

Gray County Community Learning Center

Student Handbook

This information is designed to answer most of the questions you might have about **Gray County Community Learning Center**.

GENERAL INFORMATION

The requirements of the program are:

1. Your full commitment
2. Good attendance
3. Appropriate behavior (dress, speech, and behavior)
4. Cooperation with other students and the instructors

There aren't any bells and there is very little homework. However, we do have a HIGH EXPECTATION rate for all students in the program and we will assist you in reaching your goal as quickly as possible.

You are being given the opportunity for an excellent education that is being delivered in a non-traditional format. Because we are dealing with a smaller number of students in comparison with public school systems, we will attempt different ways of dealing with students who did not find success in the past.

LOCATION

120 South Main
Cimarron, Kansas 67835
(620) 855-4606

Eligibility For Enrollment

This program is for people 18 years or older who want to receive a high school diploma, not a GED. The Community Learning Center is also available to community members seeking to refresh previously learned skills, and/or those students that qualify under religious exemption.

You must meet the graduation requirements of the School District 102 or 447. All previous transcripts will be reviewed and you will be credited with courses already taken. At the completion of your required credits you will receive a **Gray County Community Learning Center** High School Diploma or an Ingalls High School Diploma.

TRANSPORTATION

Neither **Gray County Community Learning Center** nor the sponsoring district is responsible for providing transportation for our students.

DAY CARE

No Day Care is available or provided. Children that attend the center with an adult are the responsibility of that adult.

ATTENDANCE/GOALS & VIRTUAL WORKING

Attendance is extremely important in this type of program. Students who are eligible for taking classes through the virtual program are expected to maintain contact with the instructor on a regular basis. In addition, students will be asked to outline and implement goals toward achieving his/her diploma.

BREAKS

Breaks are allowed. Students can bring their own snacks or purchase a small snack at the center. There is a small refrigerator in the center available for storage of snack items. All students must log out to take meal time. Restroom breaks don't require log out time.

GRADES

Grades in most of your classes will be indicated by your performance on the computerized tests included in the software as well as any offline required coursework. All grades will be a B or above as the computer program will not accept work below a competency level of 80%. The grading scale will be:

90% to 100% = A
80% to 90% = B
70% to 80% = C

This program is based on the mastery of the information in the course. Cheating and plagiarism are not tolerated in a program of this nature. We have access to Internet for research projects. You are to use this information tool to assist you in completion of course requirements. Instructors reserve the right to refuse assignments if we believe you have copied, cheated or used methods other than your own to complete these.

TESTING

Everyone attending **Gray County Community Learning Center** will be given comprehensive exams over courses completed.

GOALS

Student and teacher work together to set goals. These goals will be set at enrollment and reevaluated quarterly, or more often depending on students' needs.

CLASSROOM BEHAVIOR

Cooperative learning and peer tutoring are encouraged at the Gray County Community Learning Center. Out of respect for other students, please keep noise levels to a minimum. Cell phone calls should be done quietly or the individual should step out of the room.

Keep the computer area clean and free of damage. If you notice a problem in the computer area when you leave or come to class please let the instructor know immediately.

CLASSROOM GUIDELINES

General classroom rules will require that students:

1. Students shall not possess, handle or transmit any object that can reasonable be considered a weapon at the Learning Center. Weapons of any kind are not allowed in vehicles located outside the Learning Center.
2. Follow the classroom procedures expected by your teacher.
3. Respect the rights and property of staff, students and school.
4. Drugs and alcohol are not permitted on school property. Smoking is not permitted inside the building.
5. The **Gray County Community Learning Center** is not responsible for valuables or money brought to school.
6. The telephone is only for emergencies.
7. Dress appropriately for school. Please avoid clothing which advertises alcohol or tobacco products, exhibits obscene language or is excessively suggestive.

DISCIPLINARY GUIDELINES

Since your participation is voluntary and the Community Learning Center exists to serve students in need of a high school education, certain inappropriate behaviors will not be tolerated. The Community Learning Center does not have to follow compulsory education guidelines for attendance. The staff reserves the right to take necessary action to ensure the safety of students and instructors. Police will be called if necessary.

These behaviors could result in complete expulsion from the Community Learning Center:

1. Committing or threatening physical harm
2. Destroying or damaging property
3. Abusing Internet privileges
4. Refusing to work
5. Engaging in behavior that prevents others from working
6. An inappropriate behavior which results in police action
7. Fighting
8. Drug or alcohol use
9. Any illegal activity on school property
10. Chronic behavior problems