The policies and procedures outlined in this Student Handbook are subject to change for the 2020-2021 school year. If any changes are made, they will be posted on the school’s and district’s websites.

*Our school’s discipline policies are now outlined in a district discipline handbook which can be downloaded by visiting www.peoriapublicschools.org/discipline.
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Welcome to the 2020-2021 school year!

It continues to be my privilege to serve the Harrison community. The purpose of this Parent/Student Handbook is to provide a quick reference guide to Harrison Community Learning Center. It contains essential information about Harrison as well as Peoria Public Schools board policies. Please read the handbook and discuss it with your student(s). Keep this handbook, as well as your Peoria Public Schools Handbook/Calendar, readily accessible throughout the year to help you stay informed and to answer questions as they arise. Parents/Guardians, after reading the handbook and discussing it with your student, please sign and return the acknowledgement form located on the last page to the school’s office.

**OUR MISSION**

As a school, our mission is to ensure that all students build a strong academic foundation, become life-long learners and flourish in self-confidence and compassion by building personal relationships nurturing each student’s abilities and aspirations in partnership with parents, family, and community.

**Our Vision**

We take pride in educating and preparing each student academically, emotionally, and socially to be a success member of the community and breaking generational curses.

**Our Values – Expectations of Excellence**

We are Respectful, Responsible and Ready to Learn. (3Rs)

**MOTTO**

“We are soaring to greater heights with high expectations and excellence!”

You’ll be on your way up!
You’ll be seeing great sights!
You’ll join the high fliers
who soar to high heights.
SCHOOL HOURS
School Schedule: 8:30 A.M. – 3:30 P.M.
Dismissal time on SIP Days – 11:30 A.M.

*Students should not arrive on school grounds until 8:15 a.m.*

*There is NO adult supervision before 8:15 AM ---The district nor the school are liable for any accidents, injuries, or any other issues that may occur on the playground or while waiting for supervision until 8:15 AM.

OFFICE/VISITORS SIGN-IN

The office staff is dedicated to providing accurate and timely assistance to the students, parents/guardians, and staff of Harrison Community Learning Center. To maintain a safe and orderly environment for ALL we are requesting you adhere to the following policies and procedures to assist our office staff:

- Business hours are Monday through Friday, between 7:30AM and 4:30PM.
- Please contact office with school related questions during normal business hours.
- **ALL VISITORS MUST CHECK-IN at front office!**

**SCHOOL VISITATION RIGHTS AND PROCEDURES (Board Policy 8:30)**

Visitors are welcome on school property, provided their presence will not be disruptive. All visitors must initially report to the School Front Office, sign in, present a valid state ID this will be done each time you visit the building, even within the same day and receive a visitor’s badge that must be visibly worn for the duration of the visit. **All visitor badges must be turned back into the office as the visitor signs out.** Any person wishing to confer with a staff member should contact that staff member by telephone or e-mail to make an appointment.

- Any person dropping off homework, books, or other materials MUST leave it with the front office for delivery to the student.
- Students that need office assistance must check in with their teacher to obtain permission to go to the office.
- **Parents/guardians requesting a classroom visit must check in at the front office to receive a visitor lanyard and be escorted by administration to the classroom. This visit must be scheduled with the teacher prior to the day of the visit.**
- School telephones are for business use only and are not to be used by students unless an emergency arises, and teacher/administration permission has been obtained. Students are not allowed to use the office phone to send messages or call for transportation. Students will not be called to the office for phone calls, and classrooms will not be disrupted unless it is an emergency. Please arrange transportation issues and details with your students before they leave home.
- Parents/guardians are requested to make all calls to the office as brief as possible.


**ACCESS TO SCHOOL BUILDING**

Under *Section 10-22.10 of the Illinois School Code*, the Board is charged with the responsibility of control and supervision of school buildings and school grounds. Any person may have access to school buildings and school grounds upon the following conditions:

1. Persons other than a student or an employee of the District may enter the school building and grounds after securing permission of the building principal or person in charge of the school facility. The term “student” is defined as any person of school age, enrolled in the particular school and in good standing.

2. Teachers and other employees of the District may request that any person who has entered the school building or is on the school grounds to identify himself or herself and the purpose of their entry.

3. No person who has entered a school building or grounds with permission shall refuse to depart after being given verbal notice to do so by any employee of the District.

4. No person shall be on school property or grounds after having received a written notice that they are forbidden to do so.

5. Disruptive behavior, including threats by any person, will not be tolerated and is subject to any or all of the following:
   a. Removal from the building
   b. A notice not to return to the premises except under certain conditions
   c. General prosecution.

**THE MAIN OFFICE WILL HAVE DAILY LIMITED ACCESS BETWEEN 3:00 AND 3:35PM TO ENSURE THE SAFETY OF OUR STUDENTS.**

Please be advised that in order to create the optimal learning environment and to use every minute of the day we have for learning, our office will have limited access beginning at 3:00 PM every day and on days of early dismissal, the office will be limited starting at 11:00 AM. We will not be calling students down to the office for early pick up and parents/guardians will not be allowed into the office or building at this time. We try very hard to accommodate your needs; however, end of the day interruptions for pick-up has caused tremendous disruptions to the classroom learning environment for all Harrison students. Also, please understand that picking a student up early during the last hour of the day is an unexcused 1/2 day absence which will eventually have a great impact on their education and grades, so please let us give our students the quality education they deserve by allowing us to instruct them until the end of the school day. Every minute counts. Please plan ahead.
ABSENCES
Harrison Community Learning Center is dedicated to Excellence for all students. For each student to reach their maximum potential, it is vital for them to arrive and attend school regularly. When a student is absent, they fail to receive critical instruction and learning experiences. We recognize that some absences are unavoidable; however, it is the responsibility of the student and parent/guardian to request, complete, and return the missed assignments to the teacher. Failure to complete missed work can result in the student not receiving credit for a subject.

All students are required by law to attend school every day it is in session. The regular school day is from 8:30 AM to 3:30 PM.

Your student should stay home from school if he/she has any of the following:
- Fever of 100° or higher
- Diarrhea/Vomiting
- Rash with fever
- Pink eye that has not been treated
- Strep throat
- Chicken pox
- Infection
- Any other obvious signs of illness

Parents/guardians should call the school to report a student’s absence before 8:45 AM. If you do not call, you will receive a recorded message indicating your student is not at school. A written excuse signed by the parent or doctor is appreciated to explain an absence. Absences without a written note and/or phone call within 2 days of the absence will be recorded as unexcused and the student will be considered truant for that day. Repeated truancy may result in the student being referred to Project T.A.R.G.E.T. for support with attendance concerns.

All students entering after 8:45am or leaving the building before 3:00pm MUST BE SIGNED IN/OUT IN THE OFFICE BY A PARENT/GUARDIAN. Please park and come in to drop-off your student.
DROPPING OFF AND PICKING UP STUDENTS ~ PROCEDURES

Please drop your student off between 8:15 - 8:35 AM at the back of the building.
Students must enter through their designated grade-level door at the back of the building on Grinnell Avenue. Students will receive breakfast as they enter the school. Parents/guardians who walk with their students are to drop them off at the back of the school. Parents/guardians will not be allowed to escort their student to class. At the day’s end, to ensure the safety of all students, make certain that your student’s teacher knows that you have picked him or her up before removing them from the classroom line.

- In the event of inclement weather, parents/guardians will meet their student in the gym and leave by way of the doors adjacent to the parking lot.
- Whenever there are changes in method for picking up a student, please send a note informing the teacher.
- The drive in back of the school is for buses only in the morning from 8:00 AM until 10:00 AM. No cars should be in the drive.

Teachers may not release students from school other than the regular dismissal times without prior written request by the parent stating the reason for early dismissal. This request must be presented to the teacher. No student will be released from school to any person other than the custodial parent/guardian without the written or oral permission of the custodial parent/guardian. THE PERSON PICKING UP A STUDENT FROM THE OFFICE MUST BE AT LEAST 18 YEARS OF AGE AND HAVE A VALID ILLINOIS ID WITH THE NAME THAT THE PARENT HAS GIVEN US FOR PICK-UP AND MSTD BE LISTED ON THE EMERGENCY CONTACT. THIS IS FOR THE SAFETY OF THE STUDENTS AND STAFF.

EMERGENCY CONTACT INFORMATION

Parents/guardians are to update emergency information in Skyward during online registration. This is important information and must be completed in detail. If a parent cannot be reached, we need the name and number of someone to contact in the case of an emergency. If there is any change in this information during the school year, please contact the school office to report changes.

It is imperative that this information is kept up to date for the safety and protection of your student.

SCHOOL CLOSINGS

Notification Of Snow Days Or Other Emergency School Closings
(Board Policy 4:210)

In the event of an emergency that might affect individual buildings or the entire school system, such as excessive snow, the Superintendent is empowered to declare an emergency and close affected school. School closings will be announced on www.psd150.org, radio and television as quickly as a determination is made. The Blackboard phone messaging system will also be used to alert parents and/or guardians. Should the district be forced to close due to an emergency, additional days may be added to the end of the school year.
RESIDENCY REQUIREMENTS
(Board Policy 7:60)

All students are required to attend school in the attendance area where they reside, or the school to which the student has been assigned by official action. When a family moves to another attendance area, elementary students must transfer to the new attendance center. Only students who are residents of the District may attend a District school without tuition charges, except as otherwise provided below or in state law. A student’s residence is the same as the person who has legal custody of the student. A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition. Transportation for pupils who move out of the district is the responsibility of the parents and the pupils.

Non-resident students may attend District schools, only upon the approval of a request submitted by a student’s parent(s)/guardian(s) for nonresident admission. The Superintendent may approve the request subject to guidelines outlined in School Board Policies.

COMMUNICATION/PARENTAL INVOLVEMENT

Your communication, interest, and involvement in your student’s education are just a few keys to academic success. Therefore, communication between home and school is extremely important. Your student will use a communication tool (folder, binder, classroom apps like Dojo, Remind, etc.). This communication tool is a great opportunity between school and home to acknowledge the strengths and support the skills needing improvement. Please look for this tool, discuss the comments with your student, and return it to school on the designated day.

Learn about what is happening at Harrison Community Learning Center:

- Attend the Back-to-School Open House,
- Attend parent-teacher-students conference held in the fall and spring,
- Glance at the bulletin boards and other important posted information inside of the building when dropping off & picking up students as well as the message board located at the front of the building,
- Examine all information, classroom newsletters, and literature sent home with students,
- Read monthly school newsletter, Hawkeye News. The newsletter will contain information on school activities.
- Make appointments for conferences to review the educational progress of your student. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher’s conference/preparation period. The School District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event. Although we encourage teacher-parent consultations, teachers are not to hold parent-teacher consultations during the school day or during instructional time while students are in the teacher’s room.
• Become a volunteer. If you would like to volunteer to attend field trips or participate in any activity that would involve your presence around the students daily or weekly, you must complete an application and get a criminal history check.

• Listen to the weekly Parent Link that will arrive to your current phone in Skyward. The message contains upcoming events, activities, school updates, etc.

**CONFIDENTIALITY**

Laws involving privacy and confidentiality prohibit us from sharing names, addresses and telephone numbers with anyone, including other parents/guardians.

*Our school’s discipline policies are now outlined in a district discipline handbook which can be downloaded by visiting [www.peoriapublicschools.org/discipline](http://www.peoriapublicschools.org/discipline).*

**DISCIPLINE & EXPECTATIONS**

_Harrison Community Learning Center follows the district’s discipline handbook in all discipline related matters. The district discipline handbook can be found by visiting [www.peoriapublicschools.org/discipline](http://www.peoriapublicschools.org/discipline) or requesting the document in print by visiting the school office._

The Harrison staff is very proud of our students and our school and all of our accomplishments. To provide a safe and orderly environment for all students, School Board policy will be followed regarding student behavior. Harrison staff shall secure and maintain order and discipline in the classrooms as well as promote a suitable atmosphere for learning. Staff is also responsible for maintaining order and discipline in the hallways, gymnasium, cafeteria, and on the school grounds. In all cases in which an employee acts to help a student with his/her conduct, emphasis will be on teaching the student proper conduct and developing the student’s self-discipline. Classroom interventions for misbehavior will be used whenever necessary. When classroom teachers have exhausted all interventions, students are referred to an administrator. The administrator will notify the parent/guardian of the situation and the actions taken.
Philosophy of Discipline

Peoria Public Schools has committed to success for all students by supporting a school climate that is safe and conducive to a positive teaching-learning environment.

EVERYONE HAS RESPONSIBILITIES:

Students Should:
- Comply with District policies and expectations
- Respect and obey all persons in authority
- Be at school every day, on time, ready to learn
- Meet classroom standards of behavior and performance
- Comply with bus expectations and drivers
- Dress appropriately
- Show respect for others and property of others
- Accept the consequences of his/her own actions

Parents/Guardians Should:
- Set high expectations for student behavior
- Assume responsibility for their student’s good attendance
- Plan the time and place for students to complete homework assignments
- Talk with their student – take an interest in school
- Communicate with staff – respect each other
- Instill in the student respect for the law, expectation, authority, and rights of others
- Cooperate with the school with follow-through and support

Teacher/Administrators Should:
- Develop and implement a sound Classroom Management Plan
- Be guided by professional ethics in relationship with others
- Inform parents/guardians about academic and behavioral progress of students
- Show concern and respect for each student
- Be sensitive to the behavior of students and alert to changes that require assistance to student (i.e. CSSS)
- Know and enforce the expectation courteously, consistently, and fairly
- Handle behavior problems according to established practices
- Be proactive – teach students expected behavior; re-teach often; reward positive behavior

Parent Reminder: Review with students what is in their possession prior to school each morning.
What is PBIS?
Positive Behavioral Interventions and Supports (PBIS) is an approach to teaching and supporting positive behaviors and meeting the needs of ALL students. This school-wide approach to discipline focuses on building a safe and positive environment in which all students can learn.

Our three school-wide expectations, which we call “3Rs” provide a foundation for PBIS at Harrison Community Learning Center.

Teaching Expectations
Throughout the school year, students are taught how to follow the three expectations. Teachers help students learn what the expectations “look” and “sound” like in every setting during the school day. These lessons are re-taught and reinforced throughout the school year and become a regular part of our instructional program.

PBIS Recognition
Acknowledging and reinforcing positive behavior is one of the best ways to change inappropriate behavior and encourage appropriate behavior.

Classes caught following expectations can earn a Hawkeyes Classroom Compliments. Each time a class earns 10 classroom compliments, the students earn a treat.

Individual students who are recognized for following PBIS expectations may earn Hawkeyes Tickets. Students save their Hawkeyes Tickets to “purchase” items and opportunities at the Hawkeye Hut. The Hawkeye Hut has small items (ie. Rings, stamps, bubbles) to large items and school supplies (ie. Mechanical pencils, notebooks, Harrison spirit wear t-shirts.)

At the end of each quarter, students who consistently follow the PBIS expectations are invited to attend the Soaring High Celebration. Students who receive less than two office referrals will be eligible to participate in these quarterly celebrations. Students that receive more than two office referrals will participate in an intervention class that includes review of expectations, role play and videos/discussions about positive behavior.

PBIS at Home
In order for PBIS to be successful, it is important that we uphold a partnership between school and home. Please support PBIS at Harrison by:

- Reviewing behavioral expectations with your student
- Using the three PBIS expectations at home
- Providing positive reinforcement (rewarding good choices with compliments or quality time) at home
- Bringing your questions or concerns to school administration or your student’s teacher.
**Harrison’s PBIS Expectations are ELITE.**

**What is expected?**

WE ARE...
RESPECTFUL,
RESPONSIBLE,
and READY TO LEARN

**Communicate...**

PLEASE
THANK YOU
YOU’RE WELCOME
YES MA’AM
NO MA’AM
YES SIR
NO SIR
EXCUSE ME
I’M SORRY
HELP ME
I HAVE
I CAN

*I WILL BE THE PRIDE OF THE SOUTH SIDE.*

All students are to be respectful of themselves and others. Students are expected to practice good responsibility in being safe, cooperative, and making good choices. Students will be held accountable anytime they choose not to comply with being safe, respectful, responsible, or ready to learn.

Should a student not meet our expectations, the first step of intervention will be a verbal reminder. If the behavior continues, teachers will issue a time away from peers to reflect on the action. Behaviors that continue after these steps may result in being sent to the office. The staff at Harrison makes every effort to work with parents/guardians to help students learn from mistakes and meet expectations. Parents/guardians of students who continue not to meet expectations will be invited to school to meet with the principal, teachers, and student to address the concerns and develop a plan for improvement.
## Harrison Community Learning Center

### We are...

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<th>RESPECTFUL</th>
<th>RESPONSIBLE</th>
<th>READY TO LEARN</th>
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<tr>
<td><em>Show kindness to others</em>&lt;br&gt;<em>Use kind language and tone</em>&lt;br&gt;<em>Listen carefully while others speak</em>&lt;br&gt;<em>Keep hands, feet, and other objects to yourself</em>&lt;br&gt;<em>Be cooperative</em></td>
<td><em>Follow directions and classroom routines</em>&lt;br&gt;<em>Do quality work</em>&lt;br&gt;<em>Be a problem solver</em>&lt;br&gt;<em>Follow dress code</em>&lt;br&gt;<em>Clean up after yourself</em></td>
<td><em>Be here on time</em>&lt;br&gt;<em>Have materials ready</em>&lt;br&gt;<em>Participate</em>&lt;br&gt;<em>Do your homework and class work on time</em></td>
<td></td>
</tr>
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</table>

| Hallway | *Be quiet*<br>*Smile & Wave*<br>*Maintain personal space*<br>*Use kind language and tone* | *Hands behind back*<br>*Stay in line order* | *Line up quickly & quietly*<br>*Walk directly to where you need to be* |

| Lunchroom | *Show kindness to others*<br>*Use good manners*<br>*Quiet voices*<br>*Wait patiently* | *Follow directions*<br>*Have a calm body while waiting in line and eating*<br>*Stay seated until you are dismissed*<br>*Pick up food and objects that have fallen* | *Raise your hand if you need an adult*<br>*Listen to adult directions*<br>*Line up quickly and quietly* |

| Playground | *Show kindness to others*<br>*Share*<br>*Take turns*<br>*Use kind language and tone* | *Follow directions*<br>*Be Safe*<br>*Use equipment properly*<br>*Return equipment* | *Line up quickly & quietly*<br>*Keeps hands and feet and other objects to self*<br>*Be a good sport* |

| Bathroom | *Respect privacy*<br>*Hands & feet to yourself* | *Follow directions*<br>*Use facilities correctly*<br>*Flush toilet*<br>*Wash hands*<br>*Clean up after yourself* | *Do your business and get back to learning*<br>*Wash and dry hands* |

| Bus | *Listen to adults the first time*<br>*Use kind language and tone* | *Follow directions*<br>*Face forward*<br>*Stay in your own seat*<br>*Clean up*<br>*Keep feet on floor* | *Get on & off carefully*<br>*Take all belongings*<br>*Be Safe* |

| Assemblies | *Be silent*<br>*Represent yourself & Harrison positively*<br>*Keep hands, feet, and other objects to yourself* | *Stay in your seat*<br>*Sit appropriately*<br>*Be Safe*<br>*Listen to the speaker/ performer* | *Enter & exit quietly*<br>*Walk at all times*<br>*Participate*<br>*Stay with your group* |

| Field Trips | *Listen the 1st time*<br>*Use good manners*<br>*Keep hands & feet to yourself*<br>*Represent yourself & Harrison positively* | *Listen carefully to directions*<br>*Be Safe* | *Be alert*<br>*Line up quickly & quietly*<br>*Participate* |

| Emergencies | *Be silent* | *Follow directions the first time*<br>*Be Safe* | *Be alert*<br>*Line up quickly & quietly* |
BULLYING POLICY

District Bullying and Harassment Policy 7:20 states:
No person, including students and district staff, should be subject to bullying or harassment. Accordingly, aggressive behavior, bullying, hazing, intimidation, and harassment (including but not limited to harassment based on sex, color, race, religion, national origin, physical or mental disability, sexual orientation, or other protected group) are prohibited while in school, on school property, on school buses, at designated school bus stops, at school sponsored or school-sanctioned events, or in any communication that bears a reasonable relationship to school, or in any communication that uses school computer, networks, or systems.

At Harrison Community Learning Center, students who engage in bullying shall be subject to a range of punishment to include verbal or written reprimand, in or out of school suspension, change of placement and/or expulsion.

**Bullying complaint forms are available in the front office upon parent request.**

SAFE SCHOOL PLAN

In case of an unforeseen emergency, e.g., a threat outside the building can cause the school to be locked down for the safety of the students and staff, we did not permit any one to enter or exit the school building. Throughout the year, we will have several safety drills to practice what to do in case of an actual emergency situation, whether it is a fire, tornado, or other threatening situation.

SAFETY DRILLS

Fire and Emergency Drills
(Board Policy 4:210)

During each academic year, each school building must conduct a minimum of:
1. Three school evacuation drills
2. One bus evacuation drill
3. One severe weather and shelter-in-place drill
4. One law enforcement drill

Fire drills will be held periodically throughout the year. A tornado drill will be held in the spring. As part of our Safe School Plan, we will also practice our Code Red and Law Enforcement procedures during the year.

SEARCHES

Students’ desks and lockers are the property of the Peoria Public Schools. School personnel reserve the right to inspect these desks and lockers at any time, with or without the presence of the student.

UNIFORMS

Primary/Middle/Special Schools Only
(Board Policies 7:160 and 7:165)

As part of our safety program and to ensure a culture of excellence, all primary and middle schools in the School District will once again enforce a mandatory school uniform policy this school year. Individual schools participating in the School Uniform Program have specific dress requirements and school uniform policies posted on each website, located under the parent link.
**Dress/Uniform Code**

All students must follow Peoria Public Schools’ student dress code. The Board of Education has implemented a policy requiring all primary and middle school students to wear a standard uniform. Below are the requirements each student is expected to meet during each day of school at Harrison. **Students are expected to wear their full school uniforms every day, unless otherwise indicated.** Hats may not be worn in the building. Any clothing that causes unnecessary disruption will not be allowed. Parents/guardians of students violating the dress code will be notified and may be asked to bring a change of clothing.

**Uniform shirts**
- Must be one of the required colors –
  - K-Red, 1st-Royal Blue, 2nd-Hunter Green, 3rd-Navy Blue, 4th-Orange, 5th-Maroon, 6th-Light Blue, 7th-Gold, 8th-Black
- Must have a collar
- Must be free of writing, logos, stripes, or decoration

**Uniform pants/shorts/skirts/dresses**
- Must be khaki, navy blue, or black
- Must be free of writing, logos, stripes, or decoration
- Sweats, warm up pants, athletic shorts, and denim are **not allowed**
- All pants must be worn at natural waist with no undergarments or skin showing.
- **No denim of any color is allowed.**

**Sock/tights/leggings/shoes**
- Must be **solid white, black, navy or grey** colored without logos or designs.
- Solid color leggings (white, black, navy or grey) may be worn under skirts/jumpers.
- Close toed shoes with a back or back strap. **Flip flops, sandals, slides, clogs, and high heels are not to be worn for safety reasons.** Athletic shoes with non-marking soles are required for PE.

**Uniform sweatshirts or sweaters**
- Must be a solid sweatshirt in the grade-level color without a hood
- Must have a uniform shirt underneath with collar visible
- Must be free of writing, logos, stripes, or decoration

**DRESS CODE VIOLATION**

*Students are expected to follow the Harrison Uniform Policy. The policy will be strictly enforced. We appreciate your support by purchasing clothes that meet the guidelines listed below.*
It is parent/guardian’s responsibility to ensure that the student abides by the dress code. Parents/guardians should check uniform attire before student leaves for school. Students that come to school out of uniform attire will receive a uniform violation form. On the second uniform violation, the parent must bring appropriate uniform attire for the students to return to class.

**NON-COMPLIANCE OF THE DRESS CODE:**
Parents/guardians, please note that we are serious about our dress code. We will issue consequences for noncompliance to the uniform dress policy beginning the 1st week of school.

- Friendly reminder and violation notice will be sent home with student,
- Parents/guardians will be notified and ask to bring a uniform for student to return to class,
- **Must be in approved uniform in order to return to class – Conference with administration,**
- Students will be asked to go to nurse’s office to change into a school uniform,
- Parent will be asked to pick-up student.

On Fridays only, students can wear official Harrison Hawks or collegiate spirit wear. Spirit wear **cannot** be worn throughout the week. On days when Harrison has a dress down, free dress, or buy-out of uniform, the students must adhere to the **modest** dress codes. **(No leggings, yoga pants, extremely tight-fitting clothing, skirt or shorts above the knee, shirts with inappropriate images or quotes)**

**TRANSPORTATION**
Bus routes are determined by the District Transportation Department. Inquiries about bus routes and pick up/drop off times should be made to the transportation department. Phone **693-4418**. For those students who reside less than one and a half miles from school, you may request bus service for a fee. Please note that no one living less than one and a half miles from the school (paid bus riders) will be allowed to sign up until after all bus routes are finalized.
SAFETY for WALKERS
Students walking to school should walk on the sidewalk. If there is no sidewalk, they should walk on the street toward traffic with no more than two people side-by-side. Please try to stay off personal property and out of the mud. Students should be extra careful crossing streets.

BICYCLES
Students in grades 2 through 8 may ride their bikes to school only with parent permission. They should be locked in the bicycle rack which is located at the back of the building. Neither the district nor the school is liable for any stolen or damaged bikes.

FIELD TRIPS
Each of our classrooms takes field trips during the school year. We teach our students that they are representing our entire school during their experience as outlined in the PBIS matrix. Field trips are provided to enrich the educational program and give students experiences they may not otherwise have. We are always interested in parents/guardians being chaperones. This is a wonderful way to be involved. All expectations, policies, and procedures apply. Information slips are sent home in advance of the trip and parent signatures are required unless it is a district field trip.

FOOD SERVICES and EXPECTATIONS

Breakfast
- Breakfast is served daily and is eaten in the classroom every morning from 8:30-8:45.
- Breakfast is available to all Harrison students. However, if you student arrives after 9:00AM, please make sure they have eaten breakfast before arriving to school.

Lunch
- School lunches are available to all students in grades Kindergarten through eighth grade.
- Lunch menus are available in the office and online.
- If your student does not like items on the menu, the choice is theirs to bring a sack lunch.
Universal Breakfast & Lunch:
The USDA has chosen Illinois as one of three states for a new pilot program for the next four years. All schools that participate in the Community Eligibility Option (CEO) will provide universal free breakfast and universal free lunch for all students regardless of their family income level. Free and reduced applications cannot be given to students at a CEO school. Harrison is a CEO school.

Students will be notified of their exact lunch schedule and the expectations in the lunchroom when the school year begins. **Students should always use a quiet voice using an inside voice.** Students are to remain seated while they eat their lunch. Reasonable and appropriate student behavior in the lunchroom is expected from all students. Students may be isolated or removed from the lunchroom if their behavior is not acceptable. The lunchroom expectations have been developed to maintain an orderly atmosphere during the lunch period. Students are expected to observe these expectations at all times.

**Lunchroom Expectations:**
1. CARRY TRAY WITH BOTH HANDS
2. SIT IN ASSIGNED AREA AND **USE QUIET, INDOOR VOICES**
3. REMAIN SEATED AND LEAVE ONLY WITH PERMISSION
4. RAISE HAND FOR HELP
5. KEEP HANDS, FEET AND OBJECTS TO YOURSELF
6. FOOD IS NEVER SHARED OR THROWN
7. WALK QUIETLY AND ORDERLY
8. WHEN SIGNAL IS GIVEN, ALL TALKING STOPS
9. LINE UP QUIETLY

**Recess Expectations:**
1. PLAY SAFELY IN THE ASSIGNED AREA
2. KEEP YOUR HANDS, BODY AND OBJECTS TO YOURSELF
3. USE APPROVED EQUIPMENT
4. REFRAIN FROM THROWING SNOW OR OTHER OBJECTS
5. DO AS DIRECTED BY ADULTS
6. TREAT OTHERS WITH RESPECT
7. LINE UP WHEN WHISTLE IS BLOWN

They will go outside for recess on days when there is no rain and the temperature is 32 degrees or above (wind chill included). **Please dress students appropriately with this in mind.**

**PHOTOGRAPHS/PUBLICATIONS/MEDIA**
We expect that the media will be interested in what is happening at our school. If, for any reason you do **not** wish your student to be viewed on television or photographed by the media, please ensure that you have completed and returned the district photo release form. To be respectful of the privacy of all parents/guardians and students, please do not post photographs of students engaged in school sponsored activities on social media. All such photographs must come through the office to ensure the privacy rights of the individuals.
SCHOOL PICTURES
Fall pictures are taken of each student, teacher, and class. Fall pictures will be taken in October. All students must be in uniform for yearbook purposes. More informal, full length Spring pictures are also taken in the spring. **Students will be able to have a free dress day for Spring Pictures only.** Both Fall and Spring pictures are available to each student, but there is no obligation to purchase them.

BIRTHDAYS AND CLASSROOM CELEBRATIONS
We realize that birthdays are very important; however, as a learning institution, it is imperative that we remain focused on academics and maximize our instructional time. **Therefore, we are no longer allowing birthday celebrations to occur within the building. This includes balloons, party favors, flowers, gifts, food and treats.** Please save this special time for outside of school.

INVITATIONS
While it is very exciting to receive an invitation to a party, feelings of sadness and rejection can be felt when left out. To be sensitive to the feelings of all students, invitations to birthday parties or other special events should not be passed out at school unless all students in the classroom are being invited.

Classroom celebrations will be held at various times throughout the year. **Celebrations include:** Fall Harvest, Christmas, Valentine’s Day, and End of the Year. The teacher will send home information about their classroom celebrations with dates, times, and treats that can be brought. All food and snacks must be store bought. Please contact teacher about possible food allergies before bringing food.

CELL PHONES/ELECTRONICS
During the school day, cell phones are to be off and locked in the student’s locker. **All cell phones and electronics are to be out of sight and turned off before entering school grounds.** Cell phones are not to be used during the school day, **even to call/text parents/guardians.** Parents/guardians should use the main office to contact their student. **If a student is caught with, calling, texting, or answering his/her cell phone, it can be confiscated and turned over to the main office.**

- **1st offense** – Teacher will keep phone until the end of the day.
- **2nd offense** – Teacher will give phone to school principal. The student can pick it up from the office at the end of the day.
- **3rd offense** - The phone must be retrieved by a parent and conference held with administration. The student must use a cell pouch until given permission by school principal.

**We will not be responsible for any lost or stolen phones or any other electronic device including those confiscated for violations.**
**OTHER ELECTRONIC DEVICES**
The possession or use of other electronic devices (radios, IPods, laser pointers, tape players, gaming systems, etc.) are not permitted during the school day. We will not be responsible for any lost or electronic device including those confiscated for violations.

**CURRICULUM**
A rigorous curriculum in the areas of reading, mathematics, writing, social studies, science, health, fine arts, and physical education is offered to our students aligned with Peoria Public Schools’ Curriculum and Instruction Guidelines as well as the Common Core Learning Standards. All instruction in classrooms is differentiated for learners who need a challenge after quick mastery of the material and for learners who struggle to master the material.

**GIFTED/ENRICHED**
Students are challenged through integrated units across the curriculum. Units have been developed to complement the Balanced Literacy program and are implemented at all grade levels. These units are of high interest, are motivating and integrate objectives across the curriculum. They have been aligned with an IAR focus and the Common Core standards-aligned curriculum of the State of Illinois.

**BILINGUAL EDUCATION**

*(Board Policy 6:160)*
The Peoria Public Schools maintain a program for students with limited English Language Proficiency. The program works to appropriately identify students with limited English proficiency and determine an appropriate instructional environment for limited English proficient students. For more information, contact the ESL Director at (309) 672-6754.

**HOMEWORK**
Often your student will have homework assignments to complete after school. It is important to cooperate with your student’s teacher to be certain that homework is finished.

Teachers are most willing to help students having difficulty in school. If a student desires such special help, contact the teacher to schedule time either before or after school.

**GRADING**
To assure a fair and equitable method of grading, teachers follow the District Grading Policy:

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = 50-59

Kindergarten will utilize a skill-based report card with grade designations as determined by the District.
Primary students receive letter grades in the following subject areas:

Grade 1-4:  Letter grades for English/Language Arts (ELA), Math, and all encores

Middle students receive letter grades in the following subject areas:

Grade 5-8:  Letter grades for English/Language Arts (ELA), Math, Science, Social Studies, and all encores

(Refer to District Policy 6:280 AP for full details of section IV of Grading Policy)

**PROGRESS REPORTS / REPORT CARDS**
Grading reports are sent home to inform parents/guardians of their students’ progress. Any questions regarding progress should be addressed to the homeroom teacher and may be done by phone or at a special conference. **Grading and report card dates are listed on the school calendar as well as School Improvement Planning (SIP) Days.**

**PARENT TEACHER CONFERENCES**
Parent/Teacher conferences are held to foster a mutual understanding between parents/guardians and teachers regarding the student, his/her parents/guardians, and the means to assist his/her development. There will be only one Parent-Teacher Conferences date scheduled for the 2020-2021 school year. **At any time, a concern exists, a teacher or parent may request a conference.**

Monday, October 19 and Tuesday, October 20
(4:00PM – 7:00PM)

**ATHLETIC and EXTRACURRICULAR ACADEMIC ELIGIBILITY**
All students must maintain grades of C or higher to participate in any athletic or extracurricular event. Student athletes who have experienced any out-of-school or in-school suspensions are ineligible to practice, play, or participate for the entire week. All students must have an update sports physical on file before they can participate in practices and games.

*All students must adhere to the school expectations to be able to attend any sporting events. Administration reserves the rights to not admit any student or family members into school events.*

**TRANSFERRING OF STUDENTS**
If you find that you will be leaving Harrison Community Learning Center, **please notify the school at least 24 hours before you plan to transfer.** If the transfer is to be to a school other than in Peoria, no books will be sent. All student records will be sent directly to the new school following our receipt of a release form that you, the parent/guardian, have signed at the new school.
HEALTH EXAMINATIONS COMPLIANCE
Illinois State Law requires that all students in schools must have physical, dental, immunization and birth records on file. This same law states that students in kindergarten, 6th grade, 9th grade, or new to Peoria Public Schools must provide evidence of a current physical exam and record of immunizations. All students entering kindergarten or new to Peoria Public Schools must also provide a record of a current eye examination completed. Kindergarteners, 2nd, and 6th grade students must submit a dental exam.

MEDICATION: ADMINISTRATION OF STUDENT
We recognize that some students will require medication during school hours. When medication is to be administered during school hours, the following guidelines will be used.

- Completion of the district Medication Authorization Form is to be provided to the school in advance of any medication being given. This authorization must be signed by the attending physician and should detail the name of the drug, the dosage, and the time interval in which the medication is to be taken. This form is available in the office, as well as online.
- The medicine must be brought to school by the parent in a container appropriately labeled by the pharmacy or the physician
- Our school nurse, or on-site Unity Point Medical Clinic, will discuss the medicine and any possible side effects with the staff and will administer the initial dose at school.
- All medicine will be kept in a secured area.

BIRTH CERTIFICATE
(Board policy adopted 4/10/00)
Pursuant to the Missing Students Records Act and Missing students Registration Act, a certified (state) birth certificate or other reliable proof of identity and birth date shall be presented upon initial enrollment of a student for the first time in the district, however, if either is not available, the school shall notify in writing the person enrolling the student that within 30 days he/she must provide either 1) a certified copy of the student birth certificate or 2) other reliable proof of identity and birth date (i.e. passport, visa or other government document) and at the time of enrollment, sign an affidavit explaining the inability to produce a copy of the birth certificate.

SKYWARD FAMILY ACCESS
Family Access provides parents/guardians immediate access to students’ school information through the Internet. If you do not know your log-in or password, please call the office. You will be given a temporary password and will be required to change it at the first log-in.
Parents/guardians will be able to access information in the following areas:
- Contact Information/ Fees
- Student Demographic Information
- Student Attendance/ Grades
- Test Scores
- Student Schedule
- Calendar/ Food Service
INTERNET POLICY

We have the ability to enhance our students’ education through the use of the Internet. The district’s goal in providing this service is to promote educational excellence by facilitating resources sharing, innovation, and communication.

With this educational opportunity also comes responsibility.

- Access to the district’s internet must be for the purpose of education or research and be consistent with the educational objectives of the district.
- The use of the district’s internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. School administration will make all decisions regarding whether or not a user has violated this authorization and may deny, revoke, or suspend access at any time.

TEXTBOOK FEES AND WAIVERS

Each pupil is required to pay a textbook and supply fee at the time of registration. The textbook fee is used to purchase basic and auxiliary texts - hardcover and paperback, periodicals, workbooks, science, music, and art materials and supplies.

The following fee schedule approximates the cost to the District of books and consumable supplies at each level.

- Full-Day Kindergarten  $50.00
- Grades 1-8  $55.00

LOST AND FOUND

All items should be marked with your student’s name using permanent marker so that identification can be easily seen. Toys, games, and electronic devices should not be brought to school. Students are responsible for such items. The school is not responsible if such items are lost or stolen.

All found articles will be placed in the lost and found box in the office area. Students may claim items before school, at lunch time, or after school. Articles not claimed will be donated at the end of the school year. Jewelry, electronic items, and other small items will be taken to the office.

TITLE I

The basic principles of Title 1 state that schools with large concentrations of low-income students will receive supplemental funds to assist in meeting student’s educational goals. Harrison is a school-wide Title 1 School. Harrison’s 2020-2021 Title I budget will be shared at our first PTO meeting on Tuesday, September 9 from 4:00-5:00PM.

MILITARY PERSONNEL

We at Harrison wish to thank our families who serve in the military. We know that it is through your sacrifice and your service to our country that we maintain the freedoms that we possess today. Please contact the office if you are in the active military.
August 2020

Dear Parent:

In accordance with ESEA Section 1111(h)(6) **PARENTS RIGHT-TO-KNOW**, Peoria Public School District #150 is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your student’s classroom teacher. This information regarding the professional qualifications of your student’s classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the student is provided services by paraprofessionals and, if so, their qualifications.

If at any time your student has been taught for 4 or more consecutive weeks by a teacher not highly qualified, the school will notify you.

If you have questions, please feel free to contact me at the following phone number (309) 672-6522.

Sincerely,

Mrs. Fabian Daniels, Principal
2020

August 17, Mon.  Faculty Institute – 8:00am – 1:00pm
August 18, Tues.  Faculty Institute – 8:00am – 1:00pm
Kindergarten Welcome Day – 11:00am-1:00pm
Meet the Teacher/Back-to-School/Unpack Backpack – 4:00 – 5:00pm
August 19-September 4
August 19, Wed.  First Day of School - FULL DAY for all students,
August 28, Fri.  College Colors Day

September 7, Mon.  Labor Day Holiday – NO SCHOOL
September 8, Tues. Parents ONLY Collaboration Meeting-PTO, 4:00 – 5:00pm
September 9, Wed.  Popcornopolis Fundraiser begins
September 18, Fri.  Donuts for Dads – 8:30-10:00AM
September 23, Wed.  Progress Reports sent home
September 23, Wed.  Open House for Families and Students – 4:30-6:00PM
September 24, Thurs.  Parent University – Greater Peoria YMCA 5:00-8:00pm
September 30, Wed.  SIP -- ½ DAY SCHOOL (11:30 a.m. Dismissal)-Uniform Buy Out

October 13, Tues.  Hispanic Heritage Family Night, 4:30-6:00PM
October 16, Fri.  End of Midterm Grading Period 1 (Progress Reports given at conferences)
October 19-20, Mon.-Tues.  Parent Conferences, 4PM – 7PM (Both nights)
October 21-23, Wed.-Fri.  Fall Break, NO SCHOOL for students
October 27, Tues.  School Fall Carnival Night, 4:30-6PM

November 3, Sun.  Change Clocks – Fall Back 1 hour
November 4, Wed.  SIP -- ½ DAY SCHOOL (11:30 a.m. Dismissal)-Uniform Buy Out
November 10, Tues. Parents ONLY Collaboration Meeting-PTO, 4:00 – 5:00pm
November 18, Wed.  Progress Reports sent home
November 20, Fri.  College Colors Day
November 24, Tues.  Grandparent's Day (All students)
November 25-27  Thanksgiving Recess -- NO SCHOOL

December 15, Tues.  Winter Family Night, 4:30-6:00p.m.
December 18, Fri.  Last Day Before Winter Vacation, 1-hour early release
Dec. 21-Jan. 1, 2020  WINTER VACATION - NO SCHOOL
January 5, Tues. School resumes for all students
January 6, Wed. REPORT CARDS sent home (if parent teacher conferences were attended.)
January 12, Tues. Parents ONLY Collaboration Meeting-PTO, 4:00 – 5:00pm
January 18, Mon. Martin Luther King’s Birthday -- NO SCHOOL
February 3, Wed. SIP -- ½ DAY SCHOOL (11:30 a.m. Dismissal)-Uniform Buy Out
February 5, Fri. College Colors Day
February 10, Wed. Young Author Manuscripts are due
February 15, Mon. President's Day – NO SCHOOL
February 25, Thurs. Black History Family Night, 4:30-6:00PM
March 1-5 Read Across America Week
March 7, Sunday Change Clocks – Spring Forward 1 hour
March 9, Tues. Parents ONLY Collaboration Meeting-PTO, 4:00 – 5:00pm
March 17, Wed. Midterm Progress Reports sent home
March 18, Thurs. Parent University (location TBA) 5:00-8:00pm
March 29-April 5 No School - Spring Break
April 6, Tues. School resumes for all students
April 24, Sat. Kindergarten Fair
April 28, Wed. SIP -- ½ DAY SCHOOL (11:30 a.m. Dismissal)-Uniform Buy Out
April 28, Wed. Midterm Progress Reports sent home
May 6, Thur. 8th grade Field Trip
May 3-7, Mon.-Fri. Teacher Appreciation Week
May 7, Fri. Muffins for Moms
May 7, Fri. College Colors Day
May 11, Tues. Parents ONLY Collaboration Meeting-PTO, 5:00 – 6:00pm
May 24, Mon. 8th grade Graduation, 5PM
May 25, Tues. Field Day
May 27, Thurs. Awards Day
May 22, Thurs. Last Day of School for Students

*Dates and events are subject to change
Parent Link (weekly calls), notes, newsletters, and event notices will be sent home.
Signature Sheet for Harrison Community Learning Center

Parent Handbook

I understand this Parent-Student Handbook is not a contract. It states current practices and procedures for Harrison Community Learning Center. These procedures are subject to change as dictated by state law, district policy or changing needs at Harrison Community Learning Center.

Please sign below to verify you have read and gone over the handbook with your student(s) and that you have received the “Parent Right to Know” letter as mandated for Title I schools.

_____________________________________
Parent Signature

_____________________________________
Student Signature

_____________________________________
Student Signature

_____________________________________
Student Signature

_______________________
Date

Questions: _____________________________________________