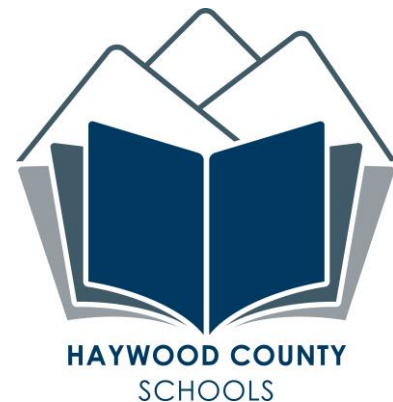




# **PARENT/STUDENT HANDBOOK**

**SEPTEMBER 1, 2017**





## PARENT/STUDENT HANDBOOK

*My signature below acknowledges that I have been directed to the location of the 21<sup>st</sup> CCLC Parent/Student Handbook on the Haywood Community Learning Center website. In addition, I am aware that a printed copy is available upon my request.*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent/ Guardian Name (Print)*

\_\_\_\_\_  
*Parent Signature*

\_\_\_\_\_  
*Student Name (Print)*

\_\_\_\_\_  
*Student Signature*



*It is the policy of the Haywood County School District not to discriminate on the basis of age, sex, race, color, religion, national origin, marital status, disability or any other legally protected status in its educational programs, activities or employment practices.  
For information call 828-456-2400 ext. 2114*

## VISION STATEMENT

*Our vision statement is **Success for today**, through the cooperative involvement of students, parents, educators, and the total community; **Preparation for tomorrow** through academic achievement for all students and the development of thinking and reasoning skills; and **Learning for a lifetime** which assures well-informed, productive citizens for the future. The Haywood County Schools' vision statement is reflective of our commitment to family and community involvement, high expectations for all students, and caring and child-centered schools.*

*Through the 21st Century Community Learning Centers Program, the Haywood County School District provides enrichment opportunities for students in middle and high school. Our programs focus on academic areas as well as the arts, recreation, STEM, and family preservation. **To find out more about our program, please visit the Haywood County School District web page and look under About HCS> Programs and Services> Community Learning Center.***

## **PROGRAM INFORMATION**

### **What is the 21st Century Community Learning Centers Program?**

The 21st Century Community Learning Centers (21st CCLC) program supports the creation of community learning centers that provide academic enrichment opportunities with a focus in reading, math, and enrichment.

### **How is the 21st CCLC Program Different from the Regular School Day Activities?**

21st CCLC is offered before or after the regular school day as well as on selected Saturdays throughout the school year and during the summer months. The enrichment activities offered in 21st CCLC are real-world based activities that require students to apply the skills they have learned during the school day. Oftentimes enrichment classes are multi-disciplinary, whereby the student uses academic skills from multiple subject areas. Enrichment activities also broaden students' experiences by including the arts, recreation, civic, and cultural activities.

### **Eligible Participants**

The goal of 21st CCLC program is to have as many students and parents as possible participating in afterschool academic and enrichment opportunities. All interested parties must register with their home schools or the Haywood Community Learning Center staff.

### **Fee Structure**

There are no fees to parents or students associated with 21st CCLC. The program is provided through a federal grant and Haywood County Schools.

## **Registration and Enrollment**

Students and parents can obtain registration information as well as registration forms from the front office of your school, or through the Haywood Community Learning Center staff. All participants must complete the 21st CCLC registration form, and have a parent signature if applicable.

## **Goals & Outcomes for our students, families:**

- Through participating in the 21st CCLC program we expect to see increased academic achievement in English/Language Arts, math and science
- Participants in the 21st CCLC will increase their academic achievement through participating in academic and other enrichment activities/lessons
- Students' relationships with teachers and staff will improve and result in a decrease in disciplinary referrals, an increase in homework completion, and an increase in regular class attendance and participation
- Through increased academic achievement, participants will remain in high school, graduate, and develop post-secondary plans
- Participants will engage in activities that provide opportunities for, or will lead to, apprenticeships/internships

## **Daily, Weekly, and Monthly Schedules**

Students/ Parents will be given those schedules at program orientation (see Appendix). The Haywood Community Learning Center will operate on the schedule approved by the Haywood County Board of Education.

## **School Holidays, Early Release Days, Inclement Weather**

**School Holidays** - 21st CCLC will not operate on school holidays. Sites may have 21st CCLC opportunities during the week of spring break, and potentially other school holidays. Those will be indicated on the master monthly calendar.

**Early Release Days** - 21st CCLC will not operate on early release days.

**Inclement Weather** - 21st CCLC programming will follow the Haywood County School District guidance in operating afterschool programs if inclement weather is possible. If school is dismissed early, or cancelled, all 21st CCLC programs will be canceled as well. Should inclement weather arrive after the regular day dismissal, students and families should contact the HCLC before traveling to determine the school's plan to abbreviate the day or provide services.

## **Fieldtrip Information and Requirements**

All students wishing to take part in a 21st CCLC field trip must have parental consent forms signed and returned by appropriate deadlines, indicating transportation needs, and parent contact information for that particular day. There will be no out of state or overnight field trips associated with 21st CCLC program.

## **Student Leadership and Development Opportunities, Social Skills**

The Haywood County 21st CCLC program offers opportunities for students to grow as leaders including: enhancing their communication and social skills by meeting new people, experiencing new activities, and having opportunities to try new things in a safe environment.

## STATEMENT OF COMPLIANCE

It is the intent of the *Community Learning Center* to offer quality instructional programs to all students in an environment which is safe and conducive to learning. Time and effort has been put in to the scheduling and operation of the program which will insure instruction is available in the least restrictive environment possible in order to accommodate the needs of all students/families. However, the term least restrictive does not imply nor does it relate to an environment which is submissive to conduct or behavior which interrupts the learning process and/or infringes on the rights of others. All parties who attend the *Community Learning Center* will conduct themselves in a mature manner and in accordance to the *Student Code of Conduct* (see next page).

## STUDENT CODE OF CONDUCT

All students will follow the Code of Conduct which is recognized by the Haywood County Board of Education. Any disciplinary action(s) imposed shall be based on the policies of the Board. See Board Policies ([visit the Haywood County School District web page >School Board>Board Policies](#)). Please be advised that all policies are recognized and followed with regard to any event at any location sponsored by the Haywood Community Learning Center. It is the student's responsibility to be familiar with such policies and their consequences and to understand that the HCLC Building and Grounds are defined as any property which is owned by Haywood County Schools including the street in front, back, and in both directions of all student entrances.

### **DO:**

- ✓ BE ON TIME/FOLLOW SIGN-IN PROCEDURES
- ✓ DRESS APPROPRIATELY-AS IF FOR A WORKPLACE
- ✓ BE RESPECTFUL AND COURTEOUS TO STAFF AND STUDENTS
- ✓ FOLLOW DIRECTIONS IN CLASS, BUILDING, AND PARKING LOT
- ✓ FOLLOW CLASS/LUNCH/BREAK SCHEDULES
- ✓ FOLLOW CLASSROOM AND CHECK-OUT RULES

### **DO NOT:**

- ✗ DISRUPT CLASS/LEAVE CLASS WITHOUT INSTRUCTOR PERMISSION
- ✗ CHEAT
- ✗ CURSE
- ✗ PHYSICALLY OR VERBALLY ABUSE ANY PERSON
- ✗ THREATEN, HIT, OR MISTREAT ANY PERSON
- ✗ STEAL, VANDALIZE, DEFACE OR DAMAGE PROPERTY OF ANY KIND



- ✗ USE, SELL, POSSESS, DISTRIBUTE OR BE UNDER THE INFLUENCE OF OR IN ASSOCIATION WITH NARTOCIS, DRUGS, OR ALCOHOL
- ✗ VIOLATE THE COMPUTER USAGE POLICY IN ANY WAY (see Appendix)

## **Consequences for Poor Choices**

Students will be made aware of behavioral and procedural expectations while participating in 21st CCLC. If students make poor choices that compromise the safety or security of themselves or other 21st CCLC participants, that student may be asked to leave the program. These incidents will be handled on a case by case basis, but all students are expected to follow school rules and policies at all times.

## **Dress Code**

Students are expected to follow the same dress code rules and regulations that are in place during the regular school day. In general:

1. Students are expected to be clean, neat, and appropriately dressed at all times. Students (and parents) are expected to use good judgment in choice of dress and ensure that the student's attire conforms to the guidelines of Haywood County Schools Board policy.
2. The student's clothing and appearance must not be a distraction, immodest, inflammatory, offensive, or pose a health, safety, or security hazard. Prohibited clothing and articles of clothing include, but are not limited to, those which contain any word, phrase, message, symbol, photo, reference, or anything else which:
  - a. Is offensive, lewd, profane or sexually suggestive;
  - b. Promotes or advertises use of drugs, alcohol, tobacco products, or any illegal substance;
  - c. Promotes or advertises participation in criminal activity
  - d. Advocates or indicates discrimination on the basis of race, color, national origin, sex, age, marital status, religion, handicap, disability, or sexual orientation; or,

e. Promotes or advertises illegal conduct or any violation of Board Policy or the Code of Student Conduct.

3. Any article of clothing or manner of dress or appearance which causes or has the potential to cause a disruption in a school, or which is considered to be a health, safety, or security hazard is prohibited, whether specifically mentioned in this policy or not.

4. If a student participates in a 21st CCLC class which requires that a specific type of dress be worn (example: dance, recreation, intramural sports, etc.) the instructor of that course/activity will notify participants in writing of the necessary dress requirements. Students will not be required to purchase any additional clothing or special clothing for participation in 21st CCLC activities

### **Prohibition Against Discrimination, Harassment, and Bullying**

HCLC and the Haywood County Board of Education acknowledge the dignity and worth of all students and employees and strive to create a safe, orderly, caring, and inviting school environment to facilitate student learning and achievement. The complete HCS Board of Education policy can be found at [Haywood County Board of Education Policy Manual](#).

### **Nutritional Snacks and Availability of Drinking Water & Proper Nutrition**

All students participating in the 21st CCLC will be served a healthy snack. This snack will be provided by the HCS school nutrition department, thus meeting criteria for a healthy and balanced snack. All students in the building will have access to water fountains and be provided various breaks for water and restroom throughout the morning and afternoon. If a student has a food allergy or any food related issues that need to be addressed while participating in 21st CCLC activity, please notify and discuss this with your school's site coordinator.

## EMERGENCY PROCEDURES

**Practice Drills** - All HCLC students will participate in fire, severe weather, and emergency drills during the HCLC program hours. Evacuation procedures are posted in all classrooms, hallways, and break areas. (See Appendix).

**Maintaining Emergency Contact Information** - Student information and parent/guardian contact information is available for all HCLC participants. Parents/guardians will be asked to provide additional emergency contact information (to ensure up-to-date information) regarding persons to contact in case of an emergency. If a parent/guardian needs to contact the HCLC in the event of an outside emergency, staff will be available to answer parent phone calls during HCLC operating hours.

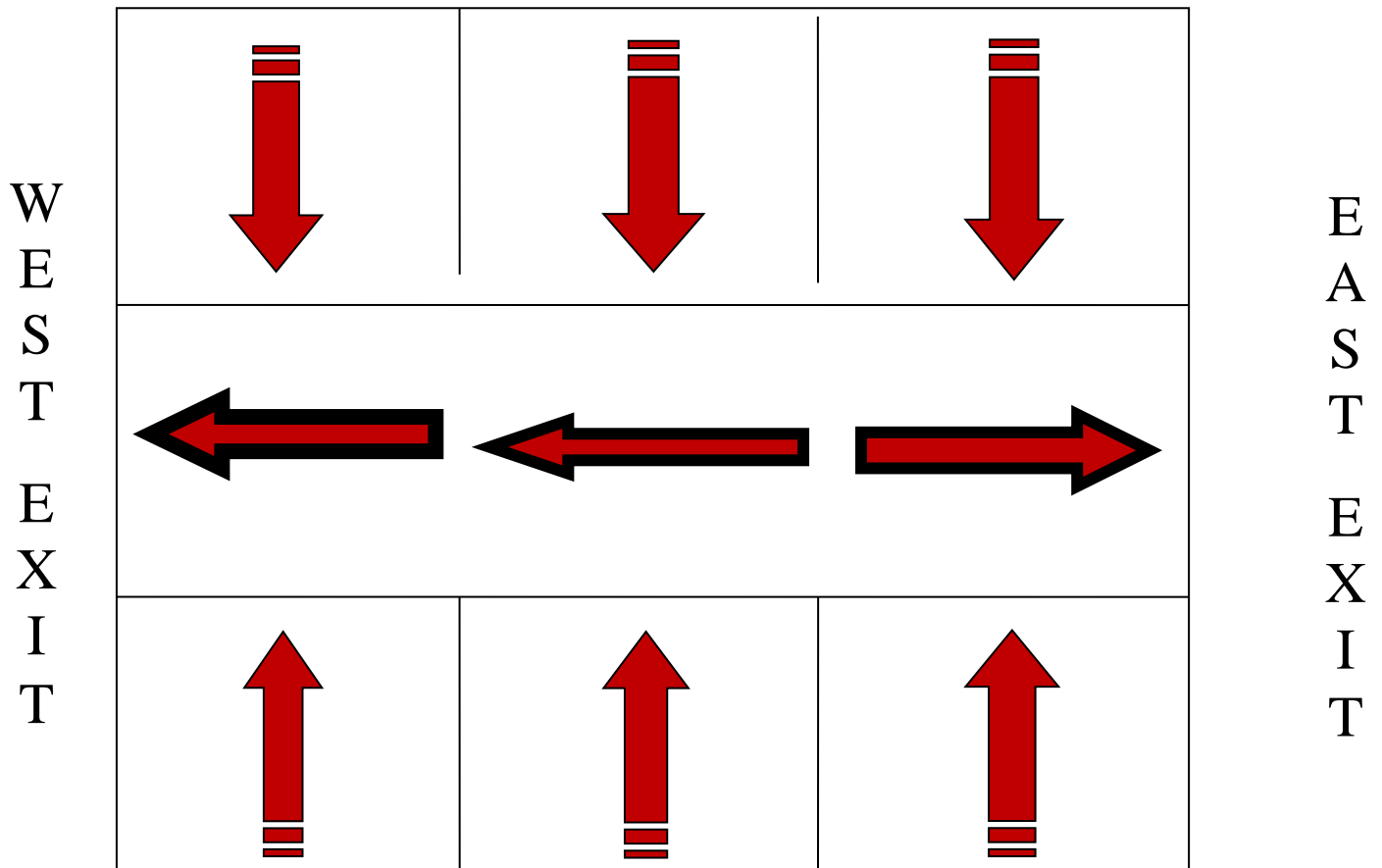
**Inclement Weather Procedures** – The Haywood County 21st CCLC program will operate under the same inclement weather procedures as a traditional school. If inclement weather causes a shortened school day, all 21st CCLC activities that day will be cancelled. If inclement weather arrives during 21st CCLC hours (such as tornados, or other severe weather) participants will be kept indoors, and moved to interior portions of the building if necessary. All participants will participate in various severe weather drills through 21st CCLC programming to ensure that all can demonstrate knowledge of how to respond during the event of a weather emergency.

### **Emergency Rally Points**

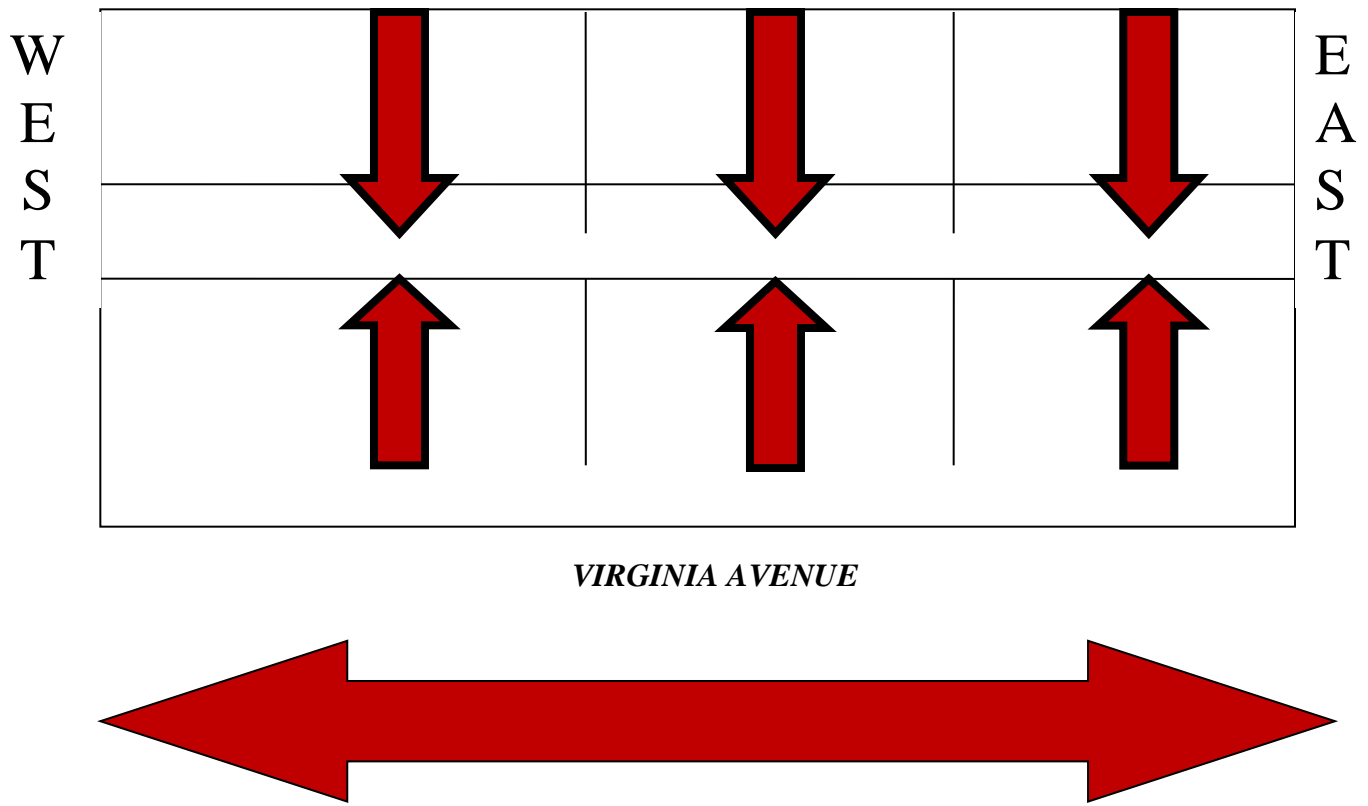
For those exiting the building on the **EAST SIDE**, the rally point is the corner of Virginia and Kentucky Avenues ( directly across from the building) at a point 100 yards up the street towards South Main Street.

For those exiting the building on the **WEST SIDE**, the rally point is the baseball field ( directly behind the building) at a point adjacent to the entrance to the dugout furtherest from the building.

## EVACUATION PLAN



## SEVERE WEATHER ACTION PLAN



Should severe weather occur, all participants are to move directly to the middle of the building and take defensive posture (seated against wall head down and tucked, covered with hands). The Program Staff will announce this action.

## CONTACT INFORMATION

HCLC MAIN #: 828-454-6590

HCLC FAX: 828-454-6592

### *HCLC STAFF*

ASSISTANT TO THE DIRECTOR <a href="#">EXT. 100</a>	KAREN MCCRACKEN	<a href="mailto:kmccracken@haywood.k12.nc.us">kmccracken@haywood.k12.nc.us</a>
MATH <a href="#">EXT.101</a>	JEFF FOSTER	<a href="mailto:jfoster@haywood.k12.nc.us">jfoster@haywood.k12.nc.us</a>
SOCIAL STUDIES LEAD TEACHER <a href="#">EXT. 102</a>	BILL COVIN	<a href="mailto:wcovin@haywood.k12.nc.us">wcovin@haywood.k12.nc.us</a>
SCIENCE <a href="#">EXT. 103</a>	MARK ETHRIDGE	<a href="mailto:methridge@haywood.k12.nc.us">methridge@haywood.k12.nc.us</a>
ENGLISH AND DISTANCE LEARNING <a href="#">EXT. 104</a>	JAMIE STEVENSON	<a href="mailto:jstevenson@haywood.k12.nc.us">jstevenson@haywood.k12.nc.us</a>
EXCEPTIONAL CHILDREN/ CTE ELECTIVES <a href="#">EXT. 104</a>	ERMAN DALESANDRO	<a href="mailto:edalesandro@haywood.k12.nc.us">edalesandro@haywood.k12.nc.us</a>
DIRECTOR <a href="#">EXT. 105</a>	KYLE LEDFORD	<a href="mailto:kledford@haywood.k12.nc.us">kledford@haywood.k12.nc.us</a>
21 <sup>st</sup> CCLC PROGRAM <a href="#">EXT. 106</a>	BRITTANI CLARK	<a href="mailto:bclark@mountainprojects.org">bclark@mountainprojects.org</a>
WIOA COUNSELOR <a href="#">EXT. 107</a>	BROOKELY NICHOLSON	<a href="mailto:bnicholson@mountainprojects.org">bnicholson@mountainprojects.org</a>

**Enrollment** can only be achieved through a referral from the principal of the student's assigned district school. Steps to CLC enrollment include:

- Exit interview with school staff (presently assigned school)
- Secure CLC referral
- Contact CLC for enrollment interview
- Complete Pre-Enrollment activities (New Student Orientation)

Student enrollment becomes active on the **first day of each school grading period**. Before enrollment is official, all students must complete a New Student Orientation (Pre-enrollment activities). It is our **policy** is that you must begin participation/attendance **IMMEDIATELY**; under a pre-enrollment plan which will consist of assessments and mandatory Lab sessions; to determine diploma tract, certify the students' ability to use technology, and finalize an instruction plan which leads to student graduation or return to regular school. Failure to comply will result in termination of your referral and application for enrollment and the forfeiture of your driver's license/permit if applicable.

## HCLC OPERATING SCHEDULE

The ***Community Learning Center*** operates all twelve (12) months of the calendar year and will follow the official calendar which is posted (see appendix). All school-sponsored events as well as breaks in regular schedule, holidays, and workdays, will be per this calendar. Instruction is offered on a flex basis, allowing for students to attend according to which time(s) best fit their other personal situation such as work or family obligations. Instruction may also include various **e-learning opportunities**. All students shall be given an instructional schedule which is developed by the student's advisor and approved by HCLC administration.

### **21 SPECIAL PROJECTS SCHEDULE**

### **MONDAY**

MONDAY

8:00 am – 5:00 pm

**BEFORE SCHOOL ACTIVITY TUESDAY-WEDNESDAY- THURSDAY**

PERIOD A	8:00 am - 9:00 am	Tutoring/Breakfast
PERIOD B	9:00 am – 10:00 am	Academic Enrichment/21CCLC Activities

**INSTRUCTIONAL SCHEDULE TUESDAY-WEDNESDAY- THURSDAY**

PERIOD 1	10:00 am – 10:55 am	BREAK	10:55 am – 11:05 am
PERIOD 2	11:05 am - 12 noon	LUNCH	12 noon - 12:30 pm

**EXTENDED DAY SCHEDULE TUESDAY--WEDNESDAY- THURSDAY**

PERIOD 3	12:30 pm - 1:40 pm	21 <sup>st</sup> CCLC Activities
PERIOD 4	1:50 pm – 3:00 pm	21 <sup>st</sup> CCLC Activities
PERIOD 5	3:00 pm – 5:00 pm	Tutoring

**INSTRUCTION SCHEDULE FRIDAY****SCHEDULE “A”**

TUTORING	8:00 am - 9:00 am		
21 CCLC SPECIAL ACTIVITY	9:00 am – 12 noon	LUNCH	12 noon – 12:30 pm
TUTORING	12:30 pm – 3:00 pm		

**SCHEDULE “B**

TUTORING	8:00 am - 9:00 am		
CREDIT RECOVERY	9:00 am – 12:00 pm	LUNCH	12:00 pm – 12:30 pm
TUTORING	12:30 pm – 3:00 pm		



## **INCLEMENT WEATHER/DELAY SCHEDULE**

If Haywood County Schools calls a No Day /Annual Leave/ or Optional Work day, CLC will be closed to students.

If Haywood County Schools calls for a Delay schedule, CLC will open at 10:00 am and from there will follow the regular schedule.

## **STUDENT PARTICIPATION/PROGRESS**

### **STUDENT PARTICIPATION**

Participation requirements will vary from student to student depending on a variety of factors.

However, all students are required to participate the minimum number of hours scheduled.

### **PARTICIPATION/DIPLOMA TRACK**

Students may request the primary **Service Track** which best fits their individual circumstances.

Regardless of choice, the Service Track must be approved by the CLC staff and will be monitored for meeting requirements and adequate progress. If, in the opinion of the CLC staff, requirements and/or adequate progress are not being met, the Service Track will be altered to meet the goals and objectives of the program; the student then is bound to comply. Regular participation is seen as **15 hours** of activity per calendar week (**60 hours per month**) and may be met in any combination of attending on-site classes, off-site (e-learning) and/or work-based training which has been approved by CLC staff. **All students are encouraged to take full advantage of all methods of instruction when available.**

***Track 1: On-Site Instruction- regular attendance at the CLC is required/ off-site coursework is permitted and recommended***

***Track 2: E-Learning- off-site coursework is permitted; CLC attendance is scheduled***

***Track 3: On-Site Instruction- participation during extended day hours; to be assigned/ off-site Coursework is required***

### **ADEQUATE PROGRESS**

*Adequate progress* is measured daily by lessons attempted/completed; *two lessons per instructional period* and weekly by *work* produced and *time on task*.

### **FAILURE TO MEET ADEQUATE PROGRESS WILL RESULT IN:**

1<sup>st</sup> Occurrence – Verbal Notification – Assigned to Lab sessions (Periods 3-5)

2<sup>nd</sup> Occurrence – Written Notification – Assigned to Lab/Extended Day sessions (Periods 3-5)

3<sup>rd</sup> Occurrence – Written Notification to Student and Parent/Guardian  
Parent/Guardian Meeting for attendance contract

4<sup>th</sup> Occurrence – Program Suspension/Forfeit of Drivers' License/Permit

### **GRADING SCALE**

Grades are awarded on the traditional basis of A – B – C- D-P (pass):

A	100 – 90	C	79 – 70
B	89 - 80	D	69 -60 (Instructor Discretion)
		P	70 (Credit Recovery only)

### **CREDIT BY DEMONSTRATED MASTERY**

All students should put forth their best effort in all coursework. All credits will be awarded as follows:

<b><u>Grade</u></b>	<b><u>Minimum Contact Hours</u></b>
A	None
B	45
C	90
* D	135
P	None

\* A grade of “D” can be awarded for a credit at the discretion of the teacher and documentation that the student has completed *135 seat hours* in the course

## **COURSE COMPLETION**

All **new courses** attempted will be offered during Periods 1 and 2 and are expected to be completed within the **published 45 day grading period**. Failure to complete a course will result in assignment to Lab sessions and/or Extended Day sessions until coursework has been completed. All **credit recovery** courses, **Health and Physical Education**, and **Electives** are offered during Periods 3 and 4 only and are expected to be completed within the **published 45 day grading period**.

*All courses, with the exception of **Credit Recovery**, are subject to the completion of assigned **coursework (50%)**, a minimum of one enrichment activity demonstrating **application of learned/mastered concepts (25%)**, and a written **end-of-course test or final exam (25%)**.\**

### **REQUIRED COURSES FOR NC HIGH SCHOOL DIPLOMA**

<b>SUBJECT</b>	<b>NC HIGH SCHOOL DIPLOMA</b>	
<b>ENGLISH 4 CREDITS</b>	<b>English I,II,III,IV</b>	
<b>*MATH 4 CREDITS</b>	<b>Math I</b> <b>Math II</b> <b>Math III</b> <b>Math IV</b>	<b>Algebra I</b> <b>Algebra II</b> <b>Geometry</b> <b>Advanced Math</b> <b>4 Math Credits based on Individual Education Plan</b>
<b>SCIENCE 3 CREDITS</b>	<b>Physical Science</b> <b>Biology</b> <b>Earth/Environmental Science</b>	
<b>SOCIAL STUDIES 4 CREDITS</b>	<b>Civics and Economics</b> <b>World History</b> <b>American History I AND II</b>	
<b>HEALTH/ PHYSICAL EDUCATION 1 CREDIT</b>	<b>Health/PE</b>	
<b>CAREER TECH 3 CREDITS</b>	<b>EVERFI and</b> <b>2 Additional in Sequence</b>	
<b>OTHER ELECTIVES</b>	<b>3 CREDITS</b>	
<b>TOTAL</b>	<b>22 CREDITS</b>	

*\*The percentages listed may vary by course. Teachers may use their discretion as to what percentage each of the three areas will count. For courses requiring an End-Of-Course (EOC) exam, the grade is fixed at 25%.*

## USE OF EQUIPMENT/MATERIALS

### TEXTBOOKS/INSTRUCTIONAL MATERIAL/EQUIPMENT

No student shall be permitted to use HCLC property without the permission of HCLC Staff or remove any HCLC property from the designated area of use. All Textbooks, Instructional Materials and Instructional Equipment are the sole property of the HCLC and shall not at any time be allowed to leave the building without notice. Should it become necessary for a student to remove any item from the HCLC, he/she must complete the appropriate documentation and accept responsibility as such. All HCLC property shall be maintained in an orderly fashion. *Willful misuse of HCLC property shall not be tolerated and WILL result in student suspension and liability for damages.*

## USE OF SOCIAL MEDIA

Use of social media (cell phones/texting) is at the discretion of the instructor. Students must surrender their cell phones prior to the beginning of a class session if directed by the instructor. They will be placed in a container with the instructor and returned to the student after the class session. In an emergency, a student may request the use of a cell phone at the discretion of the instructor. If permission is given, the student must report to the counselor/office area for use. *Students are not allowed to log onto or view any Facebook page while using HCLC equipment or on the HCLC campus. No exceptions.*

### The HCLC Staff will not tolerate:

DISRESPECT OF ANY KIND TOWARDS ANY STAFF/STUDENT

WEAPONS IN BUILDING OR ON GROUNDS

TOBACCO USE OF ANY KIND

CELL PHONES OR OTHER PERSONAL MEDIA DURING CLASS SESSIONS

TECHNOLOGY POSTINGS THAT DISRUPT THE HCLC LEARNING ENVIRONMENT

PUBLIC DISPLAY OF AFFECTION

LOTTING IN THE /BUILDING/ GROUNDS OR IN NEIGHBORING AREAS

(INCLUDING STREETS/ YARDS AND PARKING AREAS)

## STUDENT AFFAIRS

### ARRIVING AT SCHOOL

All students are to park at the rear of the school building within the marked “STUDENT PARKING” area. No student is allowed to park in any other area including the parking lot used by any of the other agencies. Students who ride public transit or private vehicle should be dropped off in front of the building and enter at the end-side entry door. Students should arrive at school prior to 9:00 am. The end-side entry doors will be open to students at that time. After arriving at the building, you must go directly to a room which you have been assigned a course, complete the sign-in procedure, and begin work. Unless otherwise approved, students must attend a minimum of the first two class periods. All students are allowed time for lunch (see schedule). ***Coursework will be suspended during this time at the discretion of the instructor.*** If a student leaves the building or does not report to the 3<sup>rd</sup> period classroom at or before 12:30 pm, he/she will not be permitted to enter any classroom and cannot return to the HCLC until the start of the next school day without the permission of the instructor or administrative staff.

### 21<sup>st</sup> CCLC SIGN-IN PROCEDURE

21<sup>st</sup> CCLC activity sign-in sheets are available in each classroom or event that offers 21<sup>st</sup> CCLC programming. Students are expected to sign-in to each 21<sup>st</sup> CCLC activity including breakfast or snack. It is possible that you will sign multiple 21<sup>st</sup> CCLC sign-in sheets per day.

### LEAVING SCHOOL

Any student, once he/she has completed the sign-in procedure (counted as present), shall not be allowed to leave the campus without permission of the HCLC Staff and/or parent/guardian; otherwise the parent will be notified by the HCLC staff that the student is in violation of the program policy and will face disciplinary action. ***A student is permitted to sign-out at any time during the school day if he/she follows the check-out procedure. Students must leave the campus immediately. If the student requests to return to the building at some point during the school day, after a check-out has occurred, he/she will be allowed to do so if a return to school is approved at the time of check-out. If the student does not return, his parent/guardian will be notified.***

### **DISPENSING MEDICATION/FIRST AID**

HCLC will follow the policy provided by the Haywood County Schools Board of Education in regards to the dispensing of prescription/non-prescription drugs during the instructional day and administering first aid. [\*Student Health Services\*](#) (Policy Code 6120) it states:

The board will provide health services to students as required by law. School employees may administer drugs or medication prescribed by a doctor only upon the written request of the parents; give emergency health care when reasonably apparent circumstances indicate that any delay would seriously worsen the physical condition or endanger the life of the student; and perform any other first aid or lifesaving technique in which training has been provided to school employees.

The complete policy which details the standards for administering medication may be found at [Haywood County Board of Education Policy Manual](#).

### **OFF-SITE ACTIVITIES**

The Haywood County Schools Code of Conduct Policy and school rules shall apply to the behavior of all students while they are taking part in school field trips and all other activities

### **GRIEVANCE PROCEDURE**

Should a student choose to protest a decision made by the Staff, he/she shall take the following actions:

- Notify the HCLC Director in writing of intent to protest Staff decision within 5 school days.
- Student shall appear before Grievance Committee to give evidence at a called meeting within 10 school days of notification to HCLC Director.

Student shall present evidence in support of their position. The Committee shall make every reasonable effort to investigate, review, and debate the evidence and make recommendations to the HCLC Director/nominee as to the reconciliation of the issue(s) at question. The HCLC Director/nominee will review the recommendations of the Committee and shall notify the student of the outcome. The decision of the HCLC Director shall be final with regard to attendance/participation at the HCLC.

### STUDENT WEB LINKS

**1. APLUS ONLINE LEARNING SOFTWARE PROGRAM**

<http://aplus.haywood.k12.nc.us/main/index.html>

**2. WORKKEYS Career Readiness Certificate [Test Preparation](#)**

**3. COLLEGE FOUNDATION OF NORTH CAROLINA (CFNC): [Create an account](#) so College Transcripts are received**

### PRE-ENROLLMENT REQUIREMENTS

1. Attend New Student Orientation (held every Monday on a need be basis)
2. Complete screening for student support services
3. TABE (Tests of Adult Basic Education) testing
4. Declare Approved Service Tract (must be approved by administration)
5. Complete career assessment
6. Complete EVERFI certification
7. Meet with academic advisor and register for classes.

***\*\*All activities must be completed and documented for the student to be enrolled in the program and begin attendance.***



STUDENTS MUST ADHERE TO THE FOLLOWING POLICY CONCERNING COMPUTER USAGE AT THE COMMUNITY LEARNING CENTER.

1. Computing resources and accessing accounts are to be used only for the purpose for which they are assigned and not to be used for commercial purposes or no-instructional activities.
2. An access account assigned to an individual must not be used by others. Individuals are responsible for the proper use of their assigned access account, including password protection, and appropriate use of internet resources.
3. All/Most computer software is protected by federal copyright law/licenses and is proprietary. Individuals are responsible for being aware of and adhering to licensing restrictions for the software use on any system.
4. Individuals are prohibited to engage in activities which disrupt or damage hardware or communication such as virus creation, propagation, creating/loading excessive data, and wasting system resources.
5. Individuals are expressly prohibited from the creation, display, and transmission of threatening, racist, sexist, obscene, offensive, annoying, or harassing language and/ or other materials. Prohibited from posting personal information name address etc. about yourself or others.
6. Individuals are expressly prohibited from the access of or damage to materials or systems that is not their own, may not use any system for illegal purposes, and may not gain unauthorized access to restricted resources or information.

**Consequences for Unacceptable Use:**

- Restriction of Account Privileges
- Cancellation of Account
- Other disciplinary or legal action in accordance with Student Code of Conduct
- This agreement must be renewed each year. Students must have permission from a parent/guardian to use online tools.

By my signature on this document, I certify that I have read, understand, and agree to comply with all rules and consequences for using online tools, and that my child will utilize only for educational purposes. I also understand that any condition of this document could change without prior notice per State Law.

Student Signature: \_\_\_\_\_

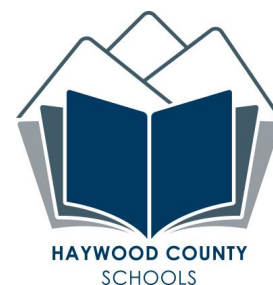
Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_







### Student Contact Information / Video / Photograph Release Notification

I hereby give Haywood Community Learning Center the right to obtain, use, and / or reproduce any and all contact information obtained in the process of assessment for enrollment/placement and to share such information with alternate service provider(s), should it be determined by the HCLC staff that a referral to another service provider is in my best interest.

\_\_\_\_\_  
Parent Initials

In addition, I hereby give Haywood Community Learning Center the right to obtain, use, and / or reproduce any photographs, digitized images, videos, voice, or physical likeness of my child in any legal manner to be used for educational and informational purposes. I understand Haywood Community Learning Center has the right to edit any video, audio, and images as necessary and that ownership of these materials become the property of Haywood Community Learning Center. I waive any and all present or future compensation rights to the use of the above stated materials.

\_\_\_\_\_  
Parent Initials

I also give consent to accept updates from the Haywood Community Learning Center regarding school closures, events, follow-ups, etc. via email and / or text messages.

\_\_\_\_\_  
Parent Initials

Student Cell: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_ Provider: \_\_\_\_\_

Parent / Guardian Cell: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_ Provider: \_\_\_\_\_

Student Email: \_\_\_\_\_

Parent / Guardian Email: \_\_\_\_\_

***I acknowledge that I have read this document and agree to its terms.***

Parent / Guardian Signature (for minor students): \_\_\_\_\_

Student Signature: \_\_\_\_\_

DATE: \_\_\_\_\_



## Haywood County Schools Support Services Form

The information below is required by the federal McKinney –Vento Homeless Act of 2001 (Subtitle B of title VII) and will be used to determine students' needs. The information on this document will be **CONFIDENTIAL**.

Name of School: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Grade: \_\_\_\_\_

Does the child have a relative serving in the military (active, National Guard, Reserves)? \_\_\_\_\_

If so what is the relationship? \_\_\_\_\_

**The answers to this residency information help determine the services the student may be eligible to receive:**

1. Is your current address a temporary living arrangement? \_\_ Yes or \_\_ No
2. Is this temporary living arrangement due to loss of housing or economic hardship? \_\_ Yes or \_\_ No
3. Is this student in a temporary foster care placement or awaiting foster care? \_\_ Yes or \_\_ No
4. As a student, are you living with someone other than your parent or legal guardian? \_\_ Yes or \_\_ No

**If you answered YES to the above questions, please complete the remainder of this form. If you answered NO, you may stop here.**

Resides with: \_\_\_\_\_ Relationship: \_\_\_\_\_

Do you have legal guardianship/custody? \_\_\_\_\_ Yes or \_\_\_\_\_ No

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Other children living in the home:

\_\_\_\_\_  
\_\_\_\_\_

Where is the student presently living?

\_\_\_\_\_ In a motel/hotel \_\_\_\_\_ In a shelter

\_\_\_\_\_ With more than one family in a house or apartment

\_\_\_\_\_ Moving from place to place \_\_\_\_\_ "Awaiting Foster Care"

\_\_\_\_\_ In a location not designed for sleeping accommodations such as car, park, campground

**Signature of Parent/Legal Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

**FOR SCHOOL USE ONLY: PLEASE GIVE THIS FORM TO THE SSW.**



(828) 454-6590

## **PASSPORT TO GRADUATE**

STUDENT NAME: \_\_\_\_\_

STUDENT ID (PowerSchool / Lunch Number): \_\_\_\_\_

### **HCLC WEBSITE:**

<http://www.clc.haywood.k12.nc.us/>

- ❖ A-PLUS ONLINE LEARNING SOFTWARE PROGRAM: <http://aplus.haywood.k12.nc.us/>
- ❖ WORKKEYS, Career Readiness Certificate Website: <http://haywoodcc-nc.wincshost.com>
- ❖ College Foundation of North Carolina (CFNC): <http://cfnc.org> – Create an account with your Student ID (PowerSchool Number) Your transcripts will be sent when you graduate!

### **Staying in contact with teachers is a requirement at HCLC!**

#### TEACHER & STAFF EMAIL ADDRESSES:

SOCIAL STUDIES and Lead Teacher – WILLIAM COVIN – [wcovin@haywood.k12.nc.us](mailto:wcovin@haywood.k12.nc.us)

E.C. and C.T.E.– ERMAN D'ALESSANDRO – [edalesandro@haywood.k12.nc.us](mailto:edalesandro@haywood.k12.nc.us)

SCIENCE – MARK ETHRIDGE – [methridge@haywood.k12.nc.us](mailto:methridge@haywood.k12.nc.us)

MATH – JEFFREY FOSTER – [jfoster@haywood.k12.nc.us](mailto:jfoster@haywood.k12.nc.us)

ENGLISH and Distance Learning Coord. – JAMIE STEVENSON – [jstevenson@haywood.k12.nc.us](mailto:jstevenson@haywood.k12.nc.us)

HCLC Director – KYLE LEDFORD – [kledford@haywood.k12.nc.us](mailto:kledford@haywood.k12.nc.us)

Assistant to the Director– KAREN MCCracken – [kmccracken@haywood.k12.nc.us](mailto:kmccracken@haywood.k12.nc.us)

21<sup>ST</sup> Century Program Assistant- BRITTANI CLARK – [bclark@mountainprojects.org](mailto:bclark@mountainprojects.org)

WIOA Program Counselor – BROOKELY NICHOLSON – [bnicholson@mountainprojects.org](mailto:bnicholson@mountainprojects.org)

*NEED A RIDE? Call Haywood Public Transit 828 565 0362*

## HOW TO LOG INTO THE A-PLUS WEBSITE FROM HOME

- ⇒ Go to the Haywood County Schools Home Page (<http://www.haywood.k12.nc.us/>)
- ⇒ Select “About HCS” (2<sup>nd</sup> tab on navigation bar)
- ⇒ Select “Programs & Services” (3<sup>rd</sup> choice in the drop down menu)
- ⇒ Select “Alternative Learning Center” (4<sup>th</sup> choice in the selection list)
- ⇒ Haywood Community Learning Center Home Page (<http://www.clc.haywood.k12.nc.us/>)
- ⇒ Click “APLUS Learning Software” on the left side menu
- ⇒ Click “A+LS Client” (lower button)
- ⇒ Allow Client to download (“Trust this website”)
- ⇒ Log in using your user ID and password (username: first initial and last name – ex: jstevenson; password: Student ID)

OR

- ⇒ Go directly to the A-Plus website: <http://aplus.haywood.k12.nc.us/main/index.html>
- ⇒ Click “A+LS Client” (lower button)
- ⇒ Allow Client to download (“Trust this website”)
- ⇒ Log in using your user ID and password (username: first initial and last name – ex: jstevenson; password: Student ID)

*Unfortunately Java is often a problem when trying to download A-Plus. If the “A+ LS Client” is not working for you, use the “Browser Playback” option on the A-Plus homepage.*

***If you need help logging in, please feel free to email your instructor(s)!***



A 21<sup>st</sup> Century Community Learning Center Site





## STUDENT SELF-REPORT INCIDENT FORM

Name: (Print) \_\_\_\_\_

Date(s)/time(s) of incident(s): \_\_\_\_\_

Location(s) of incident(s): \_\_\_\_\_

Names of witnesses (students, staff, other): \_\_\_\_\_

\_\_\_\_\_

Names of individuals involved in incident (other than yourself): \_\_\_\_\_

\_\_\_\_\_

In your opinion, what or who is the cause of the incident? Explain \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To what extent, if any, were you responsible for the incident? Explain \_\_\_\_\_

\_\_\_\_\_

If you could change the way you personally handled the situation, what would you do differently?

Explain \_\_\_\_\_

\_\_\_\_\_

What do you expect to happen to correct or resolve the situation? Explain \_\_\_\_\_

\_\_\_\_\_

Narrative: On the back of this paper, write a clear, truthful, and accurate description of what happened from your point of view.

