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School Calendar

Date	Notes
August 15, 2018	Teacher's Institute (No Students)
August 16, 2018	First Day for Students
August 31, 2018	Teacher Institute (No Students)
September 3, 2018	Labor Day – No School
September 21, 2018	Progress Grades
October 8, 2018	Columbus Day – No School
October 19, 2018	End of 1st Grading Period
October 25 & 26, 2018	Parent/Teacher Conferences
November 12, 2018	Veteran's Day – No School
November 21, 2018	Progress Grades
November 22, 2018	Thanksgiving – No School
November 26, 2018	Back to School
December 21, 2018	End of 2nd Grading Period/Semester
December 24, 2018 – January 4, 2019	Winter Break – No School
January 7, 2019	Back to School
January 21, 2019	MLK Day – No School
February 8, 2019	Progress Grades
February 18, 2019	President's Day – No School
March 4, 2019	Pulaski Day – No School
March 8, 2019	End of 3rd Grading Period
March 14 & 15, 2019	Parent/Teacher Conferences
March 22, 2019	Teacher Institute (No Students)
April 12, 2019	Progress Grades
April 19 – April 26, 2019	Spring Break – NO school
April 29, 2019	Back to School
May 24, 2019	End of 4th Grading Period/Semester
May 27, 2019	Memorial Day – No School
May 28, 2019	Teacher Institute (No Students)
May 29, 2019	Emergency Day – No School (if necessary)
May 30, 2019	Emergency Day – No School (if necessary)
May 31, 2019	Emergency Day – No School (if necessary)
June 3, 2019	Emergency Day – No School (if necessary)
June 4, 2019	Emergency Day – No School (if necessary)

Office Hours

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

Fees

A textbook fee of \$125.00 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.

Mission Statement

The mission of the Peoria Regional Learning Center is to provide secondary education to students who are at risk of not successfully completing their high school academic career. The purpose of this school is to provide these students with various means of academic support so they will complete high school and be prepared for successful entry into the work force or higher education.

Goals

The goal of the Peoria Regional Learning Center is to reduce the drop-out rate by improving the students' academic performance, improve their self-concepts, and enhance their knowledge of potential careers. A collaboration model between Peoria Regional Learning Center and Wildlife Prairie Park is being used to encourage potential dropouts to succeed for the following reasons:

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

Generally, the program is designed for students who are “at risk” of dropping out or have already done so. They may have one or more of the following problems:

- Have failed one or more grades in the past;
- Have returned from a substance abuse program;
- Have suffered family problems: divorce, unemployment, poverty;
- Have been unwed teenage parents;
- Have been loners on the fringe in school;
- Have a history of absences from school; or
- Are receiving mostly Ds and Fs.

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
Brimfield
Illini Bluffs
Limestone
Peoria Heights

Elmwood
Farmington
Illinois Valley Central
Peoria District 150
Princeville

The comprehensive alternative program at Peoria Regional Learning Center is intended to reach those students who would not benefit from the in-school tutoring, the alternative program in the local schools, or one of the satellites located in the community. The program will have many features:

- An orientation to the program and a comprehensive testing component, including a learning styles assessment;
- A four-year high school curriculum, aiming graduates toward advanced formal education.
- A strong self-esteem building component, ranging from counseling to various forms of recognition, to expand their notions of future employment;
- A work experience component that emphasizes the relationship between learning in school and acquiring skills for employment;
- A parenting component that provides education for families who have trouble raising their children and that also creates a support system for the school and the students;
- A emphasis on student participation in extracurricular activities as they become available;
- A variety of cultural activities for the students; and a concentration on service to others.

Peoria Regional Learning Center Advisement

Student advisement at the Peoria Regional Learning Center consists of seven major components integrated into its curriculum. Students will be required to meet with advisors occasionally before 8:30 a.m., during the student's lunch period, or between 2:20-4:00 p.m. to work on class scheduling and other issues.

(1) Referral for Extended Services

Purpose:

To help students receive treatment for addiction, personality disorders, or emotional difficulties which require extended services.

Objectives:

- Develop a systematic approach to advising students and parents when outside professional help is needed.
- Provide alternatives for counseling services to students and parents.

(2) Individual and Group Counseling

Individual and group counseling referral will be made by Peoria Regional Learning Center advisors. Referrals are taken from teachers, parents, principals, and students. Self-referral is always encouraged.

(3) Social/Emotional Curriculum

Through counseling, staff mentoring and course curriculum we will provide a student support system that offers students time to discuss social problems of concern with school staff, to share and communicate feelings, and time for students to examine their personal, social and/or academic concerns.

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.
- Explore healthy life-styles.
- Improve student achievement in school.

(4) G.E.D. Advisement

Peoria Regional Learning Center may offer G.E.D. advisement when applicable. Please see the Peoria Regional Learning Center counselor if you are considering taking the G.E.D. exam.

(5) Student Advisement

Purpose:

Move students forward in moral, social, emotional, academic level development, help to create a caring atmosphere in the school, and to serve as a student advocate.

Objectives:

- Define problems and help students in the decision making process.
- Conflict resolution.
- Help students learn how to communicate with parents, teachers, and peers.
- Help students develop positive self-esteem.

(6) Career Advisement/Career Education

Purpose:

Help students better understand the career choices available to them and the requirements for different careers.

Objectives:

- Provide information to students on different careers.
- Encourage career goal setting.
- Explore different careers using Career Cruising.
- Help students improve job seeking and job keeping skills.

(7) Academic Advisement

Purpose:

To help students plan to complete the requirements for a high school diploma, college entry, preparation for vocational education, and employment.

Objectives:

- Develop student plans which allow students to meet goals of a high school diploma, vocational education, employment, and preparation for college.
- Encourage academic achievement.
- Help students develop test taking and study skills.

Overall Expectations for Student Success

Academics

Our goal at Peoria Regional Learning Center is to learn. In order to learn we must commit ourselves to approach learning with a seriousness and commitment that allows us to reach this goal.

Students will

- Come to school prepared for learning.
- Complete and return homework assignment.
- Observe regular study hours at home and school.
- Talk with their parent/guardian about what they are learning at school
- Ask my teacher questions if I don't understand something.

Parents will

- Support the school in its efforts to maintain proper discipline.
- Encourage my child's efforts and be available for questions.
- Stay aware of what my child is learning.

Teachers will

- Encourage students and parents for frequently providing information about student progress.
- Use special activities in the classroom to make learning enjoyable.
- Communicate and cooperate with each parent to ensure the best education possible.

Learning Center Credit

Course Credit

All courses offered Peoria Regional Learning Center are offered on a semester by semester basis. A passing grade will earn a student 0.50 Credits. 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, some 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

Make Up Work/Remediation

On any test, assignment, etc. (regardless of type of absence) student's will be allowed to retake or resubmit their work if they are not satisfied with their grade. The scores will then be averaged together. A maximum of 5 retakes will be allowed within the concurring grading period to allow for student academic improvements.

Parent-Teacher Conferences/Progress Reports

Parents want to know how their child is progressing in school. They want to know what sort of person he/she is in school.

No report card can fully answer these questions. In a conference between the parent, student, and teacher, there is an opportunity for a sincere mutual interchange of information.

Parent-teacher conferences are scheduled at regular intervals. Parents are strongly encouraged to attend. 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 secretary.

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, and Honors received; and
- Pertinent information relating to participation in officially recognized activities and sports.

Students' cars parked in Peoria Regional Learning Center parking lots are subject to search by Administrators or Conservation Officers who have probable cause.

Students are required to bring all issued textbooks for each class daily. In addition, students are required to bring loose-leaf paper, pens, and pencils to each class.

Food or drink will be allowed in the classroom (except in the Computer Lab or around the computers in the Language Arts room) until it becomes a problem. The administration reserves the right to revoke this privilege if it is deemed necessary.

Students will refrain from sitting on desktops and making any marks on desktops. Students must stay awake during classroom instruction.

Students who arrive late to any class must report to the Peoria Regional Learning Center attendance desk before attending all other classes.

Students driving automobiles to school must park in the designated parking area.

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 class 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)

Parents will

- Visit only the school premises when visiting for school business.
- Pay park admission when visiting the park outside of school business.

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.

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 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 dropped 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 or groups or property may be arrested and will be dismissed.

- Students are prohibited from bringing to school: 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.
- Authorized parents or guardians who are picking students up from the Peoria Regional Learning Center during the school day must report to the Peoria Regional Learning Center office to pick the student.

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

Peoria Regional Learning Center 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 Learning Center 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.

Parents/Guardians will park in the visitor parking lot.

Staff will park in appropriate spaces and use their PRLC parking signs.

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.

- Study the school philosophy and live it, participate in it.
- Abide by the rules.
- 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.
- Do not leave any room you enter in a messy condition.
- 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

Conduct Point System

At the start of each semester, each student will be given 100 conduct points. Conduct points will be deducted for student actions that are contrary to the following Attendance/Behavior Code. Once a student is out of Conduct points, he/she will be suspended from school pending a parent conference.

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 unexcused and any work missed will be given a zero. Also, this absence will be treated as truancy for all periods missed and a referral will be made to Project T.A.R.G.E.T if absences become excessive.

- 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 result in dismissal from PRLC.
- Absences over 14.5 days for any and all reasons will result in dismissal from PRLC.
- If students are absent to any one class 10 times in a semester they will be required to attend a conference that will include their parent/guardian to hopefully resolve the attendance issue.
- Students who are tardy to any class will have (5) points deducted from their 100 pt. total for each tardy. If students incur beyond 10 tardies to any class in a semester will be required to attend a conference that will include their parent/guardian to hopefully resolve the attendance issue.

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, Parent/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 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. 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 or substances that intoxicate anywhere on school grounds.

Students shall not sell, distribute, consume, or possess tobacco products anywhere on school grounds

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

Students are allowed to have cell phones at Peoria Regional Learning Center at all times. However, our school is now utilizing the service of Yondr cell phone management system that requires students to place them in a protective/secure pouch upon entering the school. Students may carry them at all times. If a student is observed using a 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, volunteer 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 inner most 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 2018 - 2019 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 2018 - 2019 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: