



USD#214
Ulysses Community Learning Center
Student Handbook

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

GENERAL INFORMATION

The requirements of the program are:

- Commitment
- Attendance

The Ulysses Community Learning Center staff has a **HIGH EXPECTATION** for all students in the program. We are committed to assist you in reaching your educational goals.

You will be given the opportunity of an excellent education that is being delivered in a non-traditional format.

PHYSICAL LOCATION: 111 South Baughman, Ulysses, Kansas 67880
Telephone: 620-356-3655 Ext.1020

Hours:

Monday-Friday 7:30am-4:30pm

Eligibility for Enrollment

This program is for students who want to receive a high school diploma.

Students must meet the graduation requirements of USD #214 (25 credits). All previous transcripts will be reviewed and you will be given credit with approved courses already taken and passed. At the completion of the required credits you will receive a Ulysses High School Diploma.

Students with Disabilities

After applying to the program, the IEP team will meet with the student, parent and or guardian. The IEP team will also identify the services, modifications and accommodations that the student should receive. All services will be provided. Those services that cannot be provided virtually will be made available within the district.

ATTENDANCE/GOALS & VIRTUAL WORKING: Attendance is extremely important in this type of program. In our experience, a successful student attends daily or at least 10-25 hours a week in order to advance and complete credits. The progress you make will depend on your diligent work and staying on task. Virtual students are expected to maintain contact with the director. Regular attendance will be monitored weekly for progress. We understand that

circumstances may arise that may be out of your control that will keep you from working on your course work. If this occurs, please notify the Ulysses Community Learning Center as soon as possible. A student not making progress will be contacted by e-mail through the software, telephone or mail. You may need to schedule a conference with the director to determine if you want to continue with the program. We are here to assist you.

Change of Information

Students are responsible for notifying the Ulysses Community Learning Center of any changes to address, phone number or other pertinent information within 10 calendar days.

Communication

Communication is a key component to your success in this program. You are encouraged to call or e-mail the Ulysses Community Learning Center teacher with questions or concerns. Your phone call will be returned within 24 hours. E-mails will be answered in the same time frame. Students are encouraged to check e-mail on dashboard daily as updates and reminders as well as feedback on assignments are sent regularly. Students will receive progress reports as needed. Students are encouraged to access their progress reports and attendance log through their dash board. For information on the dash board, contact the Ulysses Community Learning Center. Each semester a Student/Teacher Conference will be held to discuss academic progress.

TRANSPORTATION

Neither Ulysses Community Learning Center USD #214 is responsible for providing transportation for Ulysses Community Learning Center students.

DAY CARE

No Day Care is available or provided at the Ulysses Community learning Center.

BREAKS: While at the Ulysses Community learning Center breaks are allowed at your discretion. We ask that you please keep snacks and drinks away from any computer stations.

GRADES: Grades in your courses will be indicated by your performance on the computerized tests included in the software as well as any offline coursework. All grades will be a C or above as the computer program will not accept work below a competency level of 70%. The grading scale will be:

- 90% to 100% = A
- 80% to 89% = B
- 70% to 79% = C

Offline work is calculated in with your computer work grade.

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. There is access to Internet for research projects. You are to use this information tool to assist in completion of course requirements. Instructors reserve the right to refuse assignments if they believe a student has copied, cheated or used methods other than their own to complete assignments.

TESTING

Everyone attending the Ulysses Community Learning Center will be required to take post-assessment tests. You will be required to take all final exams. You may call the UCLC to schedule a time to take an exam.

Interview

During your enrollment, you and the director will review the summary of credits needed for graduation. You will then be enrolled in your required courses. The classes you are enrolled in will allow you the flexibility to work at your own pace and time. Depending on the progress you make, you can have more classes added and work on the classes you prefer to get finished first.

CLASSROOM CONDUCT

Cooperative learning and peer tutoring are encouraged at the Ulysses Community Learning Center. Out of respect for other students, please keep noise levels to a minimum. The student should step out of the room to make or receive a phone call.

Keep the computer area clean. If there are any problems in the computer area upon entering or exiting the Ulysses Community Learning Center, please let a staff member know immediately.

CLASSROOM GUIDELINES: General classroom rules will require that students:

1. Come prepared to work with all necessary materials: notebook, pen or pencil.
2. Follow the classroom procedures expected by your teacher.
3. Respect the rights and property of staff, students and school.
4. Drugs, alcohol or tobacco products are not permitted on school property.
5. The telephone is only for emergencies.

6. Dress appropriately for school and avoid clothing which advertises alcohol or tobacco products, exhibits obscene language or is excessively suggestive.

DISCIPLINARY GUIDELINES

Since your participation is voluntary and the Ulysses Community Learning Center exists to serve students in need of a high school education, certain inappropriate behaviors will not be tolerated. 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 Ulysses Community Learning Center:

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

SCHOOL CLOSING INFORMATION

Whenever USD #214 schools are closed for bad weather the Learning Center will also be closed. We will observe the same holidays and vacations as the Ulysses School District.

CREDIT GOAL

A minimum completion of credits per semester depends on credits needed to meet graduation requirements.