Scott City Community Learning Center
Student Handbook

708 Washington St.
Scott City, KS 67871
620-872-3785
FAX: 620-872-7313

GENERAL INFORMATION

This information is designed to answer most of the questions you might have about the Scott City Community Learning Center.
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 to assist students who did not find success in the past.

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 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 work a minimum of 3 hours / 3 days per week. Attendance is extremely important in this type of program. **STUDENTS WHO ATTEND REGULARLY HAVE A HIGHER RATE OF COMPLETION.**

Remember there is virtually no homework. You can read any books relevant to the course you are enrolled in on your own time.

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.

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; all food and drinks must stay on the tables rather than at 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 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 computer program will not accept work below a competency level of 80%. The grading scale is:
       90-100% A   80-89% B   70-79% C   60-69% 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 Community 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 you home life as well as you 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 you 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.
4. Scott City Community Learning Center is not responsible for valuables or money brought to school.
5. The telephone is only for emergencies. Please tell your family, workplace, and friends that only important messages will be conveyed to you.
6. 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.
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 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

SUMMER WORK
All students may request virtual class work to work on over the Summer. The coordinator needs the request in writing by the first part of May to have lessons ready for Summer. If the student fails to finish the work and needs additional time, they may request to do so.
At the end of Summer…**ALL STUDENTS WILL BE INACTIVATED UNTIL THE STUDENT RE-ENROLLS.**

ENROLLMENT WILL BE THE FIRST MONDAY IN AUGUST.