

LASALLE-PERU AREA CAREER CENTER

200 9TH STREET, PERU, ILLINOIS 61354

Student Policy Manual

Attendance:

The Area Career Center has a 10 day absence policy. Due to the nature of the structure of the career center, students may be dropped from the program if they accumulate 10 or more days of absence. There are two very important reasons behind this policy.

- Attendance at the Career Center is a choice of the student and is granted at the discretion of the students home school. In many cases, there is a waiting list for students to attend the Career Center. A student who is not in attendance is denying that other student the opportunity to have benefit of the curriculum offered.
- Each class at the Career Center is a two hour block of time. Therefore, each day of absence is comparable to two days of absence in a traditional class. Hence, 10 days is actually closer to 20 days of learning.

In instances where a child is under the care of a doctor, or other mitigating circumstances (family vacation is not one), a student may continue attendance beyond 10 days of absence. In all instances the students home school will have the ability to appeal a recommendation for a drop (based upon the 10 day absence policy).

Reporting an Absence: If a student is to be absent from the Career Center, a phone call to the Career Center office is appreciated (however, the student's home school **should always** be contacted regarding the absence). The ACC office can be reached at 815-223-2454. The Career Center reports each student absence back to the students home school (done on a daily basis). Determination as to whether an absence is excused or not, is at the discretion of the home school.

When a student's home school will not be in session, the student should verify how transportation will be provided to the Career Center. Students are expected to attend the Career Center each day it is in session. When homeschool transportation is not provided, the student may petition to drive on that day. A driving petition may be obtained in the ACC Directors Office in the Dolan Building.

Discipline

Discipline at the Area Career Center is a joint agreement between each sender school and the Career Center. What this means, is that if a student commits an act that ends in the student's suspension from the Career Center and his or her home school, the home school and its board of education will be the adjudicators of the students due process. This will entail his or her due process hearing and any board action.

Students are expected to follow the directions of their instructors at all times. This is required to maintain the safe and educationally sound environment that is needed in the ACC. It is expected that both student and teacher address each other in a respectful manner. When a student is found to be non-compliant in their willingness to behave in a respectful manner and to follow their instructor's directives, they may be referred to the Director's office. In the Director's office a conference will be held between the Director, a home school representative, and the student. Appropriate disciplinary consequences will be based upon the conference with the student's home school.

In any instance where a student, through their willful neglect of safety policies, puts other students, themselves, their instructor, or anyone else in danger a recommendation for drop from the program will be made by the Director.

Grading

The ACC assigns a letter grade for each student. That letter grade is based upon their level of performance in the class they are attending. The letter grade assigned by the ACC is conveyed to each student's home school. The determination of the amount of credit given towards graduation requirements is determined by the student's home school.

Grading Scale

The LaSalle-Peru Area Career Center assigns letter grades based upon the following scale:

A	B	C	D	F
100% - 90%	89% - 80%	79% - 70%	69% - 60%	59% - 0%

Progress Reports

It is the intent of the Area Career Center to keep parents well-informed of their son/daughter's progress. For this reason, progress reports are completed by teachers midway through each grading period. This report may afford students time to remediate their standing before grades are issued.

Teachers will record progress, report quarter, and semester grades with the school provided student management system.

In determining a final semester grade, equal weighting is given to the two nine week grades. Additionally, the semester exam is an integral part of the semester grade. For this reason, final exam grades may account for up to 20% of the student's final semester grade. The percentage of value for the exam should be clearly explained to the student at the start of the semester.

Grade in Progress

In some courses the nature of the content makes the equal weighting of the two nine week quarters undesirable. In such situations students will receive a report of the grade which they have at the mid-point in the semester, but this is considered merely a "*grade in progress*". The student's semester grade will be determined by combining two elements:

1. The semester grade for coursework.
2. The semester exam.

The exam may be worth up to 20% of the semester grade. (The two nine week grades will not necessarily be given equal weighting. The **whole semester** is to be looked upon as the "grading period". In such cases the teacher will notify, and make clear, his or her grading practices to each student. In this notice to each student, the exact meaning of the term "*grade in progress*" shall be made clear.

Grades and Attendance

Daily preparation is essential to every class at the LaSalle-Peru Area Career Center. When students are absent (or will not participate), they cannot benefit from the instruction and practice that daily attendance and participation provides them. There is a correlation between attendance, active participation and academic attainment. For this reason, many teachers grade their classes by factoring in daily participation by students. If a student is absent an excessive number of days they may see a lower grade reflected in the participation portion of their overall grade.

Make-up Work

It is the responsibility of all students to make up school work missed due to absence. All make-up assignments will be given a grade of "F" until the student completes the appropriate work.

When make-up work is required because of excused absences, the student must make arrangements to get his or her assignments. The student must also meet with his or her teacher to make arrangements to submit make-up work. Each teacher will determine the amount of time to be allowed for completion of make-up work. Make-up work that is completed in this timeframe will be given full credit. Work that is not made up for excused absences will be graded as an F.

Any student assigned to DSP must present a DSP slip to each teacher prior to the day on which his or her punishment is served. Any work completed in DSP shall be due the day the student returns to class.

Homebound Assistance

All teachers are required to provide materials to teachers working with homebound students. In the case of classes that are engaged in long term hands on projects, the teacher should make a reasonable effort to offer the student an alternative assignment that is aligned to the

project currently being missed by the student. Upon the student return efforts should be made to help the student make up any hands on work that could not be completed at home.

Conditional Grades

Conditional grades are only given for medical excuses or extreme extenuating circumstances. They are not used for unexcused absences, irresponsibility or procrastination. Teachers may use their own discretion in allowing time to complete missing work. The time, however, must not exceed two weeks beyond the last day of the semester without approval from the building principal.

It is the student's responsibility to arrange makeup work with the teacher. This is extremely important because the student may no longer have the teacher if a new semester has begun. A conditional grade will appear on the report card with an asterisk next to the letter grade. The grade will indicate what the student has earned at that time. This will represent the grade the student will receive if the missing work is not made up.

If the work is not completed within the appropriate time, then that grade will be final. If the make-up work is done in a timely manner, then the conditional grade will be changed as determined by the teacher. For example, if a student misses the final exam with no excuse, then the failing grade has been earned and therefore no conditional grade can be given. If a student misses the final because of illness, then the student will receive a conditional grade based upon what has been earned up until that time. When the final is made up, the conditional grade may be changed to reflect the completed work.

Citizenship Grade Standards

All students need to be aware of the Career Centers system for determining citizenship grades. Occasionally, there are students who do not understand why they receive a certain grade in the citizenship category. The following system is put in place to help alleviate the misunderstandings that might arise for a citizenship grade assignment. Citizenship grades will be determined as follows:

1. Grades will be assigned via a number system. This system ranges from 1 to 4. Under the system, 1 is the highest grade and four is the lowest.
2. **To receive a 1**, the student should exhibit the following traits: is well behaved, courteous, considerate, an active participant, volunteers, and has a positive attitude. The student is an asset to the class.
3. **To receive a 2**, the student is generally well behaved, an occasional participant (usually when asked), cooperates in group and classroom activities, does what is expected but seldom any extra. This student's behavior is good, but there is room for improvement.
4. **To receive a 3**, the student is guilty of occasional classroom infractions, causes disruption in class and shows minimal effort.
5. **To receive a 4**, the student is poorly behaved, is a negative participant, has a negative attitude, and may have frequent unexcused absences. This student affects the class negatively.

Semester Exams & Recording Grades

At the end of each semester, a semester exam schedule will be given to all teachers. All teachers are to give examinations at the time indicated on the schedule. Students must remain in the examination room for the entire examination period.

Students who wish to take their semester exams early, must get approval from the Home School Principal's office and the ACC Director's office.

Dwayne Mentgen

Director

LaSalle-Peru Area Career Center