



**PEORIA REGIONAL
LEARNING CENTER
STUDENT HANDBOOK
2022-2023**

Where Learning
Comes to Life

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School Calendar**FIRST****SEMESTER**

TUESDAY	AUGUST 09	NO SCHOOL FOR STUDENTS – Teachers’ Institute
WEDNESDAY	AUGUST 10	NO SCHOOL FOR STUDENTS – Teachers’ Institute
THURSDAY	AUGUST 11	STUDENTS FIRST DAY
MONDAY	SEPTEMBER 5	NO SCHOOL - LABOR DAY
FRIDAY	SEPTEMBER 9	Term 1 Progress Reports
TUESDAY	OCTOBER 11	End of Grading Period
THURSDAY	OCTOBER 20	Parent/Teacher Conferences - 3:30 PM -6:30 PM
FRIDAY	OCTOBER 21	Report Card Distribution Term 1
MONDAY	OCTOBER 24-28	Parent/Teacher Conferences – 9:00 AM – 12:00 PM
MONDAY	OCTOBER 31	Report Card Distribution
TUESDAY	NOVEMBER 08	NO SCHOOL - FALL BREAK
FRIDAY	NOVEMBER 18	CLASSES RESUME AT FRANCISCAN RECREATION CENTER
WEDNESDAY	NOVEMBER 23 - 26	NO SCHOOL – ELECTION DAY
FRIDAY	DECEMBER 09	Term 2 Progress Report
WEDNESDAY	DECEMBER 14	NO SCHOOL - THANKSGIVING BREAK
THURSDAY	DECEMBER 22	DECEMBER SENIORS LAST DAY – Graduation Practice
FRIDAY	DECEMBER 23	DECEMBER GRADUATION
FRIDAY	DECEMBER 26- JANUARY 06, 2023	END OF GRADING PERIOD SEMESTER ONE
		Student’s last day before winter break
		NO SCHOOL FOR STUDENTS - TEACHER INSTITUTE
		NO SCHOOL – WINTER BREAK

SECOND**SEMESTER**

MONDAY	JANUARY 09	SCHOOL RESUMES – FIRST Day of Second Semester
MONDAY	JANUARY 16	NO SCHOOL – MARTIN LUTHER KING, JR. DAY
THURSDAY	FEBRUARY 09	Progress Report Term 3
MONDAY	FEBRUARY 20	NO SCHOOL - PRESIDENTS DAY
TUESDAY	MARCH 14	END OF GRADING PERIOD
THURSDAY	MARCH 23	Parent/Teacher Conferences - 3:30 PM - 6:30 PM
FRIDAY	MARCH 24	Report Card Distribution
MONDAY	MARCH 27–MARCH 31	NO SCHOOL FOR STUDENTS
TUESDAY	APRIL 03	Parent/Teacher Conferences - 9:00 AM - 12:00 PM
FRIDAY	APRIL 07	Report Card Distribution Term 3
WEDNESDAY	APRIL 12	NO SCHOOL – SPRING BREAK
TUESDAY	APRIL 25	SCHOOL RESUMES AFTER SPRING BREAK
FRIDAY	MAY 12	NO SCHOOL - GOOD FRIDAY
WEDNESDAY	MAY 17	SAT TEST DATE
WEDNESDAY	MAY 24	Progress Report Term 4
THURSDAY	MAY 25	SENIOR LAST DAY – Graduation Practice
FRIDAY	MAY 26 – JUNE 02	GRADUATION
		END OF GRADING PERIOD SEMESTER TWO
		NO SCHOOL FOR STUDENTS – Teachers’ Institute
		Emergency Days

Office Hours

Staff will arrive at 7:30 a.m. and leave at 3:15 p.m. each full school day. School hours are from 8:00 a.m. – 1:30 p.m.

Fees

A technology fee of \$75.00 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.

Why Peoria Regional Learning Center?

Peoria Regional Learning Center (aka PRLC) provides a comprehensive, alternative, secondary education program to assist students who may not be as successful in their home school. We serve students academically, socially, emotionally, and assist to develop their career and college readiness skills.

The Peoria Regional Learning Center provides an environment for students to be successful in high school and their postsecondary plans. The program provides the following features:

- Small classes
- Alternative learning styles
- Small counselor/student ratio
- Emphasis on career exploration
- Encouragement and development of social skills
- Service to others – student support system

Applying to Peoria Regional Learning Center

Application to the Peoria Regional Learning Center is made through a referral process from the student's home high school. Once an application is received, an interview is scheduled with the student and parent/guardian. Acceptance is determined after the interview process.

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 Public Schools District 150
Peoria Heights	Princeville

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, traveling 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.

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 three major components integrated into its curriculum. Students will be required to meet with advisors which may be before or after school.

Academics

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
- Develop problem solving, analytical and critical thinking skills
- Personalized learning
- Collaborate with home schools on mandated testing

Personal Development

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

Objectives:

- Help students increase their self-esteem and awareness of self and others.
- Provide opportunities to learn about financial literacy, healthy relationships, cultural awareness
- 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 and coping skills
- Referral to outside agencies, as needed

College and Career Readiness

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

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 activities 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 Academic Guidelines

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

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
Students demonstrate an understanding of the skill by consistently applying it.	Students understand the skill but may get stuck on some parts or make small mistakes.	Student completes the assignment but still needs to work on overall understanding of the new skill.	Student does assignments, writes something correctly, 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. 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 parent/guardian and students.

Parent-Teacher Conferences/Progress Reports

Parent-teacher conferences are scheduled at regular intervals.

Parents/Guardians are strongly encouraged to attend as report cards cannot fully answer your child's growth and progress. In a conference between the parent/guardian, 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/Guardians 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 ground
- 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/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

The 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

PRLC promotes a healthy, positive environment. Everyone can do their part to help build school pride by:

- Acknowledge and participate in our working agreement
- Develop a growth mindset
- Respect yourself, staff and others
- Take care of our school and the park
- Always leave a space in better shape than when you entered
- Support school activities and get involved
- Make an honest effort to help every student feel welcome and an important part of the Peoria Regional Learning Center Community

Together we can make a difference.

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 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 8:00 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.

Attendance policy

Students are allowed 9 days (40.5 hours) of absences per semester. For students who are enrolled after the beginning of the semester the following prorated scale will be used:

	Prorated Attendance Days	Attendance Policy
August	9 days	Same as policy
September	7	Already at 2 absences
October 1-15	6	Already at 3 absences
October 16-31	5	Already at 4 absences
November 1-15	4	Already at 5 absences
November 16-30	3	Already at 6 absences
December	2	Already at 7 absences

- A student may make up time for tardies or missing class (sleeping, out of classroom, etc) - the same day or next; otherwise it will be counted towards the 9 days (40.5 hrs)
- Parent notification at 3 days will be an email with a letter
- Parent notification at 5 days will be a letter stating a meeting with a contract will be established at 7 days
- Parent notification at 7 days will be a meeting (face-to-face, phone, virtual) with parent/guardian and student. A contract will be established which indicates on the 10th day of absence, paperwork will be completed for the student to re-enroll at their home school
- Parent notification at 9 days will be a phone call and letter reiterating one more absence will result in dismissal.
- Dismissal at 10 days of absence
- PRLC recognizes there are situations in which there is little control over the absence. The following will not be included in the 9 days when appropriate documentation has been provided:
 - Court appearance
 - Court
 - Doctor note
 - Mental Health

- Covid quarantine & isolation
 - Covid - verifiable positive students absent from school
 - Without a doctor's note or a positive covid test those absences will count towards their 9 absences per semester
- **Additionally, if a student has more than 5 tardies, or misses more than 10 class periods of one class, a conference will be held** with parent/guardian. Continued absences may result in students being withdrawn from the class with no credit received

Behavior Code

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, 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, as part of our behavior code, to address behaviors between students and between students and staff.

Behavior Policy

The following behavior policy will be used at PRLC:

1. Initial behavior
 - a. Redirect
 - b. Intervention-Reteach expectations (seat may be moved if behavior is considered disruptive to the environment)
 - c. Restorative Conference with faculty after school (10 minutes)
 - i. Restorative conference must be served same day or next
 - ii. If not served, automatic referral to student service coordinator
 - d. Break is offered, If needed
 - e. If behavior continues a referral is made to the office

2. Additional behaviors

- a. Redirect
 - b. Intervention-Reteach expectations (seat may be moved if behavior is considered disruptive to the environment)
 - c. Restorative Conference with faculty after school (10 minutes served for each occurrence)
 - i. Restorative conference must be served same day or next
 - ii. If not served, automatic referral to student service coordinator
 - d. If a student has two conferences in a week, a referral will be made to the student service coordinator.
3. Referral for Student Services Coordinator
- a. Student Services Coordinator conference with student
 - b. Develop Intervention (indv./group/MH referral)
 - c. Follow up and document progress
4. Referral to office (may be principal or student service coordinator)
- a. Restorative conversation - What does the student need from us to resolve this issue?
 - b. If unable to resolve, contact parents and stay for 30 minute restorative conference (10 min teacher/20 min self-reflection)
 - i. If unable to stay that day or next day, parent/guardian conference is required conference
 - c. Major behaviors or repeated over days - parents will be contacted
5. Referral to Principal
- a. Restorative conversation
 - b. Contact parents and stay for 30 minute restorative conference (10 min teacher/20 min self-reflection)
 - c. If unable to stay that day or next day - parent must come in for conference
6. Behavior Contract
- a. Meeting should be held with parent/guardian with a written behavior contract
 - b. Developed due to major behaviors, behaviors repeated over days, behaviors not specified
 - c. If a student has had three office referral per semester
 - d. Violation of behavior contract may result in dismissal

7. Student Conflict
 - a. Restorative Conference with other parties involved
 - b. Student Service Coordinator Intervention
 - c. Parent meeting with Student
 - d. Behavior Contract if behavior continues
8. Classroom Language
 - a. Teacher managed (ie interventions, provide positive reinforcements)
 - b. Behavior Policy initiated
9. Language directed at or in response to a teacher
 - a. First offense: Referral to Principal
 - b. Restorative conversation
 - c. Contact parents and stay for 30 minute restorative conference (10 min teacher/20 min self-reflection)
 - i. If unable to stay that day or next day- parent must come in for conference
 - ii. Restorative conversation
 - iii. Contact parents and stay for 30 minute restorative conference (10 min teacher/20 min self-reflection)
 1. If unable to stay that day or next day, parent must come in for conference
 2. May include being sent home
 - d. Second Offense: Behavior contract established
10. Cell Phone or Vaping/Nicotine
 - a. Restorative conference with Principal
 - b. 2nd time a Behavior Contract will be established with parent meeting
 - c. 3rd time will result in dismissal
11. Drugs and Alcohol
 - a. Brought onto school property
 - i. Automatic dismissal to home school
 - b. Under the influence
 - i. Out of school suspension and behavior contract
 - ii. Failure to comply with a behavior contract will result in dismissal from the program
12. No student handbook can define all behaviors and their consequences. Other behaviors may result in the use of Restorative Practices up to dismissal of the program.

Suspensions and Dismissal

Reasonable rules and regulations are necessary for the orderly operation of the school and for the maintenance of a good learning environment.

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.

Language

Students, Parent/Guardian, Staff

- Shall not verbally abuse others or engage in either verbal or 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
- Shall not use any derogatory names/statements regarding a person’s race, ethnicity, or sexual orientation

Physical Behavior

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

Dress Code

No clothing/headgear/sunglasses which are disruptive to the learning process is allowed. Any clothing that promotes the sale or use of illegal drugs, alcohol, gang, etc. is prohibited. Midriff or backless shirts, sagging/dragging pants or low riding pants showing too much skin or undergarments, and shirts and blouses showing cleavage are not to be worn at school. Corsets, bralettes, sports bras, undershirts and undergarments must be completely covered. Shoes are to be worn at all times. The dress code is also to be adhered to while in Remote or E-Learning. Students should consult with the principal before wearing questionable clothing/headgear/sunglasses to school. A policy is unable to address all variables and therefore, the principal will have the final determination as to what is considered appropriate for the educational setting.

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 utilizes a safe for cell phone management that requires students to place them in a marked 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.

Drug Free Environment

Students parents/guardians, and staff shall not:

- Sell, distribute, consume, possess, or be under the influence of alcoholic beverages, cannabis, controlled substance, unauthorized drugs, or substances that intoxicate anywhere on school grounds or school activities.
- 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 alcohol, cannabis or a controlled/intoxicating substance
- Sell, distribute, consume, possess, or be under the influence of 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 any tobacco products, including vaping devices anywhere on school grounds or school activities.

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
- Has the effect of substantially interfering with a student's education
- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment
- Has the effect of substantially disrupting the orderly operation of the school.

Bullying

Defined in 105 ILCS 5/27- 23.7, may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and nonexhaustive.

Cyberbullying

Defined in 105 ILCS 5/27- 23.7, is 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, photoelectronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. "Cyberbullying" 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 in this Section.

"Cyberbullying" 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 in [105 ILCS 5/27- 23.7(b)]

Incidents of bullying and cyberbullying will be addressed through PRLC's behavior code. Anyone may report these incidents by speaking with or emailing the school principal, student service coordinator or any staff member.

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. 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
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.

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/courses

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.

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/guardian to provide the school with written information necessary to explain each day of the student's absence in question. The parent/guardian 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/guardian or student in writing.

When the appeal process begins, the student will be expected to attend school unless under a doctor's order not to until a follow up office visit. This visit 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/guardian 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, notify administrator and Park, if necessary

Fire

A continuous loud blast of the fire horn indicates:

- All persons must evacuate the building in an orderly manner
- 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 staff 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 school.

- 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 a messaging system, social media and WMBD 1470 radio and WEEK and WMBD television stations.

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.

ACKNOWLEDGMENT OF HANDBOOK

Parent/guardian and student sign PRLC's Enrollment form acknowledging they have reviewed and fully agree with the policies and expectations identified within the STUDENT HANDBOOK for the 2022 - 2023 school year.

Parents/Guardians Date

Student Date