

USD #447 Cherryvale-Thayer Schools
CHERRYVALE DIPLOMA CENTER
Student Handbook

2015-2016

A KSDE approved Virtual-Online Program



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About Us

The **Cherryvale Diploma Center** is a KSDE approved virtual-online program of USD #447 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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Tim Seibel, Principal
Thayer Elementary
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Enrollment Requirements for Kansas Students

\$10.00 Special – only applies to Kansas students enrolling between August 1st through September 17th and who meet the required participation of **two six-hour online sessions**. **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 October 5th. (**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 19 years and older are eligible for enrollment. Beginning October 7th, all Kansas students, have a nonrefundable **\$250.00** 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 **\$900.00** nonrefundable online fee per **four courses** or **\$250.00** 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 High School Students (Class has not Graduated)

Virtual High School students are eligible for enrollment only with approval from a Cherryvale School Administrator. Beginning October 13th, all Kansas students, have a nonrefundable **\$250** 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. All coursework that the student is enrolled in must be completed at the end of each semester if they plan to re-enroll with the Cherryvale Diploma Center the following school year. 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. A calendar is built in to our virtual curriculum which allows the student to stay current and on pace to graduate on time or advance to the next grade level. **Virtual High School students must adhere to the above requirements, meet at least a 5 hour day or 25 hour a week requirement, and schedule twice a month on-site attendance.** Students failing to meet this requirement will not be allowed to enroll the following school year.

The Diploma Center is **not** an **attendance center**. **All school age students will have the opportunity to receive help on assignments by 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.**

Students with Disabilities

Placement in the virtual school/program will be determined by the IEP team. After applying to the virtual school/program, the IEP team will meet with the student with disabilities and his/her family to determine if the virtual environment is an appropriate placement for the student. If deemed appropriate, the IEP team will also identify the services, modifications and accommodations that the student should receive. All services will be provided virtually, as reasonably possible. Those services that cannot be provided virtually will be made available within the district that sponsors the virtual school/program.

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

Credit Recovery is an opportunity for high school students to earn credits for graduation. All Kansas students are eligible for enrollment with a nonrefundable **\$250.00** 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 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 1st and September 20th and the **second** six-hour session must be completed between September 21st and October 5th. **(The six-hour online session must be completed in the same calendar day.)**

State Assessments

All High School students 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

All students 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 10th
Monday through Thursday
8:00-6:00
Friday 8:00-5:00

October 12th – May 15th
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 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	

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:

0-5 credits	Freshman
6-11 credits	Sophomore
12-17 credits	Junior
18 credits and above	Senior

GRADUATION

Graduation Requirements

High School Students (Class has NOT Graduated) – 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.

Adults – 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 **May 1st.**

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.

Course Finals – All students 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

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. NO USE OF TEXTING WILL BE ALLOWED.

Progress Reports

Progress reports are sent out monthly or 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.