

Scott City Learning Center Student Handbook

This information is designed to answer most of the questions you might have about the Scott City Learning Center.

GENERAL INFORMATION

The requirements of the program are:

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

There aren't any bells and there is very little homework. However, we do have very HIGH

EXPECTATIONS for all students in the program and we will assist you in reaching your goal as quickly as possible.

Remember that you are not getting a "watered down" education in this program. 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: 706 Washington, Scott City, Ks 67871, Phone 620-872-3785, Fax 620-8727313

This program is for people 18 years or older who want to receive a high school diploma, not a GED. The Learning Center is also available to home-schooled students, teenage parents, and those under 18 years of age that have dropped out of school and/or those that qualify under religious exemption.

You must meet the graduation requirements of Scott Community High School, School District #466. 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 Scott Community High School Diploma.

TRANSPORTATION

Neither Scott City Learning Center nor the sponsoring district is responsible for providing transportation for our students.

DAY CARE

No Day Care is available or provided. Children are not allowed in the classroom.

ATTENDANCE

Historically, successful students have at least one thing in common--they attend a minimum of three hours a day, three days a week!! Attendance is extremely important in this type of program, as it is impossible for you to work on your lessons when you are not present in the classroom. Please notify the Center as soon as possible if you will be absent. Students who have attendance problems will be dealt with on an individual basis.

Remember there is virtually no homework. You can read any books relevant to the course you are enrolled in on your own time. You are allowed to write a rough draft outside of the center and then type the final draft in class. Be sure to keep a log of your reading time off-line on the sheets that are provided.

For all students working in classes with textbooks, textbooks may be borrowed and read outside of the center. All tests for the material covered in the textbooks will be completed at the center. We will provide a place for you to store your binders, notebooks, pen or pencil, and calculator.

Included in your binders is valuable information for your use in this lab. You are allowed to take these binders out of the site to study. Some course requirements have videos to view and study guides to complete.

Working quietly is a necessity for this type of classroom. When you need to ask a fellow student for help - do so quietly and get the information you need and get back to work.

BREAKS

You will be allowed to take breaks to stretch, use the restroom, or get a snack at your discretion. Soft drinks and food do not mix well with the computers- therefore, please be extremely careful. If you do have snacks, it is your responsibility to clean up after yourself. If you are visiting with others while on break, you need to keep the noise to a minimum.

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. The grading scale will be:
92-100% A 83-91% B 74-82% C 65-73% D

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 the Scott City Learning Center will be required to take Comprehensive-assessment tests for the majority of the courses we offer. You all have the ability to be successful, but only you can achieve that success and **ONLY YOU CAN TAKE THE CREDIT FOR IT!** We are here to help, motivate and encourage you.

SCHEDULING

In this type of program, scheduling is one of the challenges we will meet and it will require the cooperation and understanding of all. If you are working in class, every effort will be made to have a computer available to you during the hours that work best for you and your home life as well as your job responsibilities. However, if that is not possible, we will try to find a time that will work for you.

The number of classes you take at any one time depends on you; typically you will be enrolled in two classes at one time. This program allows you the flexibility to work at your pace and concentrate on the class you prefer each day. You and the instructor will work out an appropriate schedule for you.

This program's focus is on the knowledge you demonstrate on your computer. The important factor is that **YOU** know it and understand it. You will take tests when you have successfully completed the material that will be covered on the test and you will be expected to complete those individually. If you take shortcuts, you will only cheat yourself because you will not have gained the knowledge for success on the respective final exam.

CLASSROOM BEHAVIOR

Respect for yourself, your classmates, teachers and the property of others is paramount to this program. Unlike a traditional classroom setting, cooperative learning and peer tutoring are encouraged quietly.

This means that if you have a question it is permissible to ask someone close to you for help, especially if the instructor is not readily available. Sometimes it is just easier and quicker to ask the person next to you a brief question and get on with your work. The instructors are here to help you choose those behaviors that are appropriate for this classroom setting so you can achieve your highest potential and so that your peers can achieve their highest potential. The atmosphere should be enjoyable for everyone and one that allows everyone to achieve success.

We also ask that you keep the computer area clean and free of any damage. If you notice a problem in the computer area when you come to the class, please let the instructor know immediately.

Actually all of the above can be summed up in one sentence. Your behavior in this program should not create a problem for you or anyone else. As long as you abide by this simple common sense guideline, everyone - including you - will be happy and successful.

CLASSROOM GUIDELINES

General classroom rules will require that students:

Come prepared to work with all necessary materials: notebook, pen or pencil and calculator, if necessary.

1. Follow the classroom procedures expected by your teacher.
2. Respect the rights and property of staff, students and school.
3. Drugs and alcohol are not permitted on school property. Smoking is not permitted inside the building or on district property.
4. Scott City Learning Center is not responsible for valuables or money brought to school.
6. The telephone is only for emergencies. Please tell your family, workplace, and friends that only important messages will be conveyed to you.
7. All visitors to the Community Learning Center must be pre-approved. We like to meet your friends and family, but the staff cannot meet your educational needs if they are visiting with others. You may not bring your children to class with you. Childcare is not provided by the Scott City Learning Center.
8. 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 Learning Center exists to serve students in need of a high school education, certain inappropriate behaviors will not be tolerated. The 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





Scott City Learning Center 620-872-3785
 706 Washington St.

2009-10 Enrollment Form

Name _____ Maiden Name _____ Gender Male Female

Address: _____ City _____ State Ks Zip _____

Home Phone (620) _____ Work _____ Cell _____

Social Security # _____ Date of Birth ____/____/____ Age: _____

Email address: _____ Employment _____

Have you received a high school diploma? Yes No What year would you have graduated? _____

Last School attended: _____ City: _____ State _____

Last Grade Level: _____ Last date attended: _____

Ethnicity: Hispanic/Latino Yes ___ No ___

Race: American Indian or Alaska Native ___ (of North. & South America)

Asian ___ (India, China, Japan, Pakistan, Phillipine, Thailand, Vietnam)

African American ___ (Africa) Hawaiian ___ (Guam, Samoa, Pacific) White ___ (Europe, Middle East, N. Africa)

Student Signature _____ (I attest that the information contained herein is correct to my knowledge)

If under 18 Parent/Guardian Signature _____

FOR STUDENTS IN CLASSROOM

AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT

Known Allergies _____ Regular Medications _____

Special Instructions _____

Other conditions pertaining to health: _____

Medical coverage is with :(Insurance Company) _____ Policy #: _____

I hereby give my consent, in the event all reasonable attempts to reach my contact person have been unsuccessful, for: (1) a staff member of Scott City Learning Center to request medical or dental assistance or treatment which may be necessitated by virtue of participation in a school sponsored or related activity for the above named student; (2) the administration of any treatment deemed necessary by (preferred physician) is not available, by another licensed physician or dentist; (3) the transfer of the student to the hospital deemed most appropriate by the emergency medical personnel;

Signature _____ Date _____

Parent Signature _____ Date _____

To be filled out by Learning Center Staff: Enrollment Fee paid _____

Login _____ Password# _____ Date _____

SWPRSC Learning Center Acceptable Use Policy – Computers and Internet

Student: I have read the Acceptable Use Policy below and will abide by the stated terms. I understand that a violation may result in the loss of network access and/or further disciplinary actions which can include **immediate** expulsion from the program. I release the Community Learning Center, its administrators and IT personnel from any and all liability arising as a result of my use of network resources and I assume all responsibility for my use of network resources.

Parent or Legal Guardian: As the parent or legal guardian of the student, I have read the Acceptable Use Policy and grant permission for the student to access network resources. I understand that the network resources of the Community Learning Centers are designed for educational purposes and that it is impossible for the Community Learning Center to restrict all access to all unauthorized materials and I will not hold the Community Learning Center, its administrators, or IT personnel responsible for materials acquired by the student from the network.

Student Signature: _____ **Date:** _____

Parent Signature (if under 18): _____ **Date:** _____

Classroom Students

Please initial the following:

Student Initials

_____ 1. The network is provided to conduct research and access course materials. Access to network services is given to students who agree to act in a considerate and responsible manner. **Access is a privilege...not a right!** That access entails responsibility. Inappropriate use will result in suspension or cancellation of internet privileges.

_____ 2. Internet access is to be used for projects generated by this center. **Computer use by persons not enrolled in a community learning center program is not authorized.**

_____ 3. Student will not use network resources to access or transmit obscene or offensive material.

_____ 4. Student will not use network resources to facilitate illegal activity.

_____ 5. Student will not use network resources for commercial activity or lobbying.

_____ 6. Student will respect the copyrights of all accessible information.

_____ 7. Student will not use network resources in order to harass, send hate mail, discriminatory remarks, or any other behavior deemed anti-social or activity detrimental to the image of the CLC

_____ 8. Student will not stream audio or video. Music can be listened to via CDs brought from home.

_____ 9. Any and all internet publishing must be for educational purposes and consistent with the policies of the Community Learning Center. The Community Learning Center, its administrators, and IT personnel reserves the right to monitor and edit the content of any and all published materials.

_____ 10. Student will not download and/or install **any** software or files (including MP3s) without the expressed permission of the Community Learning Center and/or IT personnel. The Community Learning Center and/or IT personnel reserves the right to uninstall any and all unauthorized software found without notification. This includes instant messaging software (Yahoo! Chat, MSN Messenger, etc.).

_____ 11. IT personnel reserves the right to remotely monitor any workstation at any time and to remove a student's access if a student is found to be violation any section of the Acceptable Use Policy. This will be done via remote shadowing and key logger.

_____ 12. Any violation may result in loss of computer access as well as disciplinary and/or legal action including termination of enrollment. Users are considered subject to all local, state, and federal laws.

Scott City
Performance Based Diploma Program
Application and Agreement

We want to take this opportunity to welcome you to the Scott City Learning Center. We will be offering computer-based learning either virtual or in class. You will need to be committed to the program. This means that you will need to devote time and have the ability to "stay on task" while you work.

Basically to receive finances for our non-traditional school, the State of Kansas requires our students to attend or show being on the computer two different days for 6 hours.

For Classroom students that would be: once before September 22nd AND once after, but before Oct. 6th.

For Virtual students that would be: once between enrollment on August 18th and September 19th AND once between September 22nd and October 6th.

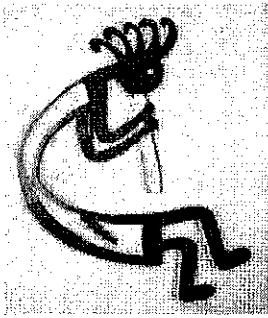
By working for those 2 days for 6 hours each, you keep this opportunity open to you and further students. For your future education and for a second chance at the Learning Center please help yourself and us!

The School District 466 will sponsor all students enrolling at the Scott City Learning Center. You will need to provide the Community Learning Center with the name and address of the last high school you attended.

Understand that your placement in this program is voluntary and that you may be asked to leave the program if the guidelines are not met. Therefore, you agree to cooperate with the instructors and others in this program.

- You are responsible for your own transportation.
- No Day Care is provided. Students may not bring children with them to class.
- The Community Learning Center provides no special education services.
- Placement in course levels will be determined by placement tests and pre-assessment tests.
- You will not earn credit merely for attendance. The earning of credits is entirely dependent on a successful score of 80% mastery of course objectives, which include all assignments and posttest. Earning your diploma depends primarily on the amount and quality of effort you put into coursework.
- Students exhibiting disruptive or disrespectful behavior to either staff or students of the Scott City Learning Center will receive in an immediate correction and 1 warning. Continuing disruptive behavior will result in expulsion from the program.
- You are expected to use the time at the Learning Center for learning. You understand that students who are frequently off task will be warned, and that failure to heed such warnings may result in dismissal from the program.

Violent or illegal behavior on the premises is grounds for immediate expulsion from the program.



Scott City Learning Center

706 Washington
Scott City, Ks 67871
Phone 620-872-3785
Fax 620-872-7313

scottclc@swprsc.org

REQUEST FOR STUDENT RECORDS

The student listed below was formerly enrolled at your school, and has inquired about attending the Scott City Learning Center. They are signing this transcript release, would you please forward a copy of their transcript to the fax listed above.

Name of student _____

Current address _____ City _____ State _____ Zip _____

Home Phone# _____ Work # _____

Date of Birth _____ Social Security # _____

Date last attended _____

I hereby consent to the release of records maintained by:

Name of School previously attended _____

Address _____ City _____ State _____ Zip _____

I understand that by signing this form, the above student's transcript, withdrawal grades, special education and health records are to be released to the Scott City Learning Center in Scott City, Kansas.

Student's signature _____

Signature of parent if under 18 years of age _____

Date _____ Processed by _____

I will fill this out. I need two of these returned and signed.

This activity log must be completed on two separate count days.

This activity log must be completed on two separate count days.

Activity log Day _____

Academic Activity Log for On-site and/or Virtual Courses

Name of Facility / Program Scott City Learning Center

Name of Student _____ Date of Entry _____

total on-site minutes 0 Total on-line minutes _____ Total off-line minutes 0

ON-LINE VIRTUAL COURSES - Complete the following information

| 1. Course Name | Method of Time Spent | Total Minutes Spent |
|----------------|---|---------------------|
| | <input type="checkbox"/> Time spent on-site | |
| | <input checked="" type="checkbox"/> Time spent on-line via software program | |
| | <input type="checkbox"/> Time spent off-line completing course requirements | |
| 2. Course Name | Method of Time Spent | Total Minutes Spent |
| | <input type="checkbox"/> Time spent on-site | |
| | <input type="checkbox"/> Time spent on-line via software program | |
| | <input type="checkbox"/> Time spent off-line completing course requirements | |
| 3. Course Name | Method of Time Spent | Total Minutes Spent |
| | <input type="checkbox"/> Time spent on-site | |
| | <input type="checkbox"/> Time spent on-line via software program | |
| | <input type="checkbox"/> Time spent off-line completing course requirements | |
| 4. Course Name | Method of Time Spent | Total Minutes Spent |
| | <input type="checkbox"/> Time spent on-site | |
| | <input type="checkbox"/> Time spent on-line via software program | |
| | <input type="checkbox"/> Time spent off-line completing course requirements | |
| 5. Course Name | Method of Time Spent | Total Minutes Spent |
| | <input type="checkbox"/> Time spent on-site | |
| | <input type="checkbox"/> Time spent on-line via software program | |
| | <input type="checkbox"/> Time spent off-line completing course requirements | |

ON-SITE COURSES - Complete the following information

| Course Name | Method of Time Spent | Total Minutes Spent |
|-------------|---|---------------------|
| 1. | <input type="checkbox"/> Time spent on-site | |
| 2. | <input type="checkbox"/> Time spent on-site | |
| 3. | <input type="checkbox"/> Time spent on-site | |
| 4. | <input type="checkbox"/> Time spent on-site | |
| 5. | <input type="checkbox"/> Time spent on-site | |
| 6. | <input type="checkbox"/> Time spent on-site | |

Student: _____

This signature verifies that you are enrolled and participating in courses offered through the program and/or facility listed above. If I am below the age of 18, a parent/legal guardian signature is required to verify the time spent.

| <u>1st Year</u> | Credit | <u>Second Year</u> | Credit | <u>Third Year</u> | Credit | <u>Fourth Year</u> | Credit |
|-----------------|----------|--------------------|----------|--------------------|----------|--------------------|----------|
| | | | | Government | 1 | | |
| | | | | US Geography | 1 | Humanities | 1 |
| Study skills | 1 | Pre-Algebra | 1 | Kansas History | 1 | Computer tech | 1 |
| Earth Science | 1 | Comp.English | 3 | Parenting | 1 | Music | 1 |
| Am. History | 1 | Algebra | 1 | Biology | 1 | Economics | 1 |
| English 1 | 1 | Phy Science | 1 | Speech/Orientation | 1 | Art | 1 |
| Basic Math | 1 | PE/Health | | Child Psychology | 1 | Basic Sewing | 1 |
| Total | 5 | | 6 | | 7 | | 6 |

Total credits needed to Graduate 24

Student Name _____

GOAL SETTING.. is
being able to figure out

WHAT you want to do,

WHY you are doing it,
and

HOW you can acheive
it.

SCOTT CITY LEARNING CENTER
Family Educational Rights and Privacy Act
Informed Consent Form
2009-20010

I **DO** give the Scott City Learning Center permission to release information about my attendance, grades and progress to the following checked or listed agencies:

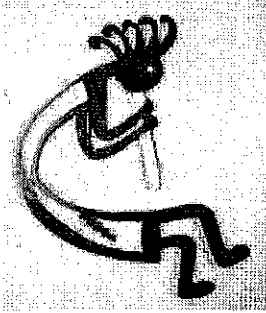
(Please check or list all that apply)

- Probation Officer or Court Services
- Social and Rehabilitation Services
- Kansas Department of Human Resources
- Military Recruiters
- Immediate Family (if over 18 years old)
- Other _____

Signature _____ Date _____

I **DO NOT** give the Scott City Learning Center permission to release information about my attendance, grades and progress to anyone without first contacting me.

Signature _____ Date _____



Scott City Learning Center

708 Washington

Scott City, Ks 67871

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Signature of parent if under 18 years of age _____

Date _____ Processed by _____