



# **The Individualized Learning Center Handbook**

Updated

**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**

Our intent is 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.

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:

- ✓ Recommendation from a staff member by completing the referral form.
- ✓ An application completed by the counselor and/or home school administrator.
- ✓ Personal interview with the ILC administrator and/or the ILC admissions designee.
- ✓ Parent/guardian must attend an orientation prior to the first day of school (*at the beginning of the school year*).

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 – Language Arts	3 credits – Social Studies
3 credits – Math	3 credits – Science
1.5 credits – PE/Health	1 credit – Fine Arts
7.5 credits – Electives	
1 credit – Career and Technical Education	

Proficiency Standards:

US Constitution, MO Constitution, Personal Finance and First Aid/CPR

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 4 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.
- ILC students passing all classes and meeting **Work Study** requirements, or taking an additional course, to earn a total of eight credits per school year.

## Work Study

- ILC students may be enrolled in a 5<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 Opportunity - Must be approved by administrator.
- Students must verify hours on a weekly or bi-weekly basis.
- Students meeting these requirements will receive one-half elective credit per quarter.
- Students not passing work study will be assigned a course to avoid losing credit.

## **Class Structure**

- Four academic classes per day
- Up to 15 students per teacher
- Computer (Chromebook) for each student in each classroom
- Individualized classes and instruction.
- Project-based assignments are encouraged

## **Breakfast/Lunch**

- Breakfast is available from 7:40 am to 7:55 am.
- Lunch items are available daily.
- Students have access to snack and drink machines during breaks

## **School Supplies**

- All necessary school supplies are maintained at the ILC
- No backpacks/large bags of any kind are allowed. They **MUST** be check-in at the office.

## **Field Trips**

- Students/Parents must sign the Field Trip Permission Form

## **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 must have the administrator 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 7:30 – 8:00 a.m. Students arriving after 8:00am 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.

In the event of an inevitable absence (due to medical, or other extenuating circumstances).

*Several interventions will be implemented according to the needs of students, to address attendance. Following repeated interventions, excessive absences or non-compliance to interventions will result in the withdrawal of a student and/or loss of credits.*

## **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 2:00 PM dismissal time may not leave campus and return without permission.

## **Additional Credit Opportunities**

### **Independent Study Courses**

Rockwood School District Policy allows students to take independent study classes for credit recovery, for selected courses.

Students interested in earning credits through correspondence courses must go through the academic counselor and the coordinator (principal). These courses could be completed outside of the school day.

### **On-line coursework at the ILC**

Limited on-line coursework is available at no cost to students through the ILC. Selected students may be offered to an additional course attended daily at the ILC and/or under certain circumstances be allowed to do the on-line courses at home. They offer possible opportunities to earn letter grades that will count towards a student's grade point average (GPA).

## **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 parent conferences scheduled for the year. Parent conferences are held once per quarter.
- Attendance at conferences is an essential part of supporting your child at the ILC.
- Parents/Guardian may call in the event they wish to meet with teachers but cannot attend conferences.

## Discipline

The following may result in break or after school detentions:

- Excessive unauthorized tardies/absences
- 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) without authorization
- 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 have the autonomy to collect and store all cell phones at the beginning of class, and return them at the end of class.

As an intervention, students may also be required to check-in cell phones at the Main Office, upon arrival to be returned at the end of the day or time specified by the principal or designee. 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.

*In line with the Rockwood School District’s 1:1 Program Agreement, which allows each student to be assigned a Chromebook, students are responsible for abiding by the District Technology Acceptable Use Policy (<http://bit.do/rsd-aup>), while using the Chromebook. The Chromebook is a property of the District, and as such, is subject to monitoring and search of its content at any time.*

## **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 will be invited to participate in a completion ceremony held at the end of the school year.

# The Individualized Learning Center

## Daily Schedule

### Monday - Friday

7:00 AM	Door opens
8:00 AM – 2:00 PM	School/class/activity time Two short breaks daily Activities on various days during the week
2:00 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)

### Meetings

7:15 AM – 8:00 AM	Staff meeting (Tuesday)
7:15 AM – 8:00 AM	Care Team Meeting (Thursday - Alternate)
1:45 PM – 2:30 PM	PLC time (Thursday - Alternate)

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

#### ILC Staff

Ayo Alfred – Coordinator	Ext. 32099
Mallory Sample – Social Worker	Ext. 32096
Karen Crews – Lead Secretary	Ext. 32098
Becky Sparling – Secretarial Assistant	Ext. 32097
Cathy Kreamer – Academic Counselor	Ext. 47011
Classroom Assistant	Ext. 47020

#### ILC Faculty

PJ Arway	Ext. 47025
Tom Beilmann	Ext. 47014
Tom Beckmeyer	Ext. 47028
Tony LaRusso	Ext. 47015 & Ext. 32095
Kathy Loesche	Ext. 47016
Jennifer Voigt	Ext. 47017
Chad Pohlmann	Ext. 47027
Stacey Watson	Ext. 47026