



## **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
  - Good attendance
  - Good study skills
- At UCLC
- Appropriate behavior (dress, speech, and behavior)
  - Cooperation with other students and the instructors

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.

**UCLC PHYSICAL LOCATION: 111 South Baughman, Ulysses, Kansas 67880**  
**Telephone: 620-356-2963**

#### **Hours:**

**Monday-Thursday 9:00am-12:00pm 1:00pm-8:00pm**

**Friday 9:00am-12:00pm**

#### **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 with disabilities. If deemed appropriate, the IEP team will also identify the services, modifications and accommodations that the student should receive. All services will be provided as reasonably possible. 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 20-25 hours a week in order to advance and complete credits. The

progress you make will depend on you working diligently and staying on task. Students who need to work virtually are expected to maintain contact with the coordinator. 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 coordinator 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 weekly progress reports or as needed. Students are encouraged to access their progress reports and attendance log through the 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 nor the Ulysses School District #214 is responsible for providing transportation for Ulysses Community Learning Center students.

### **DAY CARE**

No Day Care is available or provided. Children are not allowed in the classroom.

**BREAKS:** Breaks are allowed at your discretion. You can bring your own snacks to the Learning Center. We ask that you please keep snacks and drinks away from any computer stations.

### **GRADES:**

Grades will be indicated by your performance on the computerized tests included in the software as well as any offline required coursework. The grading scale will be:

90% to 100% = A

80% to 89% = B

70% to 79% = C

60% to 69% = D

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 the 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**

All students attending the Ulysses Community Learning Center will be required to take proctored post-assessment tests. You will be required to take mid-term and final exams. The exams must be taken Monday–Thursday 9-12 and 1-8 and Friday 9-12. You may also call the UCLC to schedule a time to take an exam. Please check the school calendar which is also located on the USD #214 website for any closings the school may have when scheduling your proctored testing.

#### **Enrollment in classes**

During your enrollment in classes you and the coordinator 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. Cell phone calls are not permitted in the Ulysses Community Learning Center. The student should step out of the room to make or receive a call.

Keep the computer area clean and free of damage. If there are any problems in the computer area upon entering or exiting the 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 and alcohol are not permitted on school property. Smoking is not permitted inside of the building.
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 Ulysses 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.

These behaviors could result in complete expulsion from the Ulysses 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 USD #214 is closed, the Learning Center will also be closed. We will observe the same holidays and vacations as USD #214.**

**CREDIT GOAL**

**Complete three credits per semester at the Ulysses Community Learning Center.**