keep car music low
- Be aware of park visitors and wildlife that may be using the roads

#### **Parking**

- **Students** will park in the parking lot across from the gift shop so that visitors can park closer to the facility
- **Students** will display a school parking sign in the window of their vehicle, if required
- **Parents/Guardians** will park in the visitor parking lot
- **Staff** will park in appropriate spaces and use their PRLC parking signs if required

#### **Park Safety**

Park Safety/Conservation officers regularly patrol our parking lots and roadways to assist students. If your vehicle is disabled, please raise the hood and notify the Ranger Station for assistance.

## **Section 504 – Rehabilitation Act of 1973**

Peoria Regional Learning Center shall provide that no otherwise qualified disabled individual, shall solely by reason of disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity engaged in by the School as required by Section 504 of the Rehabilitation Act of 1973. Inquiries or complaints may be addressed to the Director for School and State Relations, Peoria Regional Learning Center, 3826 N. Taylor Road, Hanna City, IL 61636 309/495-6800.

## **Building School Pride**

The best way to help build school pride is to develop it within one's self.

- Acknowledge and participate in our working agreement
- Abide by expectations
- Discipline yourself to work hard
- Cooperate with teachers in the learning process
- Respect your parents who work hard to provide the best possible education for you
- Respect your teachers and the staff who spend hours preparing a good learning environment for you
- Help keep the school clean by picking up litter, keeping your desk clean, and not leaving the classroom dirty with desks out of line
- Leave any room in better shape than when you entered
- Do let other students and parents see you obeying the rules and helping out where you can
- Support school activities, get involved in school
- Make an honest effort to help every student feel welcome and an important part of the Peoria Regional Learning Center

Keeping all of these things in mind, it is not difficult to understand why it is necessary to have these few simple rules regarding student conduct.

## **Field Trips**

Field trips are a part of regular classroom instruction. All field trips must be approved by the principal. Parental request forms must be signed by parent or guardian unless a student has been declared legally independent. Peoria Regional Learning Center conduct rules apply on all field trips.

## **Attendance/Behavior Code**

### **Attendance**

The success of each individual student depends on participation. Therefore our school will strive for a goal of 100% attendance. **Parents/guardians must report any absences of their child to school officials by 9:00 a.m. on the day of absence.** An absence without a phone/call or note from a Parent/Guardian will be considered a truancy. A chronic truant is a student subject to compulsory school attendance and who is absent without valid cause for 5% or more of the previous 180 regular attendance days. A truant

minor is a chronic truant to whom supportive services, (i.e. prevention, intervention and remedial services) have failed to result in the cessation of chronic truancy. Chronic truancy may be referred to Project T.A.R.G.E.T.

- A student may be excused from school for up to 12 days in a semester on a phone/call or note from a Parent/Guardian
- Emergency situations will be evaluated on a case-by-case basis
- Absences over 12 days for non-medical, non-legal, or non-special circumstances will be considered unexcused
- Absences for medical or legal circumstances accompanied by a note may be considered excused
- Absences over 18 days for any and all reasons may result in dismissal from PRLC
- If students are absent from any one class 10 times in a semester they will be required to attend a conference with parent/guardian. Continued absences may result in students being withdrawn from the class with no credit received

### **Behavior**

To ensure the success of our school and students, a PRLC working agreement (expectations) has been developed. Students are expected to abide by the working agreement in classrooms, the school, park and during any school activities. During remote and e-learning instruction, students are expected to abide by the same working agreement and behavior expectations as if they were in-person.

PRLC has established Restorative Practices to provide an alternative to punitive discipline and develop the necessary skills to handle conflict and adversity. We will utilize restorative practices to address behaviors between students and between students and staff. If additional support is required, the Student Service Coordinator may implement a skills development plan. If the provided interventions are not successful, referral to the principal and traditional disciplinary sanctions may be used. Certain behaviors will result in immediate referral to the Principal such as abusive language to staff, fighting, safety concerns, cell phone violations, drug, alcohol, vaping, cigarettes, and weapons.

### **Language**

Students, Parent/Guardian, Staff

- Shall not verbally abuse others or engage in neither verbal nor written profanity
- Any comment that is meant to demean, belittle, threaten, intimidate, extort, or insult another shall be considered verbal abuse
- Inappropriate language including “four letter profane words”, vulgarities, and inappropriate references shall be considered profanity and will result in disciplinary action

### **Physical Behavior**

Students, Parents/Guardians, Staff will follow a “hands to ourselves” policy at all times at school.

### **Dress Code**

No clothing which is disruptive to the learning process is allowed. Students should use discretion when choosing clothing. Any clothing that promotes the sale or use of illegal drugs, alcohol, gang, etc. is prohibited. Midriff or backless shirts, sagging/dragging pants, low riding pants showing too much skin or undergarments, and shirts and blouses showing cleavage are not to be worn at school. Boys may not wear sleeveless shirts. Shoes are to be worn at all times. The dress code is also to be adhered to while in Remote or E-Learning. When in doubt, students should consult with the principal before wearing questionable clothing to school. Administrators have the last word in whether clothing is appropriate or not.

### **Drug Free Environment**

**Students parents/guardians, and staff** shall not:

- Sell, distribute, consume, possess, or be under the influence of alcoholic beverages, unauthorized drugs, substances that intoxicate, marijuana anywhere on school grounds.
  - Possess or use of any device or item which has no reasonable discernible use other than in connection with the use of cannabis, synthetic cathinones, synthetic cannabinoids or a controlled substance including but not limited to roach clips, stones, hashish pipes, syringes, or hypodermic needles
  - Knowingly conspire with intent to deliver any substance that is or is represented to be cannabis or a controlled/intoxicating substance
  - Consume or being under the influence of cannabis or a controlled/intoxicating substance at school as defined in the Illinois Revised Statutes, e
  - Possess intoxicating substances
  - Possess cannabis or a controlled substance as defined in the Illinois Revised Statutes
  - consume or being under the influence of synthetic cathinones or synthetic cannabinoids, including but not limited to bath salts, K2, K3, Blue Dragon, or spice
  - Possess synthetic cathinones or synthetic cannabinoids, including but not limited to bath salts, K2, K3, Blue Dragon, or spice
- Students** shall not sell, distribute, consume, or possess tobacco products, including vaping devices, anywhere on school grounds

### **Cell Phones, I-Pads, Personal lap-tops, and other electronic devices**

Students are not allowed to have cell phones on their person or in personal belongings at Peoria Regional Learning Center. Our school is now utilizing a safe for cell phone management that requires students to place them in an

envelope upon entering the school. If a student is observed using a cell phone or secondary cell phone in their possession during school hours it will be confiscated. Once confiscated, the cell phone will only be returned to the parent.

**Parents/Guardians** can call the **office (495-6800)** if they need to contact or leave a message for their student during the school day.

**Staff** will not use their cell phones during class time unless it is school related.

### **Anti Bullying Policy Summary**

The Peoria Regional Learning Center is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act:

- \* Physically harms a student or damages the student's property; or
  - \* Has the effect of substantially interfering with a student's education; or
  - \* Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
  - \* Has the effect of substantially disrupting the orderly operation of the school.
- Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendo's, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by building, classroom, or program rules.

### **Internet Usage Policy**

#### **Access to Electronic Networks**

Electronic networks, including the Internet, are a part of the School's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The Principal or designee shall develop an implementation plan for this policy and appoint a system administrator. The School is not responsible for any information that may be

lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the School will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

## **Curriculum**

The use of the School's electronic networks shall (1) be consistent with the curriculum adopted by the School as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library-media center materials. Staff members may, consistent with the Principal's implementation plan, use the Internet throughout the curriculum.

The School's electronic network is part of the curriculum and is not a public forum for general use.

## **Acceptable Use**

All use of the School's electronic network must be (1) in support of education and/or research, and be in furtherance of the School's stated goal, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the School's electronic network or School computers. General rules for behavior and communications apply when using electronic networks. The School's *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

## **Internet Safety**

Each School computer with Internet access shall have a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Principal or designee. The Principal or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the systems administrator.

The Principal or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,

4. Restrict unauthorized access, including “hacking” and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

### **Authorization for Electronic Network Access**

Each student and staff member must sign the School’s *Authorization for Electronic Network Access* as a condition for using the School’s electronic network. By signing the Student and Parent Consent Forms regarding receipt of this Student Handbook, each student and his or her parent(s)/guardian(s) attest that they are aware of the Internet Usage Policy and agree to abide by its requirements.

All users of the School’s computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network. The failure of any student to follow the terms of the *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

### **Suspensions and Dismissal**

Reasonable rules and regulations are necessary for the orderly operation of the school, for the maintenance of a good learning environment, and for the ultimate development of self-discipline. The school staff will discipline appropriately all pupils who do not conduct themselves in accordance with the rules and regulations established. It is expected, however, that in dealing with offenders, school officials will carefully scrutinize the needs of the offenders and the reasons for their actions so that all discipline can be kept on a constructive basis. Disciplinary measures may include suspension or dismissal from the program, in cases of gross disobedience or misconduct. Students dismissed from the program must pay admission to enter Wildlife Prairie Park. They will not be admitted to the Park free of charge without prior permission from Peoria Regional Learning Center.

### **Policy Regarding Students Who Dropped Out or Were Dismissed from the Program**

#### **Required Procedures**

- Students must have a re-entry interview with an administrator.

#### **Conditions for Readmission**

- Students will have a reevaluation of their status after 4½ weeks
- Students must maintain 90% attendance or better
- Students will be dropped from the program upon receipt of any discipline referral
- Students must pass all classes

## **Attendance Hearings**

Students who do not meet attendance requirements will be required to attend a disciplinary hearing with parent and principal to discuss student progress and requirements for continuation in the program.

## **Intervention Strategies**

- Parents will be expected to keep a running total of student absences and call the school for periodic updates on student attendance
- The parent is expected to call the school at 495-6800 before 9:00 a.m. when the student is absent for any reason
- Academic advisors, the registrar, and the principal will review absences daily and will call the parents of all absent students who have not been accounted for
- A copy of the student's attendance record will be provided at the parent's request
- Attendance will be reported on the student's report card and progress report

## **Attendance/Discipline Appeal Process**

The purpose of the appeal process is to provide parents and students with an opportunity to examine the student's attendance and discipline record, to present evidence, and to establish reasons for the student's absences which might override the recording of a grade of F for the semester. It is the responsibility of the parent to provide the principal with written information necessary to explain each day of the student's absence in question. The parent or student must request the appeal by scheduling an appointment with the principal to begin the appeal process. The appeal must be made by the parent or student in writing.

When the appeal process begins, the student will be expected to attend school unless the student is under a doctor's order not to attend school, pending a follow up office visit which must be completed within a reasonable time period as determined by the principal. The student will be expected to complete all regularly assigned class work and participate in all classes during the appeal process.

A decision regarding the student's grade will be written and communicated to the parent and student within three days of the appeal meeting. Noncompliance with the attendance expectations established will result in an end to the appeal.

## **Health Records**

### **Required health forms:**

- Proof of state physical and dental exams
- Proof of required immunizations

- Proof of required prescribed medication with doctor's orders
- Allergies
- Proof of serious health risks:
  - heart condition
  - asthma
  - diabetes
  - other (list please)

No medications will be administered without doctor's orders or parental consent. Any medications that need to be taken during school hours must be done so in the presence of a staff member. Students who become ill should report to the Peoria Regional Learning Center office.

### **Emergency Notification Procedure**

The following notification procedure is to be used in case of accident, fire, tornado, bomb, or other emergency:

- Immediately dial 911
- Identify yourself; give the extension number from which you are calling
- State nature of emergency
- In the case of an accident where a person is injured, remain with the victim and make the person as comfortable as possible, after notifying Park Safety

#### **Fire**

A continuous loud blast of the fire horn indicates:

- All persons must evacuate the building in an orderly manner
- During adverse weather, don your personal wearing apparel
- Immediately after exiting the building, proceed directly to the main parking lot
- Do not leave the park as it will cause interference with entering emergency units; and/or
- Do not enter the building until fire horns are silenced and an "all clear" is given

#### **The instructor is responsible for:**

- Evacuating the classroom
- Directing students to exit
- Checking to see that all gas jets and electrical apparatus are off;
- Closing windows, turning off lights, and shutting the door

#### **Tornado**

A continuous steady blast of the civil defense siren indicates a confirmed tornado sighting in proximity of the campus.

- Under no circumstances is anyone to leave the building
- School personnel will take charge of their immediate area
- School personnel should open all windows in the immediate area
- School personnel shall turn off all electrical apparatus, gas, and lights

- School personnel should then move individuals in their immediate area to the innermost rooms and away from all glass (windows, doors, etc)
- School personnel should remain with individuals under their supervision until authorized personnel indicate “all clear”.

### **Emergency Closings**

Classes will meet as scheduled unless inclement weather or other emergency circumstances create conditions which necessitate closing the school. The administration will notify faculty, staff, and students of the closing of the School as soon as possible through the following radio and television stations.

Television channels: 19, 25, and 31

### **Fund-Raising**

Peoria Regional Learning Center permits controlled sales campaigns and solicitations. Recognized student organizations are encouraged to raise funds to support their activities; however, such fund-raising efforts are prohibited unless prior authorization has been obtained from the Principal.

## **Student Consent Form**

### **STUDENT ACKNOWLEDGMENT FORM**

As a student of Peoria Regional Learning Center, I acknowledge that I have received, reviewed and fully agree with the policies and expectations identified within the STUDENT HANDBOOK for the 2020 - 2021 school year.

The HANDBOOK is to be taken home and reviewed with my parents/guardians.

Student Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

## **Parent/Guardian Consent Form**

### **PARENT/GUARDIAN ACKNOWLEDGMENT FORM**

I have received a copy of the 2020 - 2021 STUDENT HANDBOOK from Peoria Regional Learning Center.

I have reviewed the HANDBOOK with my child and we fully agree with the expectations and policies of the school.

If you have any comments about the HANDBOOK, please note them on the bottom of this form and return it to school.

Parent signature: \_\_\_\_\_ Dated: \_\_\_\_\_

Comments: