

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

2016-2017

A KSDE approved Virtual-Online Program



**618 East 4<sup>th</sup> Street**  
**Cherryvale, KS 67335**  
[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 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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### **Enrollment Requirements for Kansas Students**

**\$10.00 Special** – only applies to Kansas High School students enrolling between August 1<sup>st</sup> through September 16<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 20<sup>th</sup> and the **second** six-hour session must be completed between September 21<sup>st</sup> and October 4<sup>th</sup>. (**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 throughout the schoolyear. 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 at the beginning of each semester with approval from a Cherryvale School Administrator.**

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**

All High School 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 20<sup>th</sup> and the **second** six-hour session must be completed between September 21<sup>st</sup> and October 5<sup>th</sup>. **(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.

### **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 **July 1, 2016 to June 30, 2017**.

### **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.**

## **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, Crista Wagner. She may be reached at: 620-336-8125.

## **Requirement for grade promotion and classifications:**

<b>0-5 credits</b>	<b>Freshman</b>
<b>6-11 credits</b>	<b>Sophomore</b>
<b>12-17 credits</b>	<b>Junior</b>
<b>18 credits and above</b>	<b>Senior</b>

## **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) and USD #447 Board of Education 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.

### **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.