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## SECTION I - GENERAL INFORMATION

The Haywood County Board of Education provides an active link to the policy strictly prohibiting discrimination, harassment, and bullying (see below)

<http://www.haywood.k12.nc.us/policy/wp-content/uploads/sites/2/2018/07/1720-4015-7225-6-11-18.pdf>

### NON-DISCRIMINATION STATEMENT

The Haywood County Board of Education believes that all employees and students should be free of unlawful discrimination. The Haywood County Board of Education, Haywood County Schools, and the HCLC is committed to nondiscrimination in all its educational and employment activities. The board expressly prohibits unlawful discrimination based on race, color, national origin, sex, pregnancy, religion, age, marital status, parenthood, citizenship status, or disability.

### 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.*

### PRE-ENROLLMENT REQUIREMENTS

1. Secure referral form previous school attended
2. Attend New Student Orientation (held on an need be basis) generally on Monday
3. TABE (Tests of Adult Basic Education) testing and career assessment (Virtual Job Shadow)
4. 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.***

## CONTACT INFORMATION

**HCLC MAIN #:** 828-454-6590

**HCLC FAX:** 828-454-6592

<b>WIOA CASE MANAGER EXT. 100</b>	<b>NANCY MEDFORD</b>	<a href="mailto:nmedford@haywood.k12.nc.us">nmedford@haywood.k12.nc.us</a>
<b>MATH EXT.101</b>	<b>JEFF FOSTER</b>	<a href="mailto:jfoster@haywood.k12.nc.us">jfoster@haywood.k12.nc.us</a>
<b>SOCIAL STUDIES EXT. 102</b>	<b>ALISA DRUM</b>	<a href="mailto:adrum@haywood.k12.nc.us">adrum@haywood.k12.nc.us</a>
<b>LEAD TEACHERSCIENCE ANNEX</b>	<b>MARK ETHRIDGE</b>	<a href="mailto:methridge@haywood.k12.nc.us">methridge@haywood.k12.nc.us</a>
<b>DATA MANAGER EXT. 104</b>	<b>TRACY HEAD</b>	<a href="mailto:thead@haywood.k12.nc.us">thead@haywood.k12.nc.us</a>
<b>ENGLISH EXT. 106</b>	<b>JAMIE STEVENSON</b>	<a href="mailto:jstevenson@haywood.k12.nc.us">jstevenson@haywood.k12.nc.us</a>
<b>EXCEPTIONAL CHILDREN ANNEX</b>	<b>JERIMY RINKER ANDRIA RICHARDSON</b>	<a href="mailto:jrinker@haywood.k12.nc.us">jrinker@haywood.k12.nc.us</a> <a href="mailto:arichardson@haywood.k12.nc.us">arichardson@haywood.k12.nc.us</a>
<b>DIRECTOR EXT. 107</b>	<b>BROOKELY NICHOLSON</b>	<a href="mailto:bnicholson@haywood.k12.nc.us">bnicholson@haywood.k12.nc.us</a>

## **HCLC PROGRAM INFORMATION**

Through the Haywood Community Learning Center Program, the Haywood County School District provides academic and enrichment opportunities for students aged 16-21, which lead to the completion of a high school diploma/equivalency. Our programs focus is academics as well as the arts, recreation, STEM, and family preservation.

***The HCLC is a 21st Century Community Learning Center*** which supports the creation of a community learning center that in addition to academic instruction, provides enrichment opportunities with a focus in reading, math, and career development.

***A 21st century learning center program is different from a traditional school setting.*** The HCLC will provide enrichment activities that are based on real-world experiences, which require students to apply and demonstrate 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.

***The HCLC is not a school.*** The HCLC has no school number assigned by the state. Therefore, it is a program, which is attached to a public school (Central Haywood High School) for awarding academic credit. This fact allows the HCLC to tailor its activities and policies to better meet the needs of the student. However, all HCLC graduates will receive a diploma from Central Haywood High School.

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

In the vast majority of cases, HCLC students are provided healthy food, which is provided by the HCS and/or community groups who donate food to the HCLC on a regular basis. 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 HCLC activities, please notify and discuss this with your advisor and/or program staff prior to accepting any food product provided by any source.

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

While participating in HCLC activities, students will demonstrate:

- Increased connectivity between academic achievement in English/Language Arts, math and science, and their own expectations of the world of work.
- 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
- Academic achievement, providing for student to remain in high school, and graduate within their 5-year cohort
- Engagement in activities that provide opportunities for, or will lead to, post-secondary education, employment, advanced training, or military service after graduation

***For more information about our program, please visit the Haywood County School District web page and look under About HCS> Programs and Services> Community Learning Center.***

## **STATEMENT OF COMPLIANCE**

It is the intent of the ***Haywood 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 ***Haywood Community Learning Center*** will conduct themselves in a mature manner and in accordance to the ***Student Code of Conduct***.

## **SECTION II - HCLC OPERATING SCHEDULE**

The ***Haywood 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 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.

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

The Haywood Community Learning Center operates year-round (12 months) on a schedule approved by the Haywood County Board of Education. This schedule/calendar can be viewed on the HCLC website ([www.clc.haywood.k12.nc.us](http://www.clc.haywood.k12.nc.us))

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

***School Holidays*** – The HCLC will not operate on school holidays per the Haywood County Schools adopted calendar.

***Early Release Days*** - The HCLC does not always recognize early release days, which are recognized by Haywood County Schools. The HCLC operational daily schedule does not change unless deemed necessary by the program administration. In which case, students are notified using multiple formats.

***Inclement Weather*** - HCLC programming will follow the Haywood County School District guidance in operating all programs if inclement weather is possible. If school is dismissed early, or cancelled, due to inclement weather all HCLC activities will be canceled as well.

**Instructional Day:**

**MONDAY - TUESDAY-WEDNESDAY- THURSDAY**

**BEFORE SCHOOL ACTIVITY**

PERIOD 0	7:30 am - 8:30 am	Grab and Go Breakfast in Lounge
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**INSTRUCTIONAL SCHEDULE**

PERIOD 1	8:30 am – 9:30 am	Advisee Meeting/Independent Study
PERIOD 2	9:30 am – 10:45 am	Instruction- New Credit
	10:45 am – 11:00 am	Break
PERIOD 3	11:00 pm - 12:15 pm	Instruction – New Credit
	12:15 pm - 12:45 pm	LUNCH
PERIOD 4	12:45 pm – 2:00 pm	Instruction -Credit Recovery/Remediation
	2:00 pm – 2:15 pm	Break
PERIOD 5	2:15 pm – 3:30 pm	Instruction -Credit Recovery/Remediation

**INSTRUCTION SCHEDULE** **FRIDAY**

All Day Learning	8:30 am – 3:00 pm	Independent Study - Credit Recovery/Distance
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## SECTION III - STUDENT PARTICIPATION/PROGRESS

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

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

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.

**Student Engagement/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 and complete the minimum number of academic lessons assigned to them by their advisor and/or instructors. Regular participation is seen as a minimum of **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 HCLC staff. **All students are encouraged to take full advantage of all methods of instruction when available.**

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

***Option 2: E-Learning- off-site coursework is permitted under a distance-learning plan; HCLC attendance is scheduled at a minimum of one full instructional day per week***

***\*\* Distance Learning plans must be approved by HCLC Staff***

### **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



## **ADEQUATE PROGRESS**

***Adequate progress*** is measured daily by lessons attempted/completed; ***two lessons per instructional period*** and weekly by number of hours engaged in coursework; ***minimum of 15 hrs. week time on task***; and grades; ***students will maintain a numerical grade of 70 or above on all coursework***

### ***Failure to meet adequate progress will result in:***

- 1<sup>st</sup> Occurrence – Verbal Notification – documentation placed in student file
- 2<sup>nd</sup> Occurrence – Written Notification – Assigned mandatory attendance on Monday and to Period 5
- 3<sup>rd</sup> Occurrence – Written Notification to Student and Parent/Guardian  
Parent/Guardian Meeting for attendance contract
- 4<sup>th</sup> Occurrence – Suspension for remainder of semester/option to return with approved learning contract
- 5<sup>th</sup> Occurrence - Referral to Alternative program/ 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
		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 Monday 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%)**.\**

\*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%.

## **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 Math II Math III Math IV</b>	<b>Math Credits based on Individual Education Plan</b>
<b>SCIENCE 3 CREDITS</b>	<b>Physical Science Biology Earth/Environmental Science</b>	
<b>SOCIAL STUDIES 4 CREDITS</b>	<b>Civics and Economics World History 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 2 Additional in Sequence</b>	
<b>OTHER ELECTIVES</b>	<b>3 CREDITS</b>	
<b>TOTAL</b>	<b>22 CREDITS</b>	

## SECTION IV - STUDENT AFFAIRS

All students are expected to arrive at school by 9:30 am and leave no earlier than 2:30 pm on instructional days (Tuesday, Wednesday, and Thursday).

All students must follow the check-out policy if leaving before 2:30 pm.

**NO EXCEPTIONS**

**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 9:30 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. All students are allowed time for lunch (see schedule).

**Coursework will be suspended during this time at the discretion of the instructor.**

**Student Travel:** The HCLC DOES NOT provide bus transportation or travel assistance to all students regardless of need. The exception are those students who are enrolled and participate in WIOA training activities and have a documented need for travel assistance in their Individual Service Strategy. However, students enrolled in WIOA and have a documented need must meet HCLC/WIOA guideline to qualify for and receive travel assistance in the form of mileage to and from school and/or public transit. Failure to meet the necessary standards for travel assistance will cause an immediate suspension and/or termination of travel assistance (see page 12). If terminated, a student will have the opportunity to redeem eligibility and assistance if h/she meets the minimum requirements determined by the HCLC Director/WIOA Case Manager. All decisions made with regard to travel assistance is at the discretion of the HCLC Director/WIOA Case Manager and shall be final.



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

**To:** \_\_\_\_\_

**From:** \_\_\_\_\_

**Subject:** Suspension of Transportation Assistance Payments

The above named student has failed to meet the necessary standards for being eligible to receive travel assistance. Specifically, the student:

- ☐ Student failed to complete the necessary lessons assigned
- ☐ Student failed to delivery receipt(s) form approved transportation vendors
- ☐ Student failed to comply with the published Student Code of Conduct

Due to the student's failure to meet these responsibilities the HCLC is

- ☐ Suspending transportation assistance effective immediately
- ☐ Terminating transportation assistance effective immediately

We stand ready to reinstate assistance; including reimbursement of expenses incurred to and from the HCLC during the suspension (with appropriate documentation) should the student demonstrate improvement over the next two-week reporting period.

A parent/guardian must be sign and return this notice to HCLC staff within 5 days to retain eligibility to receive support.

\_\_\_\_\_  
*HCLC/WIOA Official*

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

\_\_\_\_\_  
*Parent/Guardian*

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

**Sign-in procedure:** HCLC activity sign-in sheets are available in each classroom or event. Students are expected to sign-in to each HCLC activity including breakfast or snack. It is possible that you will sign multiple HCLC 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.* **Student Check- out Policy** requires all students regardless of age to notify the front office of their intent to leave campus prior to 2:00 pm, then the Lead Teacher for permission.

- Students less than 18 years of age must have verbal consent from parent/guardian

**Staying in contact with teachers is a requirement at HCLC:** All students must attend at least one **advisee session** each week with their assigned advisor. Scheduled sessions will be jointly facilitated by advisor and advisee.

## STUDENT CODE OF CONDUCT

The HCLC staff expects 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. Basic Do's and Don'ts:

### **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
- ✓ MAINTAIN YOUR REQUIRED LESSONS PER DAY AND HOURS OF ENGAGEMENT PER WEEK

**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 NARCOTICS, DRUGS, OR ALCOHOL
- ✗ VIOLATE THE COMPUTER USAGE POLICY IN ANY WAY (see Appendix)

\* The HCLC building and grounds is a tobacco-free campus.

**The HCLC Staff will not tolerate:**

- ✗ DISRESPECT OF ANY KIND TOWARDS ANY STAFF/STUDENT
- ✗ WEAPONS IN BUILDING OR ON GROUNDS
- ✗ CELL PHONES OR OTHER PERSONAL MEDIA DURING CLASS SESSIONS WITHOUT PERMISSION
- ✗ TECHNOLOGY POSTINGS THAT DISRUPT THE LEARNING ENVIRONMENT
- ✗ PUBLIC DISPLAY OF AFFECTION
- ✗ LOTTERING IN THE /BUILDING/ GROUNDS OR IN NEIGHBORING AREAS
- ✗ (INCLUDING STREETS/ YARDS AND PARKING AREAS)

**Consequences for Poor Choices**

Students will be made aware of behavioral and procedural expectations while participating in HCLC activities. If students make poor choices that compromise the safety or security of themselves or other HCLC 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 HCLC 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 HCLC class activities, 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 any HCLC activity.

**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** (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.**

### **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.

**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(s) 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 all matters but may be appealed to the LEA Board of Education/Superintendent.



## **STUDENT WEB LINKS**

### **HCLC WEBSITE:**

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

❖ **A-PLUS ONLINE LEARNING SOFTWARE PROGRAM:** <http://aplus.haywood.k12.nc.us/>

#### **1. APLUS ONLINE LEARNING SOFTWARE PROGRAM**

- ⇒ 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 “Departments” (3<sup>rd</sup> choice in the drop down menu)
- ⇒ Select “Community Learning Center” hyperlink under “Program/Service.”
- ⇒ 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)!***

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

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

- ❖ *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!*

## SECTION V. - 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).

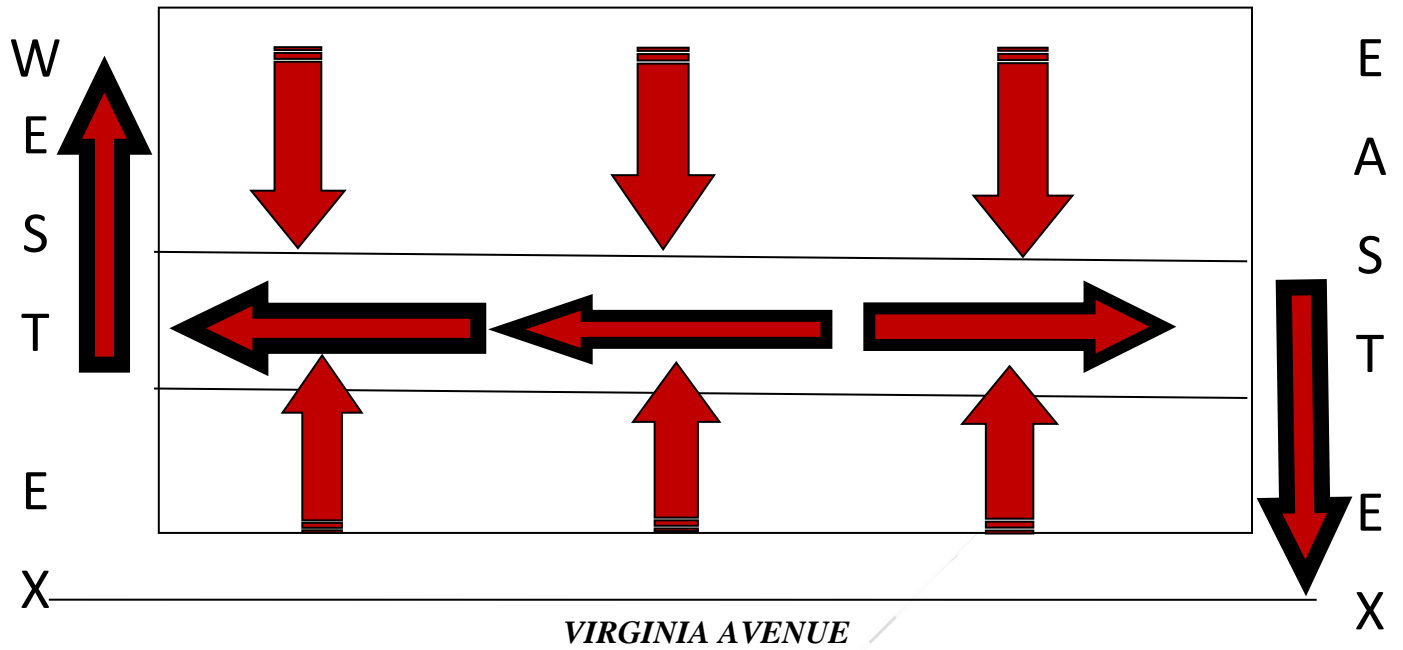
**Maintaining Emergency Contact Information** - Student information and parent/guardian contact information is available for all HCLC participants. Parents/guardians will be asked to provide additional emergency contact information (to ensure up-to-date information) regarding persons to contact in case 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.

### **Emergency Rally Points**

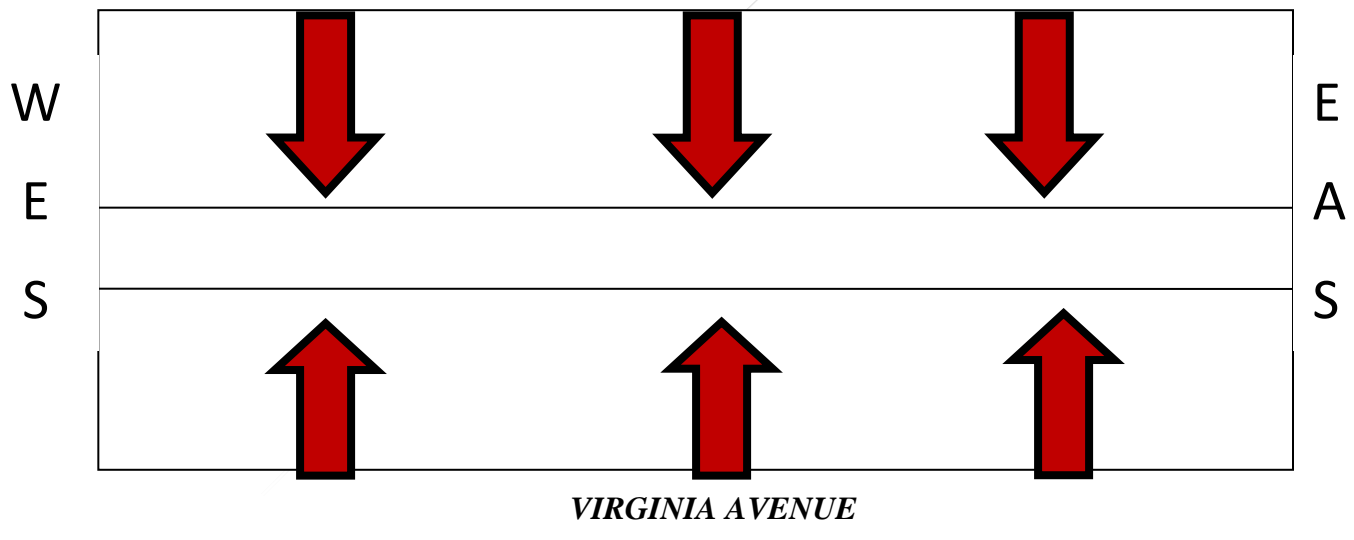
For those exiting the main building on the **EAST SIDE**, and the Annex, the rally point is the corner of Virginia and Kentucky Avenues ( directly across from the building) at a point 100 yards up the street towards South Main Street.

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 furthest from the building.

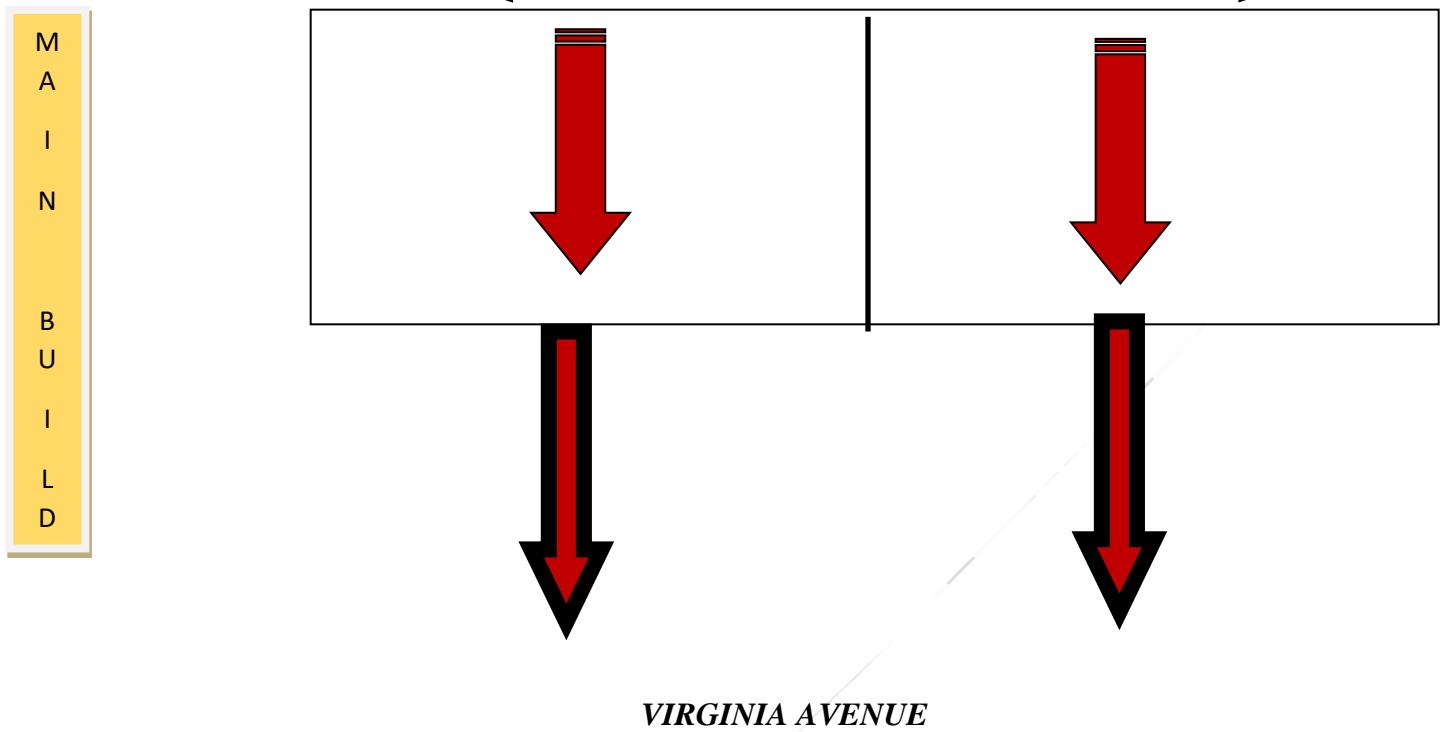
## EVACUATION PLAN



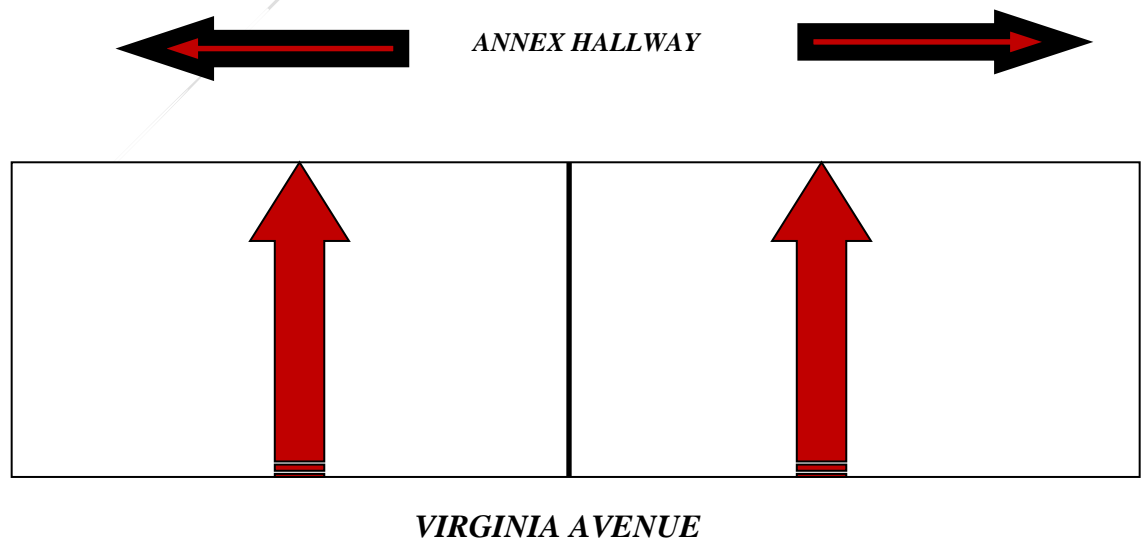
## SEVERE WEATHER ACTION PLAN



## ANNEX EVACUATION PLAN

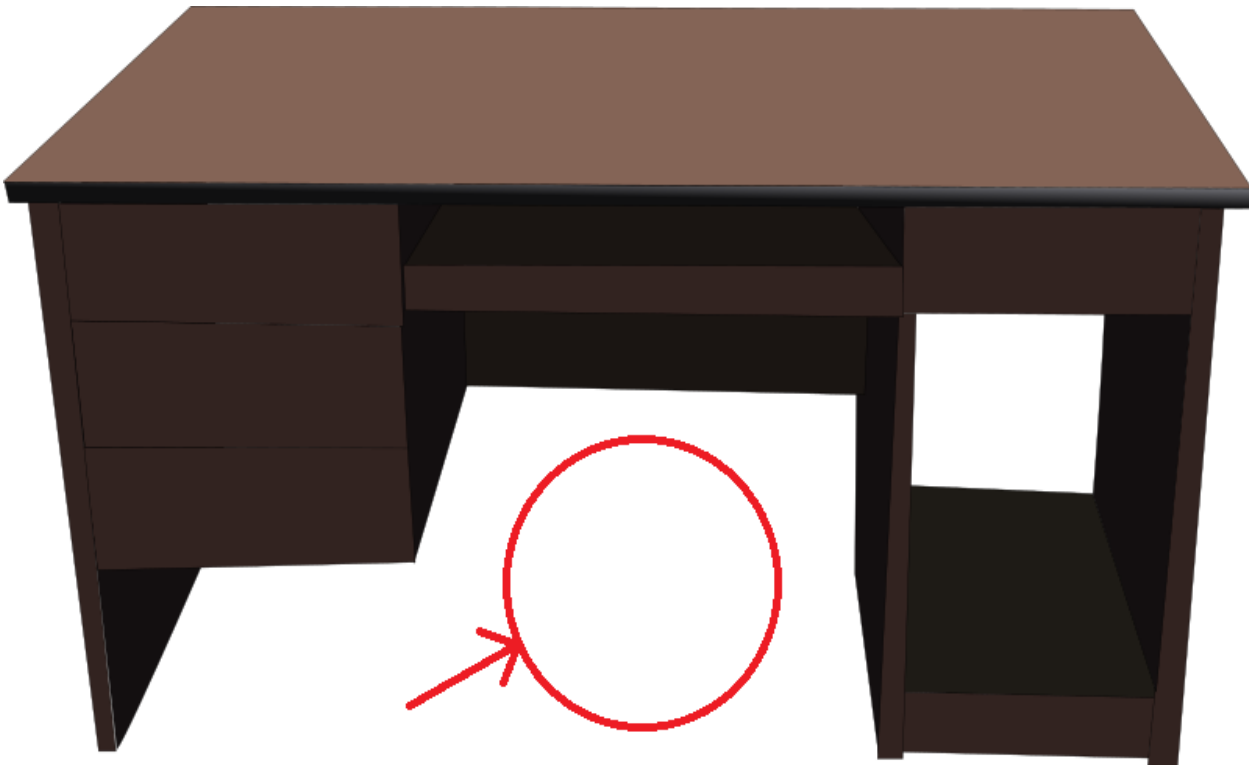


## SEVERE WEATHER ACTION PLAN



## EARTHQUAKE ACTION PLAN – ALL AREAS

When prompted, teachers will instruct students to employ a “DROP, COVER, and HOLD ON” posture. Students drop to the floor and seek shelter under a desk or table. They will cover their head with both hands and arms and remain in place until instructed to move.





**\*\*READ BEFORE SIGNING\*\***

## **HAYWOOD COUNTY SCHOOLS – HCLC**

In consideration of my participation related events, and activities, I, the undersigned, acknowledge, appreciate, and agree with:

1. Having read the HCLC/WIOA travel assistance policies and procedures published in the HCLC student Handbook.
2. Having the necessary knowledge and understanding of all policies and procedures with regard to eligibility, documentation, and receiving travel assistance of any kind, whether public transport or program sponsored.
3. I agree that transportation assistance is dependent on maintaining adequate academic progress, providing documentation of use, and adherence to the Student Code of Conduct (published in the Student Handbook)
4. I understand should I not meet daily academic and/or behavioral conditions, my assistance could/will be suspended or terminated.
5. I am solely responsible to collect and deliver transportation receipts form any approved vendor for every dollar spent, and deliver to HCLC staff in a timely manner.
6. I understand if all transit receipts are not collected and delivered to HCLC staff, my assistance could be suspended or terminated
7. I KNOWINGLY AND FREELY ASSUME ALL RISK(S) associated with participation in the travel assistance program including my behavior and well-being when not under the direct supervision of the HCLC and/or any approved carrier sponsored by the program
8. I agree to hold harmless the Haywood County School Board of Education, the HCLC, the Haywood County WIOA Youth program, Haywood Public Transit, or any other approved carrier, for events, EVEN IF ARISING FROM NEGLIGENCE, and assume full responsibility for my participation and well-being while engaged in any program sponsored event and/or activity.

***I have read and understand this release of liability and assumption of risk agreement, fully understand its terms, and understand that I have given up substantial rights by signing it, and sign it freely and voluntarily without inducement.***

\_\_\_\_\_  
*Student Name (Printed)*

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

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

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

\_\_\_\_\_  
*Program Official (Printed)*

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

## COMPUTER –INTERNET USAGE POLICY

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. For use on school websites and other school publication purposes, information will be limited to the student's image and first name. When releasing information to the media for school public information stories, the system may release the student's image and full name. 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 material(s).

\_\_\_\_\_  
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)? ☐ YES ☐ NO If so what is the relationship? \_\_\_\_\_

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

Is your current address a temporary living arrangement? ☐ YES ☐ NO  
Is this temporary living arrangement due to loss of housing or economic hardship? ☐ YES ☐ NO  
Is this student in a temporary foster care placement or awaiting foster care? ☐ YES ☐ NO  
As a student, are you living with someone other than your parent or legal guardian? ☐ YES ☐ 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 ☐ 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



## STUDENT HANDBOOK

*My signature below acknowledges that I have been directed to the location of the HCLC Parent/Student Handbook on the HCLC website. In addition, I am aware that a printed copy is available upon my request, and that I have reviewed a copy in its entirety and that I agree with the terms and conditions of attendance, code of conduct, dress code*

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*Date*

---

*Parent/ Guardian Name (Print)*

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*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*