

Sublette Community Learning Center

Student Handbook

2010-2011

This information is designed to answer frequently asked questions about the Sublette Community Learning Center.

GENERAL INFORMATION

The requirements of the program are:

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

The SCLC staff has very HIGH EXPECTATIONS for all students in the program and we will assist you in reaching your goal as quickly as possible. Your classes start after enrollment.

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 serve a smaller number of students in comparison with public school systems, we are committed to different ways of teaching students who have not found success in the past.

LOCATION & HOURS OF OPERATION

**102 W. Chouteau
Sublette, Kansas 67877
Phone (620) 675-2880**

Monday, Tuesday, Wednesday, Thursday; 8:00 am to 7:00 pm
Friday 8:00 to 4:00

This program is designed for people 18 years or older who want to receive a high school diploma, not a GED. *With approval of the Sublette Superintendent, students under 18 may be admitted.*

You must meet the graduation requirements of the State of Kansas and the Sublette School District. All previous transcripts will be reviewed and you will be credited with courses already taken and passed. At the completion of your required credits you will receive a Sublette High School Diploma.

TRANSPORTATION

Neither Sublette 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 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 and dedication is extremely important in this type of program.

Some course requirements require extra reading or have videos to view and study guides to complete. The books may be checked out at your local library. The videos will NOT be checked out. Videos are to be watched in the learning center and study guides are also to be completed in the center.

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 then continue your studies.

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 with any computer - therefore; *please keep food and liquids away from the stations.* If you do have snacks, it is your responsibility to clean up after yourself. 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. All grades will be a B or above as the learning program will not accept scores below a competency level of **80%**. The grading scale will be:

90-100%	A
80-89%	B
70-79%	C (for off line writing only)

This program is based on the mastery of the information in the course. **Cheating or plagiarism will not be tolerated in a program of this nature.** There is 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 or used methods other than your own to complete required assignments.

TESTING

Everyone attending the Sublette Community Learning Center will be required to take pre-assessment as well as post-assessment tests for the majority of the courses we offer. This enables us to determine your present level of mastery in a subject area. Even when some tests may seem extremely easy to you, complete them anyway and proceed with your assignments. 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 meet and it will require the cooperation and understanding of all. Every effort will be made to have a computer available to you during usual center hours. However, if that is not possible, we will schedule time earlier or on weekends. We are here to assist you.

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

This program's focus is on the knowledge you demonstrate about the course through the use of specific software 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. You will be expected to complete these lessons individually. If you take shortcuts, you will only hurt yourself because you will not have gained the knowledge for success on the respective final exam.

CLASSROOM CONDUCT

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. 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. The instructors are here to help you choose those behaviors that are appropriate for this classroom setting so you can achieve your highest potential. The atmosphere should be enjoyable for everyone.

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 class, please let the instructor know immediately.

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

CLASSROOM GUIDELINES

General classroom rules will require that 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 of the building.
5. The Sublette Community 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, 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 Community Learning Center.
8. Dress appropriately for school. Please avoid clothing that advertises alcohol or tobacco products, exhibits obscene language or is excessively suggestive.

DISCIPLINARY GUIDELINES

Since your participation is voluntary and the Sublette 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.

The following behaviors could result in complete expulsion from the Community Learning Center.

1. Engaging in behavior that prevents others from working.
2. Inappropriate internet use – school work only.
3. Engaging in any illegal activity on school property which results in police notification.
(drugs, alcohol, weapons, violence, threats of violence)

SCHOOL CLOSING INFORMATION

Whenever the public school is closed for bad weather the Learning Center will also be closed. We will observe the same holidays and vacations as the Sublette School District. If you would like to view the school calendar or sign up for textcaster to notify you of school closings, please visit the school website at www.usd374.org.

Have a wonderful and successful year!

Acknowledgement of receipt of Sublette Community Learning Center Handbook

Please sign below indicating that you have received and read the Sublette Community Learning Center Handbook.

Student Signature

Date

Parent/Guardian of Minor

Date