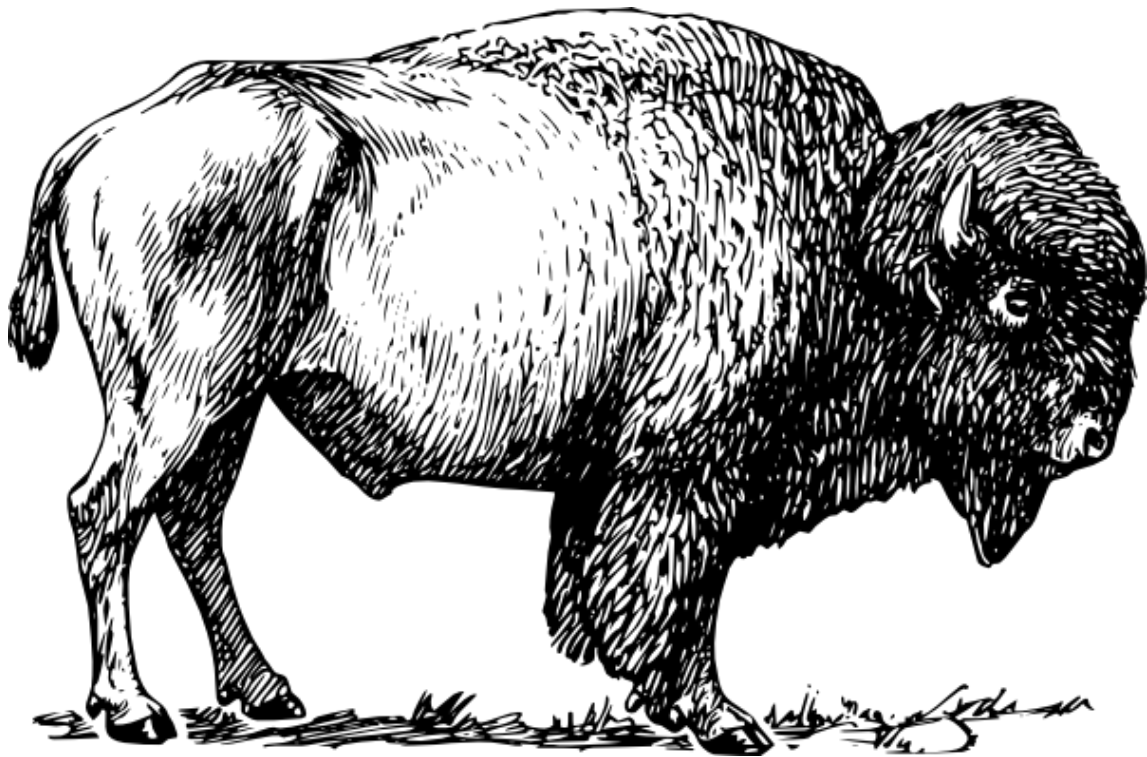


Hazen Learning Center Student Handbook



This handbook is subject to revisions throughout the school year. Changes will be announced to parents and students in a timely manner. Updated versions of the handbook will be posted to the school district's website at www.hazen.k12.nd.us.

*Approved 6/20/2016
Revised 2/26/2019
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Hazen Learning Center

The Hazen Learning Center is located in the old business manager office of the Hazen Elementary building. Access the Learning Center by using the main door on the east side of Elementary School.

Hazen High School

520 1st Avenue NE

Hazen, ND 58545

(701) 748-2345

www.hazen.k12.nd.us

Faculty

Kendall Miller, Superintendent

Monty Mayer, High School Principal

Kris Krause, High School Counselor

Linda Pouliot, Learning Center Supervisor

School Hours

8:20am – 2:52pm

Follows calendar for Hazen Public Schools.

Hazen Public Schools Mission Statement

The mission of Hazen Public Schools is to teach students to become lifelong learners by providing educational opportunities in a safe and caring environment.

Hazen Learning Center Purpose Statement

The Hazen Learning Center is an alternative high school program operated by the Hazen School District. The purpose of the program is to provide an educational alternative for students who are at risk of not completing high school or have already dropped out and wish to return to complete their high school diploma.

Hazen Learning Center Vision

The vision of the Hazen Learning Center is to provide an environment that promotes independence, fosters a sense of purpose, and builds a sense of community.

Hazen Learning Center Goals

- ✓ Students will assume responsibility for their education by developing independent learning skills.
- ✓ Students will foster a sense of belonging by attending classes in a safe, warm and accepting school environment.
- ✓ Staff and students will emphasize and show mutual respect.
- ✓ Students will use and apply core concepts and principles from curriculum to situations they will encounter throughout their lives.
- ✓ Students will identify their strengths and learn to apply them in academic, career, and interpersonal settings.

“Not for school but for life do we learn.”

Seneca

Is the Hazen Learning Center for you?

The Learning Center is a unique and innovative school environment with a focus on skill-building and career readiness. Unlike a traditional high school, the Learning Center is a space where students work independently at their own pace to finish classes and obtain high school credit.

The Learning Center is ideal for students under 21 who have dropped out of school but wish to return and obtain a diploma, students who are behind on coursework and need to make up high school credit, or students who simply require a quieter and more personalized learning environment.

Students can tailor their education to their academic and career needs, drawing from both on-site classes offered at Hazen High School and online classes offered through Edgenuity. Participation in on-site classes is subject to teacher and administrator approval.

Admission Guidelines

To be considered for admission into this program, students must:

- ✓ Be a resident of Hazen Public School District or a neighboring school district with approval from the Learning Center Committee.
- ✓ Have completed the eighth grade and be between the ages of 16 and 21. Preferred path to have completed 2 years of high school but exceptions can be made for unique circumstances.

Enrollment Procedures

In order for a student to attend the Learning Center, they must:

- ✓ Talk to an administrator or counselor about transferring to the Learning Center,
- ✓ Make an appointment to interview with the Principal and Coordinator, where class information, expectations, and policies will be reviewed.

Enrollment Confirmation

Once the interview and all other enrollment procedures have taken place, a determination will be made about admittance to the Learning Center. The student, parents, and Principal and Coordinator will work together to make this decision. If it is decided that the student will be admitted to the Learning Center, the student and the coordinator will establish a yearly plan and register the student for his or her first round of courses.

Class Registration

Students will work with the Learning Center staff to establish a yearly course plan at enrollment. In addition to the required core courses, students and staff will work together to identify electives that appeal to the student's academic and career goals. The yearly plan will serve as a guide for registering the student for future classes. The yearly plan can be discussed and changed at any time as long as graduation requirements continue to be met.

Grade Level Classification

Just like at Hazen High School, grade level classification at the Learning Center is dependent on credit completion, not necessarily cohort age. Because of the individualized environment at the Learning Center, however, grade level classification does not carry the same importance as it might at a traditional high school. Students of all grade levels from freshman to senior are grouped together in a classroom where most work is completed online or in a classroom environment with a variety of grade levels. Grade level classification is used primarily to track how many credits are earned, not which classes a student should be taking.

Freshman	Completion of 8 th grade
Sophomore	Completion of 5.5 credits
Junior	Completion of 11 credits
Senior	Completion of 16.5 credits

Graduation Requirements

Students have two choices when it comes to earning a high school diploma at the Learning Center. They can follow the required Hazen High School curriculum or if eligible, the optional high school curriculum as determined by the ND Department of Instruction.

Optional high school curriculum. If after completing at least two years of high school a student has failed to pass at least one-half unit from three subsections or has a grade point average at or below the twenty-fifth percentile of other students in the district who are enrolled in the same grade, the student and the student's parent can meet with the high school principal and the high school counselor to determine if the student should be permitted to pursue an optional high school curriculum.

Students who wish to earn a high school diploma from Hazen High School must earn 22 ½ credits.	
Credits	Subject Area
4	Language Arts
3	Mathematics
3	Laboratory Science
3	Social Studies
1	Technology
1	Health/Physical Education
5.5	Electives
2	Language, Art, or CTE
22.5	Total Credits

Students who wish to earn a high school diploma (optional curriculum) from Hazen High School must earn 21 credits.	
Credits	Subject Area
4	Language Arts
2	Mathematics
2	Laboratory Science
3	Social Studies
1	Technology
1	Health/Physical Education
6	Electives
2	Language, Art, or CTE
21	Total Credits

Hazen High School Course Offerings

Hazen High School offers all courses required for graduation through on-site, online, or ITV classes. Subjects include Agriculture, Art, Aviation, Business Education, Computer Education, English, FACS, Math, Music, Physical Education, Health, Science, Social Studies, and Career & Technical Education. Elective course offerings are subject to change without notice.

Edgenuity Important Information

Grading Scale

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	< 60%

Expected Course Progress

Students who enroll with Edgenuity are expected to follow their online assignment calendar (pacing chart). Students are expected to stay on pace by completing their assignments throughout the duration of their course(s). To do so, students should expect to engage in 1-2 hours of work per day, per course.

Edgenuity Course Offerings

<p>English</p> <ul style="list-style-type: none"> • English Language 9 • English Language 10 • English Language 11 • English Language 12 • World Literature • Literacy & Comprehension II • Intro to Communications and Speech • Expository Reading and Writing • Portrait of the Artist • A Midsummer Night's Dream • Dr. Jekyll & Mr. Hyde • Mrs. Dalloway • Robinson Crusoe • Jorge Luis Borges – author • Gulliver's Travels • The House of Seven Gables • Jane Eyre • MacBeth <p>Science</p> <ul style="list-style-type: none"> • Physical Science • Biology • Chemistry • Physics • Environmental Science 	<p>Math</p> <ul style="list-style-type: none"> • General Math • Pre-Algebra • Algebra I • Algebra II • Geometry • Trigonometry • Precalculus • Math Models with Applications • Financial Math • Concepts in Probability and Statistics <p>Social Studies</p> <ul style="list-style-type: none"> • Geography • Problems of Democracy • U.S. History • World History • Modern World History • Economics • Government • Psychology • Sociology <p>World Languages</p> <ul style="list-style-type: none"> • French I, II, III • German I, II • Latin I, II • Spanish I, II, III • Chinese I, II 	<p>CTE Electives</p> <ul style="list-style-type: none"> • Art History • Introduction to Art • Personal Finance • Career Planning and Development • Computer Applications: Office 2016 • Digital Arts • Health Science Concepts • Intro to Business • Intro to Coding • Intro to Entrepreneurship • Intro to Health Science • Intro to Information Technology • Medical Terminology • Microsoft Office Specialist • Nursing Assistant • Pharmacy Technician • Audio Engineering • Projects in Game Design <p>PE/Health</p> <ul style="list-style-type: none"> • Contemporary Health • Foundations of Personal Wellness • Healthy Living • Lifetime Fitness
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Daily Schedule

The Hazen Learning Center will open at 8:00 every day. Students are invited to use the time in the morning to get an early start on their studies.

Students are given 3 hours to work on one class in the morning and 2 ½ hours to work on a second class in the afternoon. With this schedule, students have 30 days, or 75 total in-school hours, to complete a course. A unique component of the Learning Center is that students may work ahead in their courses. Students who choose to spend time outside of class working ahead in their courses have the opportunity to finish more courses throughout the year. This can be especially important for students needing to make up several credits in order to graduate on time.

In addition to the two online classes per day, students may also take one regular education class in the high school. This class can be chosen by the student to meet their academic and career interests. Students will need to keep up with their online courses in order to continue in regular education.

Students have two 5-minute breaks per day. These breaks can be used to check phones, talk to classmates, or get some fresh air, but students cannot leave campus during breaks. Students may access the bathroom or drinking fountain near the elementary office any time they are needed throughout the day. Students may also take short unscheduled breaks as necessary.

The lunch break follows the senior high schedule. Students can either eat lunch at the high school or leave campus to eat on their own.

Students are invited to participate in afterschool tutoring at the high school until 4:15pm on Mondays through Thursdays. This is a good time to work ahead in classes.

Keys to Success

Respect

The Learning Center is an environment that is built on respect. Staff and students will emphasize and show mutual respect toward one another. Any behavior that is disrespectful, disruptive, unsafe, destructive, dishonest, or insubordinate will not be tolerated in the Learning Center.

Independence

The Learning Center requires students to be self-motivated and independent due to the personalized and unstructured nature of online learning. Students will be successful if they already have these skills or are willing to put effort into building them. Students at the Learning Center will enjoy the freedom of working at their own pace if they demonstrate success in doing so.

Responsibility

Students are responsible for their own success in the Learning Center. All efforts have been made to create a productive learning environment, but students must ultimately take responsibility for the choices they make regarding their education. This includes choices about attitude, behavior, attendance, and course completion.

Students are responsible for any materials they receive from Hazen Public Schools for completion of a class. Items such as computers, headphones, desks, books, and all other learning materials should be cared for accordingly and returned when finished. All problems with materials or equipment should be reported as soon as possible.

Time Management Skills

Because Edgenuity classes are self-paced, time management is of utmost importance for students in the Learning Center. Staff and students will work together to create reasonable pacing schedules, and students will track course completion through the use of daily progress logs.

Acceptance

The Learning Center strives to be a safe and inclusive place for all individuals. Staff and students at the Learning Center are expected to maintain a climate of acceptance and respect that promotes positivity and productivity for all.

Effort

Students are responsible for putting in the necessary effort to be successful. No one else can make this choice for students.

Motivation

Students will be successful if they have a reason to work hard. Before acceptance into the Learning Center, students should consider what is motivating them to attend. Students may attend to catch up on lost credits, to have a more personalized learning environment, or to fast-track their graduation. Whatever a student's academic or career goals are, the Learning Center exists to help students meet those goals.

HAZEN LEARNING CENTER POLICY

Attendance

Students are required to attend class every day that school is in session. Poor attendance may negatively impact eligibility to attend the Learning Center and may adversely affect completion time for classes.

Students who will not be attending due to illness, injury, vacation, or other reasons need to have a parent or guardian call the high school office to confirm the absence. If a student is considered an independent student by the principal, the student must contact the office or the learning center coordinator to report being absent.

Academic Integrity

Cheating and plagiarism will not be tolerated in the Learning Center. Plagiarism involves copying material from another source without citing the source, done inadvertently or on purpose. Cheating includes but is not limited to asking someone for an answer to a question, looking up an answer when it is prohibited, using materials that are not allowed for the assignment or test, using someone else's work and passing it off as one's own, or otherwise completing work in a dishonest way.

Students will receive a warning for the first instance of academic dishonesty in a year. For the second instance, students will receive a zero on the affected assignment. The third instance of academic dishonesty will result in removal from the class and a failing grade for that class.

Electronic Devices

Personal electronic devices, such as cell phones and tablets, may be allowed during class time. If a student is found to be using a device inappropriately, the device will be confiscated. Depending on the number of offenses, the student may be able to retrieve the device at the end of the day, the next day, or the next week.

Repeated rules violations may result in students being required to forfeit their phone for the entire class period, receiving it only on breaks, at lunch, and at the end of the day.

Course Completion Policy

Students are given 75 in-class hours to complete an online class. This comes out to 2 ½ hours per day for 30 days.

Homework and Study Hall Policy

While students in the Learning Center do not receive homework that is assigned on a nightly basis, there is an expectation that students complete their courses within the given timeframe. This may mean that students occasionally need to complete work on their own time outside of school hours.

Scheduled Breaks

Students are given one break in the morning and one break in the afternoon. Students are not allowed to leave school grounds, but may use their phones, talk with classmates, or go outside during scheduled breaks.

Unscheduled Breaks

Students will be allowed to take unscheduled breaks to use the restroom, get a drink, or stretch out. Students in the Learning Center are expected to self-regulate, so if they are feeling tired or distracted, they may take some time to get themselves back on track. Students found to be abusing this privilege or causing disruptions when taking unscheduled breaks may lose this privilege.

Visitors

All visitors to the Hazen School District grounds are required to report to the main office at the high school prior to visiting the Learning Center. Students who wish to bring a guest to school must obtain approval from the high school principal at least one day in advance of the visit. Students will not be allowed visitors during class time.

Library

The Hazen High School library will be available to students attending the Learning Center. The library has computers, books, and magazines available for student use. Students are required to obtain permission from staff before going to the library.

Students who check out library books will be subject to the rules and fines established by the library. Fines are assessed for overdue materials, and students are responsible for all fines accumulated. Lost or damaged books must be replaced by the person who checked out the book.

Student Parking

Student parking is available north of the elementary school or south of the middle school in the parking lots.

Food and Drink

Students are allowed to have food and drinks in the Learning Center, but students are responsible for keeping the classroom clean. If problems arise with having food and drinks in the classroom, the supervisor maintains the right to eliminate this privilege. Any food or drinks brought into the Learning Center are subject to inspection.

Going Home Sick

If a student becomes sick during the day, the student must use the classroom telephone or the office telephone to call home to be excused. A staff member must talk to the parent before the student is permitted to leave. If a student is considered an independent student by the principal, the student must contact the office or the learning center coordinator that they are leaving school due to sickness.

Dropping Out

Before dropping out of the Learning Center, the student is required to meet with his/her high school principal for an exit meeting. The Learning Center team may also be called to meet to identify possible educational alternatives.

Hazen School District has specific screening and identification procedures for secondary students who may consider dropping out of school. Services may include an evaluation to determine if a disability exists and/or individual counseling through the guidance department can be offered. In all cases, the building principal will try to schedule a meeting with parents and students for the purpose of discussing at-risk factors. A student who wishes to drop out of high school must be at least sixteen years of age and have parental permission if under 18 years of age. A form must be signed by the student and parent. This form is then placed in the student's cumulative folder for record keeping.

Transportation

Students are responsible for their own transportation to and from the Learning Center.

HAZEN SCHOOL DISTRICT POLICY

Please see the Hazen High School handbook for more detailed information.