



**ADULT  
STUDENT HANDBOOK  
2009-2010**

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*Welcome to Project Encore. It is our desire to help you fulfill the academic and personal goals that you have established for yourself. We ask you to put forth your best effort and allow us to help you achieve success through positive work habits and self-motivation.*

*Please review this handbook and its contents so you are aware of the expectations we hold for you.*



*Project Encore Staff*

## **Enrollment**

In order to be considered a student at Project Encore, you must fulfill the following requirements:

- ✓ Complete the Project Encore Adult Enrollment Packet
- ✓ Attend a Short Mandatory Orientation Session
- ✓ Attend the (2) 6.5 hour State Required Attendance Sessions

**Note:** Any student who enrolls and needs a letter of enrollment verification must provide agency name, address, phone number, and contact person's name. Student must also complete twenty hours of course work at Project Encore before the letter will be sent. If adequate attendance is not maintained, Project Encore will notify the appropriate agency of student's failure to attend.

## **Address and Phone Number Changes**

Please notify our office within seven days of the following change:

- Numbers for home, cell, or parent's work
- Mailing or street address
- Emergency contacts.

## **HOURS OF OPERATION:**

Monday – Thursday, 8:00 a.m. – 7:00 p.m.

Friday – 8:00 a.m. – 3:00 p.m.

## **Attendance**

The one time when attendance is mandatory is during your enrollment period. The state requires that students put in two-6 1/2-hour schoolwork sessions before enrollment is valid. Once you have attended a mandatory orientation you must complete two-6 1/2-hour sessions within a certain time period. Once you complete our enrollment process and fulfill the state attendance requirements, you will be allowed the opportunity to complete your coursework from home or work on-site during our hours of operation. (Please ask about our On-Line/Virtual learning requirements.)

## **Work Study**

In addition to gaining credits at school, students are able to earn up to six credits by participating in our Work Study Program. **Students wanting to enroll in this course must enroll by September 21<sup>st</sup>, attend the mandatory orientation session and complete two-6 1/2-hour work sessions, as outlined in our enrollment guidelines.**

## **Curriculum**

Most courses offered at PE will consist of computer lessons and projects/essays. Computer lessons will be completed using our on-line software programs. The majority of our on-line courses will require the student to complete five units of curriculum for ½ credit. Each unit consists of lessons, projects/essays, quizzes, and a final mastery test. The student is required to achieve an overall unit score of 70% before advancing to the next unit. Requirements for projects/essays are explained for each assignment. All work must follow the guidelines or it will not be graded.

## **Student Records**

All credits that a student earns at Project Encore will be transferred back to their sponsoring district. The district is responsible for granting the credit and maintaining the student's permanent academic records.

## **Off-Campus Enrollment Options**

No student will be eligible for gaining credit from any other educational establishment without prior approval from Project Encore staff.

## **Academic Dishonesty**

Students will have many opportunities to become actively involved in the learning process. The benefits derived from original learning can be great. It is important that students who are engaged in study will be responsible for doing their own work. In the event that students are found to be involved in academic dishonesty (i.e., cheating, plagiarism, etc.), they must realize that serious consequences will follow.

Consequences for cheating:

1<sup>st</sup> Offense – 0 for assignment, Student must still re-do the assignment and turn in, in order to receive credit for the course.

2<sup>nd</sup> Offense – Loss of credit for course.

3<sup>rd</sup> Offense – Dismissal from Program

## **Building Policy**

The basic philosophy of PE is that students are expected to conduct themselves in a responsible manner. The education of all students is extremely important and any behavior that interferes with learning reduces the effectiveness of both teacher and student. Project Encore reserves the right to make a student clock out and leave the premises for inappropriate behavior. Visitors to PE and students should enter the building from the front entrance. The following policies will apply to students and visitors:

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1. Vandalism – Project Encore shall seek restitution according to the law for loss and damage sustained by South Central Kansas Education Service Center. When a juvenile is involved in vandalism to PE property,

the program director shall contact the parents and explain their legal responsibility. The parents shall be notified in writing of the dollar amount of loss or damage. Juveniles or their parents shall make restitution payments to South Central Kansas Service Center and accounts will be kept. Persons of legal age shall be held responsible for their own payments. If necessary, provisions may be made for installment payments. Accounts not paid in full within the specified time may be processed for legal action.

2. Respect other students right to learn
3. Inappropriate personal displays of affection will not be allowed.
4. Lost articles should be turned into the Project Encore staff.
5. Possession and/or the use of water guns, skateboards, rollerblades (skates), hackey sacks, etc. is prohibited.
6. No children will be allowed in the lab.

### **Computer Lab Policy**

The computer system is vital to your education here. Handle the computers carefully, working only in those programs to which you are given access. To help protect the system from viruses, student flash drives will not be allowed in the computers in the lab. The following policies are in place to ensure the integrity of the Computer Lab. No Student will:

1. Log on or attempt to log on as another person.
2. Access, attempt to access, edit, or attempt to edit another person's file.
3. Handle, unplug, or attempt to alter any cabling or connections.
4. Use a program CD or file of any type to initiate any program or process on the network.
5. Harass, insult, or attack others via the network.
6. Access, or attempt to access the Internet without permission.
7. Use the Internet to do anything other than schoolwork.
8. Attempt to "cheat the system" with the computer software.
9. Download files from the Internet.
10. Attempt to "hack" the network, lab, or any component thereof.
11. Play CD's or DVD's in the computers unless given to you by your instructor.
12. Tune in radio stations on your computer.
13. Violate any part of the SCKESC Internet/network use policy.
14. Bring lap tops into the building.

### **Grades**

A percentage grade will be given to the student based on a combination of computer work and projects/essays. Project Encore is a performance based program. Students are required to achieve a minimum overall course score of 70% in order to receive credit. All work must be completed to receive a grade. The computer software grades your on-line work. Teachers grade your projects/essays. All projects/essays must meet the guidelines set forth by Project Encore instructors. Students that complete assignments from their home computer are encouraged to save their work prior to submitting it for a grade.

### **Graduation Exercise Participation**

Project Encore hosts a graduation ceremony every May for all adult students that meet their diploma requirements by the specified end of year completion date.

## **Personal Appearance**

If a student's appearance attracts undue attention to the extent that it may become a disruptive factor in the education process, a staff member will ask the student to make the necessary changes. In the event that the change does not take place in the time allowed, the administrator will prescribe disciplinary action. Non-compliance with requests may result in dismissal. The following attire is prohibited at Project Encore:

- ✓ Clothing or items that give the impression of gang affiliation or promote gang affiliation are not acceptable.
- ✓ Chains which can be used as a weapon will not be permitted.
- ✓ All wearing apparel, including tattoos, that display or promote products referring to alcohol, tobacco, illegal drugs, suggestive or obscene language or that display inappropriate statements will be deemed unacceptable.
- ✓ Clothing that is too short or too revealing is not acceptable.
- ✓ No showing of undergarments.
- ✓ No bare midriffs.

## **Health Issues , First Aid, and Medications**

- ✓ All students with inhalers for asthma management must have a physician authorization for independent administration on file at Project Encore.
- ✓ If a student has an accident at Project Encore that requires medical treatment, an employee shall not take any action except the following:
  - Send for medical help.
  - Make the student as comfortable as possible while waiting for competent medical assistance to arrive.
  - Notify Project Encore Coordinator.
- ✓ If an emergency develops, emergency assistance will be provided at the expense of the students, and/or parents/guardian.
- ✓ Project Encore does not employ a school nurse; therefore, we cannot dispense any medications to students at school.
- ✓ Students are not allowed to take over-the-counter or prescription medicine while in attendance at Project Encore.

## **Telephones**

Due to the limited phone lines, phone usage will be restricted to emergencies and subject to discretion of the teacher. Students cannot use their cell phones in the lab.

## **Interrogation and Search of Students and Property**

School officials and law enforcement officers have the right to search a student's person and property on school premises with reasonable suspicion. Random canine searches of purses, book bags, and other personal items as well as the parking lots may occur as deemed appropriate.

## **Transportation**

Transportation to and from Encore is the responsibility of the student. Students must park in designated areas.

## **Use of Tobacco Products**

Under the Kansas State Law it is illegal to possess tobacco products if you are under the age of 18. Law prohibits smoking or chewing tobacco in the building, including the restroom. We ask

clients to take tobacco breaks in the area provided. Students who violate or attempt to violate this policy will be asked to leave for the remainder of the day. Further violations will result in more severe disciplinary measures, possibly including dismissal.

### **Zero Tolerance Rules**

We have a zero tolerance policy concerning network abuse, anti-social or violent behavior, alcohol, drugs, harassment, and weapons. Any student who violates this policy will be removed from the program.

Our site cannot foresee all possible difficulties that might be encountered during the duration of the school year. The policies stated above may be modified, added to, changed, and/or strengthened if it is deemed necessary during the course of the school year. Students will be expected to adhere to all guidelines and policies set forth by the school regardless of whether they are written or spoken.

# **Project Encore**

## **Inclement Weather Policy**

Project Encore will notify the media if it is going to be closed due to inclement weather. If the announcement is made that Project Encore is closed this will include all locations; Andover, El Dorado and Rose Hill. The following are the inclement weather procedures as they pertain to our various programs:

**Adult, Senior for Credit and Summer School** – Check with the media sources listed below for announcement of closing or log on to our website at [www.getmydiploma.org](http://www.getmydiploma.org). If Encore is closing we will post the announcement on our website by 7:00 a.m.

### **Media Sources**

#### **Radio Stations**

KFDI	1070 AM
KNSS	1240 AM

#### **Television Stations**

KSNW	Channel 3 **Log onto <a href="http://www.ksn.com">www.ksn.com</a> to check the closings on-line**
KAKE	Channel 10 **Log onto <a href="http://www.kake.com">www.kake.com</a> to check the closings on-line**
KWCH	Channel 12 **Long onto <a href="http://www.kwch.com">www.kwch.com</a> to check the closings on-line**

#### **Important Phone Numbers**

Project Encore El Dorado 322-7171  
Project Encore Andover 733-5561  
Project Encore Rose Hill 776-2000

**South Central Kansas Education Service Center  
Acceptable Use Agreement  
Student Access to Networked Information Resources**

*Please read and/or discuss the following with your student.*

**The Internet**

The Internet, a collection of interconnected computer networks around the world, expands classroom and library media resources by providing access to information, images, and even computer software from places otherwise impossible to reach. These resources can yield individual and group projects, collaboration, curriculum materials and idea sharing. Internet access also makes possible contacts with people all over the world, bringing into the school, into the classroom, experts in every content area and students and adults from other nations and cultures.

**Responsibilities**

With this access come responsibilities. SCKESC will provide access to and integrate a thoughtful use of such information throughout the curriculum and will provide guidance and instruction in the appropriate use of such materials in a community setting. Parents and guardians are responsible for agreements their children make or actions they take and, outside of school, for setting and conveying the standards their children should follow when using any media or information service. Students are responsible for good behavior on these electronic resources. Appropriate access is the shared responsibility of the school, the student and the family.

Communication on networked information resources is often public. People receiving messages have the ability to redistribute them for many others to read. It is very important that students understand the importance of appropriate and polite behavior and of avoiding the sharing, transmission or distribution of personal information that you would not want any stranger to have -- such as, but not limited to, addresses, telephone and/or social security numbers.

If at any time you feel you can identify a security problem in the program's computers, network, or Internet connection, you must notify a system administrator immediately. Do not demonstrate the problem to others. Doing so could result in the cancellation of network privileges.

**Restrictions**

The following activities are not permitted on SCKESC electronic resources:

- Accessing, uploading, downloading, transmitting or displaying or distributing obscene or sexually explicit material; transmitting obscene, abusive or sexually explicit language.
  - Damaging computers, computer systems or computer networks; vandalizing, damaging or disabling the property of another person or organization; debilitating or disabling computers, systems or networks through the intentional mis- or overuse of electronic distribution or storage space, or the spreading of computer "viruses" through the inappropriate use of files or diskettes.
  - Violating copyright, or otherwise using another person's intellectual property without his or her prior approval or proper citation; using another person's passwords; trespassing in another person's folders, work or files.
- 8
- Using the computing resources for commercial purposes, product advertising, political lobbying, or political campaigning.

- Violating local, state or federal statute.
- Checking personal e-mail or participating in on-line chat rooms.

### **Rights and Privileges**

The student user has full rights (within the limits of these guidelines, responsibilities and prohibitions) to the instructional-networked resources provided by SCKESC. The student's network account may provide for personal storage space on the SCKESC resources, which may be treated as a student locker and should be cleared periodically. It is important that the students keep passwords secure and private. However, users should not expect that files would always be private. SCKESC network administrators have the right to review files to maintain system integrity and to be sure that the system is being used within the stated limits.

### **Disclaimers**

SCKESC makes no warranties of any kind, either expressed or implied, for the provided access. SCKESC is not responsible for any damages incurred, including, but not limited to, loss of data resulting from delays or interruption of service, for the loss of data stored on SCKESC resources, or for personal property used to access SCKESC resources; for the accuracy, nature, or quality of information stored on SCKESC resources or gathered through corporation-provided access; for unauthorized financial obligations incurred through SCKESC-provided access. Further, even though SCKESC may use technical or manual means to limit student access, these limits do not provide a foolproof means for enforcing the provisions of this policy. All provisions of this agreement are subordinate to local, state and federal statute.

### **Sanctions**

Violations of SCKESC networked information resources policies could result in the loss of access to electronic resources. Additional disciplinary action may be determined at the building and/or classroom level in line with existing practice regarding language and behavior. When appropriate, law enforcement agencies may be involved.

## Guarantees Against Plagiarism

Use these steps to prevent your work from including plagiarism.

1. Record bibliographic data for all sources you consult, and include all of them in your final list of works consulted or cited.
2. Take thorough notes, and record sources and page numbers conscientiously.
3. Put notes in your own words, using your own sentence and paragraph structures. Do not borrow any more of the original's word choices or phrasing than you have to. Paraphrasing is required.
4. Use quotations only when the original wording is unusually effective, vivid, or important for some other reason. Designate quotations with quotation marks that you cannot miss.
5. Review your own writing with an ear for word choices, phrases, and sentences that do not "sound like you." Revise with your own style.
6. Review your own writing for content that is neither original nor common knowledge, and document appropriately.
7. When necessary, check all sources again for information to present adequate documentation.
8. When you have done all this, relax and assume that plagiarism is not a problem in your paper.
9. **A copy of All Internet sources and a copy of ALL pages referred to from all other sources MUST accompany any assignment requiring references. No paper will be accepted without them. Any non-internet resources must be pre-approved before assignment completion.**

**NOTE: The Internet can be a great resource, but many sources posted on the Internet are not reputable. Sites with .EDU, .ORG, or .GOV extensions tend to be more reliable than .COM sites. You should check with an instructor about the acceptability of all Internet sources before you write your paper.**

I understand the concept of plagiarism includes:

- Copying another person's paper (This includes downloading material off the internet)
- Copying an author's exact words without quotation marks and proper documentation and
- Paraphrasing another person's ideas without proper documentation

Consequences for Academic Dishonesty:

1<sup>st</sup> offense – 0 for assignment, student must still re-do the assignment and turn in, in order to receive credit for the course.

2<sup>nd</sup> offense – Loss of credit for course. Students will not be allowed to take this course at any Project Encore location.

3<sup>rd</sup> offense – Dismissal from program.

# PROJECT ENCORE

## Writing Policies

**The following guidelines must be followed prior receiving a grade for written work:**

- Type all writing assignments unless you have a teacher's permission to do otherwise.
- Use times new roman.
- Use font size 12.
- Double-space all assignments except letters, memos, and e-mails.
- Must meet required length, and satisfies the assignment guidelines.
- Always SAVE work and remember to spell check and proofread before turning in for a grade.

### **Guidelines for submitting written work through OdysseyWare**

#### **WHEN TO USE A WORD PROCESSING PROGRAM:**

- 1) REPORTS
- 2) ESSAYS
- 3) OUTLINES
- 4) PROJECTS

**All Word processed documents must be formatted with the following header before they will be graded:**

NAME

CLASS: EX: ENGLISH 1

UNIT #:

LESSON #:

QUESTION # (If applicable)

#### **DO NOT SUBMIT THESE TYPES OF ASSIGNMENTS ON ODYSSEYWARE.**

INSTEAD . . . . TYPE THE WORDS “**DONE OUTSIDE OF OW**” in the BOX. This will allow us to go back in and assign a grade after we've reviewed your hard-copy. When the document is completed, you can hand it in or email it to your instructor

**WHEN A DOCUMENT IS NOT REQUIRED:** you may type your answer directly into OdysseyWare

- 1) PARAGRAPH
- 2) SHORT ANSWER

# **PROJECT ENCORE'S MUSIC POLICY**

The purpose for allowing students to listen to music is to enhance the learning process. If for any reason this privilege becomes a distraction the privilege will be removed. The following are Project Encore's guidelines regarding music listening in the lab:

- ✓ Students must supply their own music listening device (No Cell Phones)
- ✓ Students must supply and wear their own headphones
- ✓ Students must supply their own music
- ✓ Project Encore's equipment is reserved for educational purposes only. Students will not be allowed to use Encore's equipment for any music listening purposes.
- ✓ Project Encore is not responsible for monitoring or screening the content of student's music selections.
- ✓ Project Encore will not be responsible for any lost or stolen equipment related to this privilege
- ✓ Music should not be heard by anyone other than the student listening.

Students will have their music listening privileges removed for violating any of the above written rules. Project Encore staff will determine if/when these privileges will be reinstated.

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school within 45 days of the school's receipt of a request to inspect. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification is left to the discretion of each school.

### **Complaints of Alleged Violations:**

Complaints must:

- Be timely submitted, not later than 180 days from the date you learned of the circumstances of the alleged violation
- Contain specific allegations of fact giving reasonable cause to believe that a violation has occurred, including:
  - Relevant dates, such as the date of a request or a disclosure and the date the parent learned of the alleged violation;
  - Names and titles of those school officials and other third parties involved;
  - A specific description of the education record around which the alleged violation occurred;
  - A description of any contact with school officials regarding the matter, including dates and estimated times of telephone calls and/or copies of any correspondence exchanged between the parent and the school regarding the matter;
  - The name and address of the school, school district, and superintendent of the district;
  - Any additional evidence that would be helpful in the consideration of the complaint.

Complaints of alleged violations may be addressed to:

Family Policy Compliance Office  
US Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

You may contact the address above or call (202) 260-3887 for more information or technical assistance regarding FERPA. The Family Policy Compliance Office may also be found on the web at <http://www.ed.gov/offices/OII/fpco/index.html>.