

# **CHERRYVALE DIPLOMA CENTER**

## Student Handbook

2010-2011



A KSDE approved Virtual-Online Program  
of USD #447 Cherryvale Schools

**218 W. Main**  
**Cherryvale, KS 67335**  
**620-336-2530**  
**FAX: 620-336-8012**  
**877-336-2530 (Toll Free)**  
[www.usd447schools.org](http://www.usd447schools.org)

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## **About Us**

The **Cherryvale Diploma Center** is a KSDE approved virtual-online program of Cherryvale High School. We offer web-based, accredited online courses and resources available twenty-four hours a day access for students.

## **Our Vision**

We believe in **success for all students** by individualizing their academic experience.

## **Our Mission**

Our mission is to empower our students with a high quality education that will ensure their success.

## Staff Directory

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Administrator/Asst. Principal  
Cherryvale Diploma Center  
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620-336-8122

Craig Bagshaw, Principal  
Thayer Elementary  
300 Wilson St.  
Thayer, KS 66776  
[cbagshaw@usd447.org](mailto:cbagshaw@usd447.org)  
620-839-5203

**Curriculum Support Educators Team – C-SET**

**Art**

Jeanie Presson

**Elementary**

Tonya Smedley

**Middle School**

Tonya Smedley

**Mathematics**

Mike Lewis

**Language Arts**

Joyce Long

**Science**

Mike Lewis

**Social Sciences**

Vince Heit

**Technology**

Bob Blackard

**SkillsTutor/**

**Assessment Coordinator**

Janet Bernd

**Vocational**

Marla Sterling

**Health/PE**

Randy Hucke

**Enrollment Requirements for Kansas Students**

**\$10.00 Special** – only applies to Kansas students enrolling between August 1<sup>st</sup> through September 19<sup>th</sup> and who meet the required participation of **two six-hour online sessions**. **First** six-hour session must be completed between August 1<sup>st</sup> and September 19<sup>th</sup> and the **second** six-hour session must be completed between September 20<sup>th</sup> and October 4th. (**The six-hour online session must be completed in the same calendar day.**) The \$10.00 online fee is nonrefundable. Fees are paid in full and are due at time of enrollment. **Credit Recovery students do not qualify for \$10.00 special.**

**Students 18 years and older are eligible for enrollment.** Beginning September 20th, all Kansas students, have a nonrefundable **\$225.00** online fee. Fees are paid in full and are due at time of enrollment. **Students are required to be online a minimum of six-hours per month.**

### **Enrollment Requirements for Out of State Residents**

Students are eligible for enrollment with a **\$700.00** nonrefundable online fee per **four courses** or **\$200.00** per course. Fees are paid in full and at time of enrollment. Students are required to be **online a minimum of six-hours per month**.

**All student enrollments are subject to approval by the USD# 447 Superintendent. Enrollment at the Cherryvale Diploma Center is a privilege not a right and may be revoked at any time by a District Administrator.**

### **Requirements for Students 18 years old (Class has not Graduated) and Under**

**Virtual students under 18 are eligible for enrollment only with an approved home school application from a Cherryvale School Administrator.** The parents of these students must be registered as a home school with the Kansas State Department of Education. Beginning September 20<sup>th</sup> . all Kansas students, have a nonrefundable **\$225** online fee. Fees are paid in full and at time of enrollment.

We require all students to be online daily working in their curricular areas. There will be monthly/semester mandatory requirements. Parents will be provided with a copy of these requirements at the time of enrollment. At the end of each month course status sheets will be sent home to parents informing them of their student's progress. By meeting this schedule, a student will stay current and on pace to graduate on time or advance to the next grade level. Failure to meet these monthly/semester requirements may lead to termination of enrollment. Final decisions will be at the discretion of the administration of the Cherryvale Diploma Center/Cherryvale High School.

Students sixteen or younger must adhere to the above requirements and meet a 3 hour day or fifteen hour a week requirement. Students failing to meet this requirement will be reported truant to their respective county truant officer, and/or depending on the age of the student possible termination of enrollment.

The Diploma Center is **not** an attendance center. **All school age students will have the opportunity to receive help on assignments by either emailing the teacher, calling the center, or scheduling a time to come over and work at the center. Students can schedule 4 hour blocks of time throughout the week to work at the center as long as it has been approved by Diploma Center Staff ahead of time. Adult Students are welcome at the Diploma Center anytime during working hours.**

### **Special Education Services**

USD #447 does not provide Special Education Services through the Cherryvale Diploma Center. If Special Education Services are needed, attendance in a more traditional setting would be required. If a student is currently being provided Special Education Services through his/her school district the parents must provide the following information before a student may attend our program:

**Signature of wavier provided by the Cherryvale Diploma Center  
Documentation of a final IEP meeting with that student's current district along with IEP Team signatures stating that the student is no longer on an IEP**

### **Student Intervention Plan**

A Student Intervention Plan may be provided to a student at the Cherryvale Diploma Center upon approval by the Diploma Center Administrator, High School Principal, and Superintendent. A Student Intervention Plan would be developed that would help the student be successful in completing the requirements for graduation credits at the Cherryvale Diploma Center.

**Credit Recovery/Enhancement** is an opportunity for high school students to earn additional credits for class advancement or graduation. All Kansas students are eligible for enrollment with a nonrefundable **\$225.00** online fee with the consent of their principal or counselor.

### **Request for Transcript**

At the time of enrollment, the student will be required to give consent to the Cherryvale Diploma Center to obtain their previous school records. Student enrollment will be processed upon the receipt of the official academic transcript. An individualized course plan will be developed for graduation requirements.

### **Health Records**

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

(620) 336-8125.

### **Attendance Policies**

#### **2-Day Required Participation**

Students are required to be online for **two** six-hour sessions at the beginning of each school year. **First** six-hour session must be completed between August 1<sup>st</sup> and September 19<sup>th</sup> and the **second** six-hour session must be completed between September 20<sup>th</sup> and October 4<sup>th</sup>. **(The six-hour online session must be completed in the same calendar day.)**

#### **State Assessments**

Students under 18 are required to take Kansas State assessments. These assessments will be taken in the Spring. Students that are required to take these assessments will be notified in advance. These assessments are facilitated at the Cherryvale Diploma Center, so attendance is required on-site. **Student's enrollment will be terminated if this requirement is not met.**

#### **Course Finals**

Students under 18 are required to take proctored course finals. Course finals must be scheduled in advance.

### **School Routines and Procedures**

#### **Year-Round Schedule**

The Diploma Center's online curriculum is available twenty-four hours a day, 7 days a week, year-round.

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

**August 1st-October 31st**  
**Monday through Thursday**  
**8:00-6:00**  
**Friday 8:00-5:00**

**November 1<sup>st</sup> - May 31st**  
**Monday through Thursday**  
**8:00-5:00**  
**Friday 8:00-4:00**

**Summer Hours:**  
**Monday through Thursday**  
**8:00-4:00**

### **Summer School Students**

The Center is opened throughout the summer and ALL students are encouraged to utilize the center during the summer months.

**If the need arises, we will open the center after hours by appointment**

### **School Breaks**

The Diploma Center will be closed for these dates:

Labor Day	Memorial Day
Thanksgiving Break	Fourth of July
Christmas Break	District In-service Days
Spring Break	Teacher Work Days
Good Friday	

**During the School year, the Cherryvale Diploma Center follows the USD #447 Calendar.**

### **School Meals**

School meals are not provided. Snacks and drinks are allowed in the Diploma Center. A refrigerator and microwave are available for use.

### **Student Dress Code**

Although dress and grooming habits are certainly changing, USD 447 believes that certain standards of dress and grooming are necessary to maintain a wholesome and inspired learning atmosphere for students. USD 447 will with parents ensure that students come to school each day in clean, neat, and appropriate attire. School attire shall be based on COMMON SENSE and GOOD TASTE by both students, parents, and teachers.

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. This includes sunglasses, hoods and hats.

The administration shall have full responsibility and authority for enforcing the dress code regulations and shall take necessary steps, including disciplinary action as appropriate, 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 in the city block that school resides.
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 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 Center for a determined time. 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.**

**Inclement Weather**

Cherryvale Schools - USD #447 closings will be announced on the following radio and TV stations:

KGGF.....Coffeyville	KKOW.....Pittsburg
KIND..... Independence	KLKC..... Parsons
KOAM-TV..... Pittsburg	

USD 447 Connection Hotline: 336-8108 Ext. #1150

## **Fire Drills**

Students participate in fire drills conducted by the Administrator once a month throughout the school year. The fire drill evacuation plan is posted by both exits and on the bulletin board in the Administrator's office. All teachers and students will exit the building single-file using the front door and walking to the east and stopping in front of People's State Bank out of the way of the firefighters. The Administrator will signal when it is clear and allow teachers and students to re-enter the building.

## **Tornado Drills**

Students will be participating in tornado drills conducted by the Administrator three times during the school year. The tornado drill evacuation plan is posted by both exits and on the bulletin board in the Administrator's office. All teachers and students will exit the building single-file using the back door and proceed north to the back alley and then turn west at the alley and walk to the street. They will cross the street and walk to the east basement entrance of the Methodist Church. Teachers and students will enter the basement single-file and sit on floor with their heads tucked down and bodies facing the wall. When all is clear, the Administrator will signal and allow teachers and students to return to the Diploma Center.

## **Counseling**

All Diploma Center students may have access to career counseling, college counseling, and personal/social counseling through the Cherryvale Middle/High School Counselor, Mr. David Smedley. The counselor is available by appointment only. Please call Mr. Smedley at the CM/HS for scheduling an appointment (336-8122).

## **District School Nurse**

Onsite students have access to the district school nurse, Leann Chaffin. She may be reached at: 620-336-8125.

**Requirement for grade promotion and classifications:**

<b>0-5 credits</b>	<b>Freshman</b>
<b>6-12 credits</b>	<b>Sophomore</b>
<b>13-18 credits</b>	<b>Junior</b>
<b>19 credits and above</b>	<b>Senior</b>

**GRADUATION**

**Graduation Requirements**

**Students 20 and under** – A total of 24 credits are required for graduation. These credits consist of: 4 credits of Language Arts (English 9, 10, 11, 12 or approved Language Arts courses); 3 credits of Mathematics (Algebra 1 and/or Geometry and other approved Math courses); 3 credits of Science (General Science, Biology and other approved Sciences courses); 3 credits of Social Sciences (World History, American History, Economics and Government and other approved Social Science courses); 1 credit of Physical Education; 1 credit of Vocational courses; 1 credit of Computer Technology; 1 credit of Fine Arts; 7 credits of Electives.

**Students 21 and older** – These students are eligible for a credit waiver granted by USD #447 Administration (Superintendent, High School Principal, and Diploma Center Administrator) allowing 21 credits for graduation. These credits consist of: 4 credits of Language Arts (English 9, 10, 11, 12 or approved Language Arts courses); 3 credits of Mathematics (Algebra 1 and/or Geometry and other approved Math courses); 3 credits of Science (General Science, Biology and other approved Sciences courses); 3 credits of Social Sciences (World History, American History, Economics and Government and other approved Social Science courses); 1 credit of Physical Education; 1 credit of Fine Arts; 6 credits of Electives. (The Physical Education requirement may be waived with Administrative Approval.)

**Cherryvale High School Graduation Ceremony**

Graduating students may participate in the Cherryvale High School's Graduation Ceremony. All students are responsible for purchasing their graduation supplies: class ring, graduation cap, gown and tassel. These supplies are available through: Jostens of Southeast Kansas (620) 232-7464.

Any student who plans to participate in the graduation ceremony must have all courses completed by the **First Monday in May.**

## **Diplomas**

Diplomas are issued upon meeting the Cherryvale High School graduation requirements. The cost of the diploma is paid by USD 447 Cherryvale Schools.

## **Course Guidelines**

### **Curriculum Format**

The Diploma Center's curriculum consists of **one credit** and **half credit** courses. Each lesson is considered a thorough assessment and must be completed. Incomplete work will be returned and must be resubmitted by student. All instructions and guidelines must be followed for the lesson to be complete and receive a grade. **There are no valid excuses for not completing a lesson.**

The instructors 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.

**High School Course Finals – All students under 18 are required to take proctored course finals. Course finals must be scheduled in advance. Course finals may not be retaken.**

**Cheating / Fraud - Students are to do their own work or their enrollment is terminated.**

**Plagiarizing** is taking the ideas or writings of others and presenting them as if they are **your own work**. All student work may at random be submitted through plagiarism identification programs. Cited references must be included to incorporate others' work within your writing. Plagiarized work will be returned for rewriting. Multiple instances of plagiarism may result in termination.

### **Grading Expectations**

All lessons must receive no less than a 70% to pass. Lessons receiving below 70% will be returned to the student as a "Redo". Each student is provided assistance in correcting their responses and the opportunity to resubmit for grading. This is an opportunity for every student to be successful.

### Grading Scale

100-94 = A	79-77 = C+
93-90 = A-	76-74 = C
89-87 = B+	73-70 = C-
86-84 = B	69- 0 = REDO
83-80 = B-	

### General Rules for Assignments

#### High School and Adult Students

1 sentence = 10 words minimum

1 paragraph = 50 words minimum

½ page = 250 words minimum

1 page = 500 words minimum

Essay = 800 words minimum or as noted in the lesson instructions

Summary = 150 words minimum

All **Journal Writing free writes and lesson questions** = 150 words minimum

None of the students work may be saved on the Center's computers. Flash drives are available for students to save their work.

**Copying and Pasting** is allowed up to three sentences for answering lesson questions. After three sentences, the student must write the response in their own words. Students must be specific in answering questions and should not include unnecessary information.

All essays must be submitted in text box if provided. If text box is too small or is not provided, the student may use the comment box at the end of the lesson, or he/she can **email the essay to instructor(s) for grading**. (See staff directory section for instructor's email addresses.) The essay must be in a **Microsoft Word** document as an attachment or directly pasted in the email message.

Those students using another word processing program, such as Word Perfect, should paste the document directly into the email message box. Students, who do not have email, must copy the Microsoft Word document onto a floppy disk or CD and bring or mail to the Center for grading.

## **Grammar**

All answers should be submitted using proper grammar. This includes: spelling, capitalization, punctuation and complete sentences. Students are encouraged to use spell-check before submitting responses. It is the student's responsibility to proofread their work.

## **Progress Reports**

Progress reports are available by request.

## **Completion Sheets**

Students receive a completion sheet for each finished course. Students' transcripts will be on file at the Diploma Center and Cherryvale High School.

## **Courses and Course Outlines**

Courses and Course outlines are available upon request.

## **Guidelines for Computers**

### **Student Acceptable User Policy**

Students must read the Acceptable User Policy and sign agreement form. Inappropriate use of USD 447 computers is prohibited. Inappropriate use of the computer is defined as any activity that is **not** related to your assigned coursework. Students who violate this policy will have attendance privileges revoked.

## **Extra-Curricular Activities**

### **Participation in Sports**

Students attending the Diploma Center are eligible for participation in school athletics **only** by the approval of the Cherryvale Schools Activities Director, Rodney Vigil (620) 336-8100. Please contact Mr. Vigil for questions regarding the requirements to participate in middle/high school sports.

### **High School Student Activities**

The Diploma Center students are **not eligible** to attend High School sponsored activities such as school dances, banquets, Prom, etc. Permission to attend these activities **will not** be given by the Diploma Center Administrator. These activities, sponsored by the various grade levels and designated teacher sponsors, are privileges given to the Cherryvale High School students.

