

SOUTH GRAY COMMUNITY LEARNING CENTER

STUDENT HANDBOOK

101 South Escalanta

PO Box 361

Montezuma, Kansas 67867

620-846-7306

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

GENERAL INFORMATION

The requirements of the program are:

1. Your full commitment
2. Good attendance
3. Excellent work habits
4. Appropriate behavior (dress, speech, and behavior)
5. Cooperation with other students and the instructors
6. Use of the Learning Center facility/computers as well as being able to log onto the program at home

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 of a high school diploma as quickly as possible.

Remember 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.

This program is designed for people that are 18 years of age or older who want to receive a high school diploma and not a GED. Those students under the age of 18, who are requesting permission to attend SGCLC, must have permission from USD 371 superintendent and principal, along with a parent signature. Those that are 18 years of age or older will be required to complete 21 units of credit as mandated by the Kansas Department of Education. Those students under 18 must complete 24 units of credit as mandated by USD 371. All previous transcripts will be reviewed and credit will be given for previous coursework completed. At the completion of all required credits, a SGCLC diploma will be received.

Students under 18 years of age:

1. To attend the CLC a minimum of 9 hours on a regular basis, more if it can be scheduled.
2. To use the internet a minimum of 9 hours on a regular basis, more if it can be scheduled.
3. To meet with the coordinator each 9 weeks for test preparation, tests, updates on State tests, additional tips for motivation and success and/or meeting with parents.
4. Students younger than 18 are required to take specific State assessments. This will be arranged with the SGHS counselor for proper arrangements.
5. To be in contact with the coordinator on a regular basis, explaining days/weeks of work schedule changes, family obligations, etc that prevent attendance at the center.
6. Students may request on-line and/or off-line work, and may count this work toward their total weekly hours.

TRANSPORTATION

Neither SGCLC nor the sponsoring district is responsible for providing transportation for any student.

DAY CARE

No day is available or provided. Our district has given us permission for students to bring children with them under the following conditions:

- *Children and one adult student may stay in the middle or back room.
- *Student may bring a babysitter to be present with children instead of staying with the children themselves.
- *Students bringing their children should trade off babysitting as needed.
- *Older children may only use the computers with permission of the CLC staff.
- *Students may be asked to not bring children with them to class, if they don't follow the CLC guidelines.
- *The CLC is not responsible for accidents or for babysitting.
- *Parents are responsible for cleaning up after their children.

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 or if you do not have access to a computer. Please notify the CLC if you are having difficulties with attendance. We are here to assist you in any way that we can.

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 paper outside of the center and then type the final draft when you are in the center. Keeping a log of the time you have spent outside of the center helps to verify credit for the class(s).

For all students working on classes in the center, there are additional textbook resources in the north library room. These books may be borrowed as needed. Also provided are pens, pencils, paper and calculators. Some courses require videos or DVDs to be watched, along with worksheets or tests to be completed after watching. Doing this will be completed at the CLC.

Working quietly is a necessity for this type of classroom. When you need to ask a fellow student for help, please do so quietly for the information you need and then return to work. The directors, instructors and paraprofessionals are all here to assist you.

BREAKS

You are 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 computer, therefore, all food and drinks must stay on the tables or in the north library room rather than at the computer stations. 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 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 off-line 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%-100%	A
80%-89%	B

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 the 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 SGCLC will be required to take placement or pre-assessment tests for the majority of the courses we offer. This enables us to determine our present level of mastery in a subject area. Some tests may seem extremely easy to you; complete them anyway and proceed as far as you can in the allotted time. You 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 face and it will require the cooperation and understanding of all. Every effort will be made to have a computer available to you during the hours that work best for you at the CLC and at home, taking into consideration home and job responsibilities.

The number of classes you take at any one time depends on you; typically you will be enrolled in two classes at a 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 the 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, 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 your computer area clean and free of any damage. If you notice a problem in the computer area when you come to the classroom, please let the instructor know immediately.

All of the above can be summed up on 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 that will be required of all students:

1. Come prepared to work with all necessary materials – notebook, pen or pencil and calculator if necessary.
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 or outside the building. This is a smoke free zone.

5. The phone is only for emergencies. Please tell your family, workplace, and friends that only important messages will be conveyed to you.
6. The SGCLC is not responsible for valuables or money brought to the center.
7. All visitors to the CLC 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 children to class with you. Childcare is not provided by the CLC.
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 CLC exists to serve students in need of a high school education, certain inappropriate behaviors will not be tolerated. The CLC 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 CLC:

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

SUMMER WORK

All students may request off-line, virtual class work and /or text materials to work on over the summer. The coordinator needs the request in writing by the first Friday of May to have items ready for summer. If the student fails to finish the work and needs additional time, they may request to do so. A time frame will be set up between the coordinator and student to complete the work.



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SOUTH GRAY COMMUNITY LEARNING CENTER BYLAWS

Enrollment is open to USD 371 and USD 476 students any time during the year.

Age of Students:

1. 18 years and older
2. Under age 18 must have USD approval. The high school counselor and principal should be contacted immediately with the details of enrollment. If needed they will go to the superintendent and school board to obtain approval for enrollment.

SG CLC Graduation Requirements:

1. 21 credits are needed to earn a diploma as required by the State of Kansas.
2. Beginning Fall 2009, new enrolling students under the age of 18 will be required to complete 24 credits in accordance with South Gray High School guidelines for diploma completion.

SGCLC REQUIREMENTS: TOTAL OF EITHER 21/24 CREDITS DEPENDING ON AGE

- *4 UNITS OF ENGLISH
- * 3 UNITS OF MATHEMATICS
- * 3 UNITS OF SCIENCE
- * 1 UNIT OF FINE ARTS
- * ½ UNIT OF PHYSICAL EDUCATION
- * ½ UNIT OF HEALTH
- * 3 UNITS OF SOCIAL SCIENCE
- * 6-9 UNITS OF ELECTIVES

(SEE ATTACHED SHEET FOR A LISTING OF CLASSES OFFERED)

OPTIONS FOR COMPLETING REQUIREMENTS:

- DUAL CREDIT: ½ CREDIT FOR EVERY 3 HOUR COLLEGE CREDIT PASSED
- TESTING OUT: PRE-ASSESSMENT AND POST-ASSESSMENT PROCEDURES FOR SOME CLASSES ARE AVAILABLE
- GED: 1 ELECTIVE OR REQUIRED CREDIT FOR EVERY TEST PASSED. FIVE TOTAL CREDITS AVAILABLE. (MUST BRING PROOF OF TESTS PASSED)
- JUNIOR/SENIOR OPTIONS FOR MAKING UP CREDIT: \$100 PER 1 CREDIT HOUR/UNIT
- GRADING SCALE: THE SGCLC WILL USE THE USD 371 GRADING SCALE
- REQUIRED MASTERY ON A+ TESTS: 90% ON PRE-TEST; 80% ON ALL ASSESSMENT TESTS AND ASSIGNMENT TESTS
- ESL CREDIT: COMMUNICATION CLASSES UP TO 5 HOURS OF ELECTIVE CREDITS ARE ALLOWED. NO CREDIT IS GIVEN FOR ANY

CLASSES NEEDED TO BUILD BASIC SKILLS NECESSARY TO ENABLE STUDENTS TO COMPLETE REGULAR DIPLOMA CLASSES

- DIPLOMA: STUDENTS WILL EARN A SOUTH GRAY COMMUNITY LEARNING CENTER DIPLOMA
- GRADUATION CEREMONIES: GRADUATION CEREMONIES ARE SEPARATE FROM THE USD GRADUATION CEREMONIES
- TRANSCRIPTS: ANY NEW TRANSCRIPT AND CLASSES NEEDED BY STUDENTS MUST BE APPROVED BY THE HIGH SCHOOL COUNSELOR AFTER THE TRANSCRIPT HAS BEEN RECEIVED AT THE CLC
- STUDENT CLEARANCE: HIGH SCHOOL COUNSELOR AND PRINCIPAL (SUPERINTENDENT AND BOE IF NEEDED) MAY BE NEEDED FOR CERTAIN APPROVALS
- CURRICULUM: A+ SOFTWARE AS WELL AS OTHER OFF-LINE ASSIGNMENTS
- FACILITY USE: CONTACT THE USD 371 SUPERINTENDENT OFFICE
- ADVISORY BOARD MEMBERS: SUPERINTENDENT, PRINCIPAL, COUNSELOR, CLC COORDINATOR(S), AND COMMUNITY MEMBERS
- CALENDAR: THE CLC WILL FOLLOW THE REGULAR INSTRUCTIONAL CALENDAR AS USD 371/476

COURSE OFFERINGS:

MATHEMATICS:

*Algebra I – Function Approach – Part 1 and Part 2

*Algebra I

*Pre-Algebra

*Algebra II

*Applied Math 1 and 2

*Calculus 1 and 2

*Geometry

*Math Skills

*Real World Math

*Trigonometry

SCIENCE

*Biology

*Chemistry

*Comprehensive Biology

*Earth and Space Science

*General Science

*Physical Science

*Physics

SOCIAL SCIENCE

*American Government

*American History

*Anthropology

*Civics

*Economics

*Kansas History

*Psychology

*Sociology

*US Geography

*US History 1 and 2

*World Geography

*World History

ENGLISH/LANGUAGE ARTS

*Communications 1, 2, 3, 4, 5

*English Literature I, II, III, IV

*Grammar and Writing

*Senior English/Writing

*English I, II, III

*English Skills 1, 2, 3, 4

*Language Skills 1, 2, 3, 4

ELECTIVES

*Art Appreciation

*Health

*Lifetime Fitness

*Personal Finance

*Study Skills

*Work Experience (4 credits maximum)

*Career Essentials

*Humanities

*Music Humanities

*Basic Clothing

*Basic Keyboarding