

# **The Individualized Learning Center Handbook**

Updated

## **2018-2019**

**ILC**

**500 North Central Avenue, Building B**

**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 questions 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 full-time Social Worker, 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 have not shown great success 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

### **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 four areas. Credits earned must be as follows:

(Minimum standards in each discipline listed below):

4 credits – Communication Arts	3 credits – Social Studies
3 credits – Mathematics	3 credits – Science
1.5 credits – PE/Health	1 credit – Fine Arts
1 credit – Practical Arts	7.5 credits – Electives/Personal Finance

*Proficiency Standards:*

Speech, US Constitution, MO Constitution, Personal Finance and CPR Instruction/training.

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 at the ILC per quarter.
- Classes are graded using a pass/fail system (75% and above is a passing grade).
- Student's current grade point average will no longer 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 three classes to participate in ILC activities.

## Work Study

- ILC students are enrolled in a 4<sup>th</sup> course daily, requiring them to be employed or volunteer twenty hours per week. This requirement makes each student full-time in Rockwood.
  - 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.

## **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 7:40 am – 7:55 am
- Limited lunch items are available daily.
- 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 extracurricular 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 1<sup>st</sup> hour between the times of 8:00 – 8:30 a.m. Students arriving after 8:30 am will be marked absent for 1<sup>st</sup> period and possibly subsequent periods depending on time of arrival.
- On a students' 7<sup>th</sup> tardy per quarter, students will be assigned a one-hour after school detention.
- Subsequent tardies beyond 10 may result in an extended detention up to 2 hours per day or In-School-Suspension.

## 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, may 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 may 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.



## **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 1:00 pm 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.

### **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.

Additionally, each teacher is encouraged 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.

# 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 an essential part of supporting your child at the ILC.
- 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
- 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:

- Unauthorized Cell Phone usage (multiple infractions)
- 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 for curricular usage, cell phone usage is allowed at the ILC before and after school hours and during “break-time” only.

Teachers will collect all cell phones in a lock-box at the beginning of class. Phones will be returned to students at the end of each class.

Cell phones which are displayed, activated, or in use outside of the conditions outlined above will be confiscated until the end of the school day. Continued cell phone violations will result in ISS and/or OSS with return of phone to parents only.

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

## **Use of School Technology**

ILC computers are to be used for activities relating only to coursework. Repeated misuse will result in ISS, OSS and/or loss of computer use.

## **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.

# The Individualized Learning Center

## Daily Schedule

### Monday - Friday

8:00 AM	Door open
8:00 AM – 1:00 PM	School/class/activity time Two short breaks daily Activities on various days during the week
1:00 PM	Student Dismissal
1:15 PM – 1:45 PM	Teacher's lunch (M-F)
1:45 PM – 2:30 PM	Teacher Plan Time (Mon, Wed, Fri)
1:45 PM – 2:15 PM	Staff Team meeting (Tuesday)
2:15 PM – 2:30 PM	Teacher Plan Time (Tues)
1:30 PM – 2:30 PM	Weekly PLC time (Thursday)

**ILC Phone Number (636) 733-2100**

### ILC Staff

Ayo Alfred	Ext. 32099
Mallory Sample	Ext. 32096
Susan Witkowski	Ext. 32098
TBD	Ext. 32097
Classroom Assistant	Ext. 47020

### ILC Faculty

PJ Arway	Ext. 47025
Tom Beckmeyer	Ext. 47028
TBD	Ext. 32095
Tony LaRusso	Ext. 47015
Kathy Loesche	Ext. 47016
Jennifer Voigt	Ext. 47017
Chad Pohlmann	Ext. 47027
Stacey Watson	Ext. 47026



