

Lakeside Learning Center Handbook

2010-2011

**A KSDE approved Virtual-Online Program
of USD #112 – Central Plains**

**2913 Avenue D
Wilson, KS 67490
785.658.2460 / 785.658.3555
FAX: 785.658.2462**

About Us

Lakeside Learning Center, sponsored by USD #112, is a KSDE approved virtual-online program. We offer web-based, accredited online courses and resources available 24 hours a day and year-round access for students.

Our Vision

We believe in academic excellence for all students. If you can believe it; you can achieve it.

Our Mission

Our mission is to provide any student the curriculum and tools to maximize success in life, regardless of geographic or demographic circumstances.

Staff Directory

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Other Support Staff

Vocational

Ron Major
Lindsey Huseman

Mathematics

Adel Schrant

Foreign Language

Ann Cardwell

Vocational

Christine Slechta

Elementary

Susan Thielen
Marcie Beneda

Language Arts

Jamie Weil

Social Sciences

Deb Gould

Health/PE

Tony Brokes

Middle School

Kathy Powers
Bob Powers

Science

Melanie Passmore

Technology

Sherry Sloan

Enrollment Requirements for Kansas Students

New Student Enrollment Fee: \$35.00 + \$75.00 Online Fee (\$110 Total)

Returning Students Enrollment Fee: \$20 + \$75.00 Online Fee (\$95.00 Total)

(\$75.00 Online Fee is waived if requirements below are met)

Families with multiple enrollees will pay a maximum of 3 enrollment fees

Based on the family's income, students may apply for a fee waiver.

Applies to Kansas students enrolling between August 1st through September 20th and who meet the required participation of **two six-hour online sessions**.
(Both six-hour online sessions must be completed in the same calendar day.)

First six-hour session must be completed between August 1st and September 20th.

and

Second six-hour session must be completed between September 21st and September 30th.

All fees are nonrefundable. Enrollment fees are paid in full and due at the time of enrollment. Online Fees are paid in full after September 20th if the first six-hour day requirement is not met.

Students Excluded:

- Students **not meeting** the **two six-hour online sessions** between August 1st and September 30th.
- Students **not meeting** the required participation of a **weekly two-hour online sessions for a total of 8 hours per month**.

(See below for descriptions relating to enrollment requirements.)

Students 18 years and older are eligible for enrollment.

Beginning September 20th, all Kansas students, have a nonrefundable **\$35.00** enrollment fee plus a **\$75.00** online fee. Fees are paid in full and due at time of enrollment. Students are required to be **online a minimum of two hours per week**.

Middle School and High School Students 14-18 are eligible for placement.

Students may enroll in courses at the Learning Center with an approved administrative placement from a School Administrator.

Credit Recovery / Enhancement

Is an option offered to USD #112 high school students to earn additional credits to graduate. The high school counselors must refer students to the Learning Center.

All Kansas students of another high school are eligible to take online courses for a nonrefundable \$50.00 online fee in addition to a \$35 enrollment set-up fee for new students and the consent of their principal or counselor.

See attached calendar for deadline requirements.

Fees are paid in full and due at time of enrollment.

All student enrollment is subject to approval by the USD #112 Superintendent and the Director of the Learning Center.

Enrollment at the Learning Center is a privilege, not a right, and may be revoked at any time by the District Administrators.

Enrollment Requirements for Out of State Residents

Students are eligible for enrollment with a **\$300.00** nonrefundable online fee per **four courses** or **\$100.00** per course. There is a nonrefundable \$35 enrollment set-up fee for new students.

Fees are paid in full and due at time of enrollment. Students are required to be **online a minimum of two hours per week.**

Request for Transcript

At the time of enrollment, the student will be required to give consent to the Learning Center to obtain his/her previous school records. Student enrollment will be processed upon the receipt of the official academic transcript. An individualized graduation plan will be developed to meet each student's needs.

Health Records

The State of Kansas requires students 18 and under to have the following health information on file: a copy of their Social Security Card, an Official Copy of their Birth Certificate and Current Immunization Records. Students are given two (2) weeks to comply. All questions should be directed to the District School Nurse, at 785.658.2202.

Students over the age of 18 may request to complete a 'Health Records Information Wavier' in lieu of supplying the above information.

Attendance Policies

The Learning Center is a great choice for you to earn your high school diploma online at the Center or from home. Now is the time to finish what you started or to start a new program. The staff and administration of the Lakeside Learning Center are dedicated to our students' success in achieving a diploma and will provide assistance throughout this endeavor.

Students 18 and older whose class has already graduated

Attendance is optional. Students may attend at their convenience, year-round. Tutoring at the Center is available after 3:00 p.m. and evening hours may be scheduled with an instructor.

Students under 18 with Administrative Placement

These students must be in attendance each day school is in session from 8:00 a.m.-3:00 p.m. Daily attendance is documented and excessive absences will be reported to the truancy officer.

On the day the student is absent, a parent and/or guardian must notify the Learning Center **(658.2460) prior to 10:00 a.m.**

Truancy is defined as having 3 unexcused absences for 3 consecutive days. A student is truant if he/she leaves school without an acceptable excuse and does not complete his/her daily requirement.

Students may have a 10-minute morning and a 10-minute afternoon break, with a 30-minute lunch break.

Students may have an individual attendance plan approved by the school administrators.

Virtual Students under 18

Tutoring at the Center is available after 3:00 p.m., and evening hours may be scheduled with a teacher.

Virtual students under 18 are required to attend assessment preparatory days and state assessments at the Learning Center or at a site approved by the Director. See attached calendar for date.

Summer School Students

Students attending the Learning Center during the summer are required to meet the administrative placement student guidelines.

Students on Probation

A student’s probation officer may require daily attendance. A student under 18 must be in attendance each day school is in session from 8:00 a.m. - 3:00 p.m. Students may have a 10-minute morning and 10-minute afternoon break with a 30-minute lunch break. Weekly attendance reports are provided to probation officers and parents.

2- Day Required Participation

Students are required to be online for **two** six-hour sessions at the beginning of each school year. Students are required to be online for a six-hour session per month. The **first** six-hour session must be completed between August 1st and September 20th, and the **second** six-hour session must be completed between September 21st and September 30th. (The six hour online session must be completed in the same calendar day.)

Assessment Preparatory Days and State Assessments

Assessment Preparatory Days and State Assessments are required for all students under 18 and are given at the Learning Center via online tutorial. Students who do not meet this requirement will have their enrollment terminated. See the attached calendar for the scheduled Assessment Prep Day. Assessments must be proctored by someone other than a parent. A Proctor Form must be completed and testing arrangements made prior to the Assessment dates.

School Routines and Procedures

Year-Round Schedule

The Learning Center’s online curriculum is available 24 hours a day, 7 days a week, year-round.

The Learning Center is open **year-round**. The school year operates from **August 1 to July 31.**

School Breaks

The Learning Center will be closed for these dates:

- | | |
|--------------------|--------------------------|
| Labor Day | Memorial Day |
| Thanksgiving Break | Fourth of July |
| Winter Break | District In-service Days |
| Spring Break | |
| Good Friday | |

**School is closed for technology updates and maintenance of computers as needed. These dates will be posted online and on the front door of the Lakeside Learning Center.

School Meals

School meals are not provided. Snacks and water are available for purchase. Students may bring snacks and their lunch.

Student Dress Code

The district reserves the right at all times to regulate the dress and/or grooming of any student that is deemed to be a distraction to the learning process, is of questionable decency, is offensive to the normal décor of the school community, and/or creates a health or safety hazard.

The administration shall have full responsibility and authority for enforcing the dress code regulations and shall take necessary steps, including appropriate disciplinary action, as may be required to maintain appropriate standards of student dress and appearance.

School Conduct

1. Use school equipment appropriately.
2. Respect others and their property.
3. No foul, vulgar or obscene language or gestures.
4. No tobacco, alcohol or any other drugs on the school premises and the city block upon which the school is located.
5. Follow the directions of the instructor(s).

Behavior Management Plan

Consequences for inappropriate behavior may be, but **not limited to**:

First offense

The student receives a verbal warning from the instructor or administration and is dismissed for the remainder of the day. The parent/guardian/probation officer is contacted. All disciplinary action will be included in the student's file.

Second offense

The student is suspended from attending the Learning Center for a specified period of time to be determined by the administration. The parent/guardian/probation officer is contacted. All disciplinary action will be included in the student's file.

Third offense

The student's enrollment is terminated.

If behavior warrants more severe consequences, the administrator has complete authority to determine the consequence.

Counseling

All Learning Center students may have access to career counseling, college counseling, and personal/social counseling through the School Counselor. The counselor is available by appointment only. Please call the school for scheduling an appointment (785.658.3555 – Wilson; 620.562.3597 – Quivira Heights; 620.587.3801 - Claflin).

Diplomas

Diplomas are issued upon meeting the USD #112 graduation requirements. The cost of the diploma is paid by USD #112.

Grading

Curriculum Format

The Learning Center's curriculum consists of **one credit** and **half credit** courses. The **one credit** courses contain a minimum of **36 lessons** and the **half credit** courses contain a minimum of **18 lessons**. Each lesson is considered a thorough assessment and must be completed. A comprehensive final is included for each course and must be successfully completed prior to credit being issued. Incomplete work will not receive a grade and must be resubmitted complete. All instructions and guidelines must be followed for the lesson to be complete and for the student to receive a grade.

The instructor(s) reserve the right to distribute points for each question in the lessons. If one question consists of the weight of the lesson, this question will reflect the majority of the points for the lesson.

The students are accommodated with supplemental materials that are linked to their lessons. Occasionally, these links may be moved or temporarily unavailable. The student should check for computer errors first by checking the log-in page under 'Check Browser Settings' and follow the instructions provided. In these cases, students are encouraged to perform their own web search or ask the instructor for assistance. **There is no valid excuse for not completing a lesson.**

Cheating - Each student is to do his/her own work. Cheating **will not** be tolerated. Students submitting identical work in their lessons are notified and their enrollment terminated.

Plagiarizing is taking the **ideas or writings of others** and presenting them as if they are **your own work**. Students will not plagiarize works that are found on the Internet. General information is not considered plagiarized. Cited references must be included to incorporate others' work within your writing. Plagiarism **will not** be tolerated and plagiarized work will be returned to the student for rewriting.

Grading Expectations

Students must receive a grade of at least 80% on all lessons to pass. The lesson on which students receive a grade less than 80% will be returned to the students as a “redo.” Each student is provided assistance in correcting his/her responses and the opportunity to resubmit for grading. This is an opportunity for every student to be successful.

Progress Reports

Progress reports are available upon request by students and/or parent/guardian.

Transcripts

Students’ transcripts will be on file at the Learning Center and the USD #112 District Office in Lorraine after graduation. Transcript requests must be made to the USD #112 District Office. For assistance call the district office at 785.472.5241.

Extracurricular Activities

Participation in Sports

Students attending the Learning Center are eligible for participation in school athletics/activities **only** by the approval of the USD #112 Athletic/Activities Directors, (785.658.3555 – Wilson; 620.562.3597 – Quivira Heights; 620.587.3801 - Claflin). Please contact the school for questions regarding the requirements to participate in middle/high school activities/athletics.

Middle/High School Student Activities

The Learning Center students are **not eligible** to attend Middle/High School-sponsored activities such as school dances, banquets, Prom, etc. Permission to attend these activities **will not** be given by the Learning Center Administrator. These activities, sponsored by the various grade levels and designated teacher sponsors, are privileges given only to the USD #112 on-site building students.

Vocational Courses

Vocational Courses may be offered to Learning Center students, provided that the student hasn’t lost the privilege of attending USD #112 schools. All enrollment requests are subject to approval by the school’s administration. If the student is enrolled in a vocational class, attendance is required by the school and the teacher.