



**The Individualized Learning Center
Handbook**

Updated 7/7/14

2014-2015

ILC
500 North Central Avenue
Eureka, Missouri 63025
(636) 733-2100
Established 1997

Welcome!

The Individualized Learning Center staff extends our sincere welcome to each of you. A special welcome goes to those of you who are new students joining us at the ILC. We are pleased to have you as part of our family.

It is our hope this handbook will provide you the basic essentials, answering any question you or your family may have. Please take time to review the information in this book and become familiar with it. Although some of our policies are similar to those of your home high school, some will differ to meet our schools unique needs.

During the months ahead, you will encounter many challenges. As you face these challenges, we ask only three things of you:

1. Show up! Daily attendance is essential to your success.
2. Be ready to work and learn. You have the opportunity to make your high school years rewarding and fulfilling.
3. Be respectful of staff, fellow students and all property be it personal property or school district policy.

Mission Statement, Vision and Philosophy

Mission

The Individualized Learning Center is committed to providing alternative learning opportunities for students who aspire to enrich themselves through academic success and character development.

Vision Statement

The ILC strives to be a safe, student-centered environment where students and teachers share responsibility for learning as students prepare for graduation, develop good character, and attain valuable life skills. To increase student motivation and appreciation of learning, ILC staff will collaborate to address the unique needs of individual students and design interventions to facilitate student success and growth.

Philosophy of the Program

It is our intent to encourage students to learn through their ability to process and transfer information in meaningful ways by the development of critical-thinking and problem-solving skills. It is through the combined teaching of strong, basic academic skills and progressive innovative approaches to learning, that we see students attain a higher standard of achievement.

As an extension to the core academic skills, our school will emphasize character development through participation in an extended instructional and service learning program designed to encourage healthy interpersonal skills. We realize the need to be flexible in setting goals, and we are able to reevaluate and reset more practical goals if there is a greater probability for success.

The Individualized Learning Center

Context

On March 6, 1997, the Rockwood Board of Education voted unanimously to approve the creation of an alternative high school program. The Individualized Learning Center was designed to serve the needs of students, age 16 and over, who were not successful in the traditional high school setting. It was also designed to provide an opportunity for dropouts to re-enter the school system and obtain a diploma.

During its first year of existence, the ILC housed thirty students. At that time there were two full-time teachers, a full-time social worker, a part-time secretary and an administrator who split duties between the ILC and DFS. Since that time the program has grown to service up to 90 students at a time. Currently the ILC employs six full-time RSD teachers, one full-time SSD teacher, one counselor, one classroom assistant (30 hours per week) , one attendance secretary (30 hours per week), one year around full-time administrative assistant, and one full time administrator.

The ILC is a school designed specifically to meet the needs of students who struggle in the traditional high school setting.

Our primary responsibility is to assist students in graduating who might not have been able to do so without an alternative. The ILC nurtures an enthusiasm for learning so that each student will ...

- want to attend school more regularly
- develop self-discipline, self-concept, and responsibility
- develop compassion for others and courteous behavior
- develop respect for self and others and an ability to live in a changing world
- improve skills in reading, writing, listening, speaking, math and career decision making.

Current Program Design

The ILC is comprised of students from all four high schools in the Rockwood School District. Typically ILC students have been referred because they are deficient in credits and/or have had limited success in school. Students with a high rate of absenteeism are often referred as well.

Once a student has been referred to the ILC an application must be completed. The application includes:

- ✓ Written questions completed by the student
 - ✓ A written student response (Why do you want to be accepted to the ILC/MO Option Program?)
 - ✓ An adult recommendation
 - ✓ A counselor recommendation
 - ✓ A copy of the student's transcripts/grades, attendance and history of discipline
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- If selected, a parental agreement is completed
 - Parent and student must attend a school orientation prior to the first day of classes

All Rockwood students must complete 24 credit hours to graduate in addition to demonstrating proficiency in each of five areas. Credits earned must be as follows:

(the minimum standard in each discipline is listed):

4 credits – Language Arts	3 credits – Social Studies
3 credits – Math	3 credits – Science
1.5 credits – PE/Health	1 credit – Fine Arts
1 credit – Practical Arts	7.5 credits – Electives

Proficiency Standards:

Speech, US Constitution, MO Constitution and Personal Finance

ILC students will also be required to take all state End of Course Exams (EOCs) prior to graduation.

ILC students are **NOT** eligible for the A+ program.

Instructional Program

Class Requirements

- Each student will be scheduled 3 classes per quarter.
- Classes are graded using a pass/fail system (75% and above is a passing grade).
- Student's current grade point average will not be affected by ILC pass/fail grades.
- There is no homework assigned at the ILC.
- There are few traditional tests aside from required standardized tests. Student grades are determined by assessing mastery through projects and performance type assessments.
- Students must maintain passing grades in ILC coursework. Students failing ILC courses may be removed from the ILC.
- ILC students passing all classes and meeting **Work Study** requirements, earn a total of eight credits per school year.
- Students must be passing all four classes to participate in ILC activities.

Work Study

- ILC students are required to work or volunteer twenty hours per week to be considered a Full-Time student.
 - Employment – verified via regular pay-stub
 - Volunteer – approved non-profit organization
- Students must verify hours on a weekly or bi-weekly basis.
- Students meeting these requirements, will receive one-half elective credit per quarter.
- Students continually failing **Work Study**, may be removed from the ILC.

Class Structure

- Three 90 minute academic classes per day
- 5-15 students per teacher
- Computer for each student in each classroom
- Individualized classes and instruction.
- Project-based assignments are encouraged

Breakfast/Lunch

- Breakfast is available at the Python Pit from 7:10 am – 7:25 am
- Lunch is not served at the ILC (students may choose to grab a sack lunch on the way out to work program from the lunch cart)
- Students have access to snack and drink machines

School Supplies

- All necessary school supplies are maintained at the ILC
- No backpacks/large bags are allowed

Field Trips

- Students/Parents must sign the Field Trip Permission Form
- Attendance at field trips is mandatory for all students attending the ILC

Extra-curricular Activities

- A student may participate in extra-curricular activities at his/her home school as long as he/she meets the standards set by Rockwood School District.
- Students may attend all activities sponsored by their home schools as long as these occur outside of the regular school day.
- Students must have a staff member notify the home school when he/she is planning to attend an event.

Attendance Policies

Tardy Policy

- Students will be considered tardy to 1st hour between the times of 7:30 – 8:00 a.m. Students arriving after 8:00am will be marked absent for 1st period and possibly subsequent periods depending on time of arrival.
- On a students' 3rd tardy per quarter, students will forfeit break-time for that day, remaining in their 1st period classroom or designated area during break.
- On a students' 7th tardy per quarter, students will be assigned a one-hour after school detention in addition to forfeiting break-time.
- Subsequent tardies beyond 10 may result in an extended detention up to 3 hours per day.

Absence Policy

Regular attendance in all classes is essential for student success. When students are absent, they miss critical instruction and quickly fall behind in coursework. Every student is expected to be present every day.

Parents are **required** to call the ILC when students will be absent.

Per Rockwood Policies, Regulations, Procedures and Consequences manual, students are allowed 5 absences in block classes during each quarter. Students exceeding 5 absences without a Doctor note, will forfeit credit for the course(s) impacted. Students may appeal "loss of credit" with ILC administration. Should an administrative exception be granted, the ILC student will be required to:

*Student will be required to use daily "break time" and if needed, stay after school to make up all missing school work (as an Academic Support). Teachers will coordinate with student and parent regarding scheduling agreed upon dates/times.

*Failure to attend these scheduled Academic Support times can result in disciplinary action.

*Additional absences not accompanied by a Doctor's note may not only result in loss of credit for the effected classes, it may also include possible removal from the ILC program for the remainder of the quarter.

Leaving Campus

Once students arrive to the ILC campus students are required to enter immediately and are not permitted to leave the building without approval of an administrator. Students who leave building/campus without permission will be considered truant.

Students staying for coursework or Academic Support after the 12:30 dismissal time may not leave campus and return without permission.

Additional Credit Opportunities

Correspondence Courses

Rockwood School District Policy allows students to take night school and/or correspondence classes for credit recovery. A maximum of two credits through correspondence or night school courses, or a combination of correspondence and night school courses, will be accepted toward a Rockwood diploma.

Students interested in earning credits through correspondence courses (including Mo-Vip) must go through their counselor's office. These are fee based courses, and require students to complete all requirements outside of the regular school day. Students/families are responsible for all fees associated with correspondence courses.

Night School

There are limited courses offered at other schools in the evening for students. See school counselor for more information.

4th Block on-line coursework at the ILC.

Limited on-line coursework is available at no cost to students through the ILC. Selected students may be assigned to an additional course attended daily at the ILC and/or under certain circumstances be allowed to do the on-line courses at home.

The Python Pride Recognition Program

The Python Pride Program recognizes students for positive behaviors in our school. Too often parents hear about the inappropriate behavior of their student and not the good things they are doing. The Python Pride program informs parents and students of those good things we see them do here at the ILC. Through teaching students about positive character traits and providing this recognition, students are encouraged to ask those who have been recognized about the behavior for which they were recognized.

To make the program a success, three levels of recognition have been implemented. First, students may be recognized on a daily basis for demonstrating acts of character. Students who are “caught doing something good” receive a Python Pride card with their name on it and the character trait they demonstrated. The teacher explains what they saw the student do and asks the student to hang the card on the Python Pride bulletin board for others to see. Simultaneously, the teacher sends a Python Pride note to the administrator with the specifics of what the student had done. The administrator then mails the note home attached to a letter of explanation.

Second, each teacher is asked to select a student of the week for outstanding character to be recognized at a weekly assembly. The teacher explains which character trait the student is being recognized for and what act they had performed.

Finally, all students whose names had been placed on the Python Pride board are recognized at the end of each quarter with a pizza party.

General Student Information

Parent Conferences

- Parents will be given a calendar of **required** parent conferences scheduled for the year. Parent conferences are held once per quarter
- Attendance at conferences is **MANDATORY** as agreed to in the Parent Consent Form
- If an emergency situation arises and parents are unable to attend conferences, parents must notify us to schedule a make-up conference.

Discipline

The following may result in break or after school detentions:

- Excessive tardies
- Refusal to work in class
- Unauthorized Cell Phone usage
- Disruptive conduct or speech
- Insubordinate behavior
- Other items as outlined in the Rockwood Policies, Regulations, Procedures and Consequences manual.

The following may result in suspension and/or dismissal from the ILC program:

- Excessive absences
- Leaving campus during school hours (truancy)
- Continuous insubordination
- Drugs/alcohol on campus
- Disrespectful Conduct or Speech
- Violent acts
- Other items as outlined in the Rockwood Policies, Regulations, Procedures and Consequences manual.

Cell Phone and Electronic Communication Devices

Unless specified by a teacher, cell phone usage is allowed at the ILC before and after school hours and during “break-time” only.

Cell phones which are displayed, activated, or in use outside of the conditions outlined above may be confiscated until the end of the school day.

Continued cell phone violations may result in detentions and/or return of phone to parents only.

Students are encouraged to seek office phone usage during break-time only.

Graduation Diploma

- Students meeting all high school graduation requirements will receive their diploma from their home high school.
- Students may attend graduation ceremonies at their home school.
- Students completing all high school graduation requirements while attending the ILC are invited to attend a celebration ceremony held at the ILC each semester.

Academic Lab

Students with a grade falling below the 75% level in any course may be assigned into Academic Lab during break-time. The purpose of the Academic Lab is to assist students in making up necessary work needed to bring a grade(s) to a passing level.

The Individualized Learning Center

Daily Schedule

Mon, -, Friday

7:30 a.m. – 9:03 a.m.	1st Hour
9:04 a.m. – 9:26 a.m.	BREAK / ACADEMIC LAB / DETENTION
9:27 a.m. – 10:58 a.m.	2nd Hour
10:59 a.m. – 12:30 p.m.	3rd Hour
12:30 p.m.	Student Dismissal

12:45 p.m. – 1:15 p.m. Teacher's lunch (M-F)

1:15 p.m. – 2:30 p.m. Teacher Plan Time (Mon, Wed, Fri)

1:15 p.m. – 2:00 p.m. Staff Team meeting (Tuesday)

2:00 p.m. – 2:30 p.m. Teacher Plan Time (Tues)

1:15 p.m. – 2:30 p.m. Weekly PLC time (Thursday)

ILC Phone Number (636) 733-2100

ILC Staff

Matt Dieckhaus	Ext. 32099
Amanda Orphan	Ext. 32096
Mary Miller	Ext. 32098
Attendance Secretary	Ext. 32097
Classroom Asst	

ILC Faculty

PJ Arway	Ext. 47028
Jim Choate	Ext. 32095
John Gilbert	Ext. 47017
Tony LaRusso	Ext. 47015
Kathy Loesche	Ext. 47016
Ami Meals	Ext. 47025
Chad Pohlmann	Ext. 47027
Stacey Watson	Ext. 47026