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# Performance Learning Center

## **2018-2019 STUDENT/PARENT HANDBOOK**

**2300 Shoals School Road, Douglasville, GA 30135**

**Phone: 770.651.6475**

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## **WHAT is The Douglas County Performance Learning Center?**

The Performance Learning Center (PLC) is a small, non-traditional, high school program focused on students who are in need of a different environment than the traditional high school. The PLC creates a businesslike learning environment where students complete assignments using an online, computer based curriculum with the assistance of learning facilitators. The PLC also utilizes project based learning, service learning, job shadowing, youth apprentice internships, mentoring, and dual enrollment with technical colleges. The PLC is a small school model and serves 90 students.

## **DOUGLAS COUNTY PERFORMANCE LEARNING CENTER FACULTY AND STAFF**

- Caroline Whitt, Academic Coordinator/Principal
- Mrs. Annette Branson, Office Manager
- Jataun Simpson, Administrative Assistant
- School Counselor- Jolli Weaver

## **PERFORMANCE LEARNING CENTER FACILITATORS**

- Ms. Michelle Carney, Language Arts
- Ms. Tamika McFarland, Math
- Mr. Brett Robertson, Science
- Mr. Matthew Rountree, Social Studies
- Mr. Jay McMichen, Science
- Mr. Peter Young, Math

## **WHOM DOES IT SERVE?**

Potential students are identified by recommendation and referral from teachers or guidance counselors based on the following criteria:

- Students who are behind in credits
- Students whose absences have made successful completion of courses impossible.
- Students who may be on target academically, but for social reasons may need a smaller setting.
- Students not meeting grade level competencies
- Students in need of flexible academic programming in order to overcome personal obstacles
- Students reading and math comprehension levels of 8th grade or higher
- 5th year students

## **How Do I ENROLL?**

School administrators, School Counselors, and Teachers submit referrals to the high school graduation coach or designated PLC liaison. The student must then complete the application process, which includes an interview. Qualifying students and their parents are expected to sign a contract detailing their obligations before being admitted to the PLC.

## **RELATIONSHIP BETWEEN COMMUNITIES IN SCHOOLS AND THE PLC**

The Performance Learning Center is one of Communities In Schools (CIS) key programs. The PLC initiative exemplifies the CIS philosophy that every child deserves five basics: a personal, one-on-one relationship with a caring adult; a safe place to learn and grow; a healthy start and a healthy future; a marketable skill to use upon graduation; and a chance to give back to peers and the community. Other key CIS programs in Georgia include mentoring, parent education, literacy, technology, and youth leadership.

For additional information, please contact Mitzi Teal, Executive Director of Communities in Schools of Douglas County at 770-651-2039 or email: [mitzi.teal@douglas.k12.ga.us](mailto:mitzi.teal@douglas.k12.ga.us)

## **PERFORMANCE LEARNING CENTER CURRICULUM**

The PLC students complete assignments using Blended Learning combination of face-to-face teacher-led instruction and online, computer based curriculum with the assistance of learning facilitators. Edgenuity is the online courseware system that serves as the basis of the PLC's curriculum along with supplemental assignments given by individual facilitators. The interactive curriculum is aligned to the Georgia Performance Standards (GPS). Students must attain 80% accuracy on course work before advancing.

A limited number of electives will be offered to PLC students, including opportunities for Youth Apprenticeship Program participation and dual enrollment at West Georgia Technical College. Students will also participate in job shadowing, dual enrollment, and Youth Apprentice Program internships to help them become productive and successful adults by gaining valuable work and college experiences.

Students will participate in project-based learning. Project-based learning helps students develop research and writing skills, become familiar with technology and collaborate with peers during presentations

The PLC will operate on an alternating daily schedule. Students completing all required course work, tests, class projects, and service learning will move into the next course. It is possible for a student to earn more credits in a given year than would be available in a traditional high school setting. Student schedules will be developed on an individual basis, and students are allowed to accelerate course completion at their own rate but must stay on course with the pacing guide at a minimum.

Teachers have developed pacing guides and syllabi for each course. This guide serves as a minimum pace at which students are expected to work. The guides also indicate when projects are due. Students that fall two or more weeks behind are subject to withdrawal from the course. Individual facilitator discretion is allowed for course continuance.

## **CELL PHONES**

If a student needs to use the phone for an emergency during the school day, we provide a landline phone on the front counter in the office. Parents may reach the school for emergencies or necessary messages for their child by calling our main office at 770 – 651- 6475. Cell Phones are a major classroom disturbance to learning and attention to academic tasks.

Cell phones devices will be taken up by classroom teachers and kept in a secured envelope at the beginning of each class period. Students who do not follow teacher's directives will be given a warning, and then discipline consequences.

## **GRADUATION**

Students will be permitted to graduate at the end of a given semester if they have completed all requirements. Once students complete all coursework and graduation requirements, daily attendance at the center is not required. The diploma will be issued at the end of the semester. Students will be given the option of participating in commencement ceremonies with their class at their home high school in May (or) the student may choose to graduate in December, if applicable, from the PLC. The December graduation ceremony is only an option for students earning a diploma, not a certificate of attendance.

## **ACADEMIC HONESTY**

Students are expected to complete their own work at the PLC. If a student is caught in computer trespass, sharing answers, or plagiarizing someone else's work, they will be subject to failing the course and dropped from enrollment.

## **STUDENT ATTENDANCE**

Students who are enrolled at the PLC are considered full-time students. 95% attendance is expected for all PLC students. Students must call in to the PLC no later than 8:40 each day if he/she will not be able to attend that day. Students enrolled in 1 to 6 courses are expected to attend all day until all coursework for graduation is completed. Any student not meeting the 95% attendance requirement will be subject to not receiving credit and being dropped from the program.

Attendance in class is important in order for students to learn. Three times tardy count as an absence. A tardy occurs when a student is less than fifteen minutes late to class. Any tardy greater than fifteen minutes is an absence. However, students are required to remain in class for the remainder of the period.

## **HOURS OF OPERATION**

The PLC is open from 8:00 a.m. to 4:30 p.m., Monday through Friday; students attend classes from 9:00 a.m. until 3:00 p.m.

Dress Code:

All students enrolled at the Performance Learning Center are expected to dress in a neat and professional manner daily.

All PLC student will follow Douglas County School System (DCSS) dress code policy outlined in the DCSS High School Student Handbook 2018-2019 school year; the following standards for dress should be followed while attending the Performance Learning Center:

All students will "dress for success" on special occasions in career apparel (ties, button-up shirts, dress shoes, skirts, dresses, etc.). Special occasions include, but are not limited to, college tours, guest speakers, and field trips.

## **DOUGLAS COUNTY SCHOOL SYSTEM HANDBOOK AND THE PLC HANDBOOK**

All students are expected to follow any rules/policies set forth in the Douglas County School System Student Handbook and the Performance Learning Center Handbook, which provides a more strict set of policies and procedures, specific to the PLC.

Not all situations and topics may be found in the policy and procedure handbooks. The Academic Coordinator on a case-by-case basis will deal with special situations that may arise.

## **SEARCHES**

Any items including book bags and purses on DCSS property are subject to search and seizure. The DCSS will conduct random searches using drug-sniffing dogs at unannounced times during the school year.

## **FOOD SERVICE**

Meals are prepared by another school cafeteria and served while still fresh and warm. Breakfast and lunch are catered in this manner daily to the Performance Learning Center. Breakfast may be purchased each morning upon arrival to the PLC. Students may not purchase breakfast at another school while waiting for their transfer bus to the PLC. Lunch must be ordered daily no later than 9:30 a.m. If a student cannot arrive to school before 9:30 a.m., their lunch order should be placed when they call in or lunch should be brought from home. A standard lunch will be issued to late arrivals as there is not enough adequate time to order menu options after 9:30 a.m.

## **TRANSPORTATION**

Students may ride the bus from home to their home high school and then transfer to the shuttle bus to the Performance Learning Center (vice-versa in the afternoon). Students may be dropped-off and picked-up by a parent. Students who drive to school must purchase a parking permit for \$50 per year and drive their own vehicle to the PLC.

## **DRUG TESTING**

Attendance at the Douglas County Performance Learning Center is voluntary and is considered a privilege. Per Douglas County Board Policy JCDAB/JCDAB (1), students participating in voluntary programs must be willing to submit to random drug screenings. Therefore, students at the PLC must be willing to submit to random drug screenings.

## **PERFORMANCE LEARNING CENTER**

### **LOCAL AREA NETWORK USER GUIDELINES & RESPONSIBILITIES**

The use of any computer network or individual computer is a privilege, which may be temporarily or permanently revoked at any time for abusive conduct. Such conduct would include the placing of unlawful information on a system, visiting unauthorized sites, the use of abusive or otherwise objectionable language in either public or private documents, acts of sabotage that may result in the loss of work, computer use, or network usage. Disciplinary action will be taken in all cases of abuse. If you are Internet privileges are suspended or revoked, this may because you to fail ALL courses as Edgenuity is delivered through the Internet.

At the Performance Learning Center, it is important that users of all networked computers recognize their responsibility in having access to online database and instructional program. It is the user's responsibility to abide by the policies and procedures of each networked

environment. Remember: The fact that a user “can” perform a particular action does not imply that he/she “should” take that action.

In a networked environment (or standalone computers), it is unlawful and/or unethical to:

1. Use of unauthorized sites or programs (i.e. IG, Facebook, e-mail accounts, chatrooms, other online games, or any other site or program that is non-academic)
2. Use the computer to harm other people.
3. Interfere with other people’s work.
4. Use a computer to steal or plagiarize
5. Gain unauthorized access to other people’s files or program.
6. Copy software for which you have not paid.
7. Purposefully damage or down the network, including (but not limited to) the introduction of a virus which results in lost work or a damaged system.
8. Steal or damage computers and network equipment (cables, connectors, keyboards, etc.).
9. Damage or destroy the operating system or applications of the network or any hard drive on a standalone.
10. Gain unauthorized access to online resources by using someone else’s password.
11. Use loaded software without permission.
12. Install software of any nature. (It voids the warranty on the lab without permission from the county office of IBM.)

Students are expected to demonstrate the maturity and responsibility necessary when working in any computerized environment. We expect students to understand that when working in a networked environment, every action taken by the user has the potential to affect the work of other users in the network. As user of any computer technology at the PLC, you automatically agree to abide by these guidelines.

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

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **PERFORMANCE LEARNING CENTER**

## **BEHAVIORAL AND ACADEMIC CONTRACT**

I have reviewed and agree to the PLC Handbook and Douglas County School System Handbook. In addition, it is my understanding that the following conditions will be in effect for my entire enrollment at the Douglas County PLC.

1. Adult privileges are afforded and adult conduct is required. I am responsible for my own decisions and conduct including decisions to participate in off campus activities, and for notifying my parent(s)/guardian(s) when I participate in these activities.
2. I certify that I have read the student handbook and code of conduct. I accept the responsibility for receipt and review of the discipline policies as they are updated yearly. As a student, I understand the consequences for violation(s) of these policies, and I will expect procedures that are listed therein to be enforced by the teachers and administrators.
3. I will be permitted no more than two (4) days absent for emergency purposes during each semester in each class. (Three times tardy counts as one absence.). If I do not meet the attendance requirements, I may be withdrawn and will lose all work for the semester.
4. I understand that after I have chosen to enroll at Douglas County PLC, I will not have the option to return to my base high school program until the following semester.
5. If I steal anything from the school or my classmates, then I will withdraw from Douglas County PLC.
6. If I cheat on an assignment or if I help another student cheat on an assignment, I will receive a failing grade and I will be withdrawn from the course.
7. If I fall more than two weeks behind the pacing guide for a course, then I am subject to withdrawal from the course.

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

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **PERFORMANCE LEARNING CENTER**



## **STUDENT CONTRACT**

The Performance Learning Center (PLC) is a unique program opportunity for Douglas County high school students who are admitted on a space available basis. The center is designed as an alternate path to graduation for students who desire a smaller environment for learning. All students are expected to come to the PLC prepared to work and make steady progress towards graduation without causing disruption to others or the school environment. Students choosing to enroll in the PLC have the following understandings:

- My top priority is to make academic progress toward graduation.
- I will behave according to the expectations of the staff so that I can remain focused on my work and not hinder the learning of my classmates.
- Attendance is an important factor in my academic success. Absences, excused and unexcused, will count as 10% of my final course grade.
- Field Trips are a privilege. I must be passing my classes and have great attendance in order to participate in field trip activities.

You are subject to being withdrawn for not demonstrating the above referenced understandings and referred back to your base high school. If you are dismissed you may re-apply after one semester.

However, re-admission is not guaranteed. If you have questions, please feel free to call or email the Principal at any time.

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

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **PERFORMANCE LEARNING CENTER**

## **STUDENT HANDBOOK SIGNATURE PAGE**

Student's Name:

Date:

This Parent/Student Handbook contains valuable information for you and your student to ensure success in the school environment. This success is dependent upon mutual respect and clear understanding of rights and responsibilities. Please read carefully each statement below and sign on the appropriate lines to indicate your wishes.

I have received a copy of the Parent/Student Handbook including the student code of conduct, drug-testing policy for high school students. I understand that my student is responsible for all of the policies and procedures contained in the handbook.

Parent/Guardian Signature: \_\_\_\_\_

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

I understand that certain information (name, date of birth, participation in clubs and sports, awards, photographs, etc.) is considered Directory Information and may be released to the media, colleges and universities, Georgia Financial Aid Commission, the military and other agencies.

- I grant permission for the release of the Directory Information (Parent/Guardian Signature)
- I grant permission for the release of the Directory Information to all groups except the military (Parent/Guardian Signature)
- I refuse permission for the release of any Directory Information (Parent/Guardian Signature)

I have received a copy of the Attendance Policy and understand that I can be charged with a misdemeanor if my student obtains the sixth (6) unexcused absence.

Parent/Guardian Signature: \_\_\_\_\_

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

I acknowledge that all clubs and organizations with related information are listed in this handbook and have been made available for me to review.

I understand that any new clubs or organizations formed during the school year will be required to send home information and I must grant permission for my student to participate. I understand that if I wish to “opt-out” my student from participation I may do so by listing the club or organization that I do not grant permission for my student to participate in on this page.

In addition, I understand that if my student chooses to participate in sports, school clubs and activities, or other selected activities at the high school level, they are subject to random drug testing as outlined in this handbook.

Parent/Guardian Signature: \_\_\_\_\_

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

My student does NOT have permission to participate in the following clubs or organizations:  
Douglas County School System 2018-2019 Performance Learning Center Student/Parent Handbook

Parent/Guardian Signature: \_\_\_\_\_

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

## **PERFORMANCE LEARNING CENTER**

### **EARLY RELEASE AND FALL GRADUATION CONTRACT**

Students enrolled in the Douglas County Performance Learning Center have the opportunity to earn credits at an accelerated pace. Once all requirements for graduation are met, students are released from daily attendance.

☐ I am expected to maintain 95% daily attendance until the following graduation requirements are met:

☐ All required courses for a diploma are completed and a passing grade is issued

☐ The Career Capstone Project is successfully completed

I will not be permitted to participate in the fall graduation ceremony if I have not met the requirements to receive a high school diploma. A certificate of attendance will not be awarded at the conclusion of the fall semester.

Failure to maintain 95% attendance may result in my dismissal from the program which can have a negative effect on my ability to graduate.

Parent/Guardian Signature: \_\_\_\_\_

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

## PARENT CONSENT FORM

Communities In Schools of Douglas County, Inc. is an affiliate of the national Communities In Schools network, the nation's leading dropout prevention organization. The mission of Communities In Schools is to surround students with a community of support, empowering them to stay in school and achieve in life. We are committed to helping students achieve success in school by providing various support services and enrichment experiences to meet academic and non-academic. As a result, our youth will be better equipped to find meaningful employment, lead productive, gratifying lives, and become contributing members of our society.

Dear Parent/Guardian:

Your son/daughter, has been referred to the Performance Learning Center, a collaboration between the Douglas County School System (DCSS) and Communities In Schools of Douglas County (CISDC).

Your consent is required for your child's general participation in programs and service referrals.

Please complete the following:

I give permission for my son/daughter, \_\_\_\_\_, to participate in Communities In Schools of Douglas County Performance Learning Center in the Douglas County School System while he/she is enrolled in the program or until I notify CISDC, in writing, of my desire to withdraw my student from CISDC services.

By signing this Parent Consent/Release of Information, I authorize the following:

- I give permission for my child to participate in the program. The services may include but are not limited to supportive guidance/counseling, educational support, tutoring, mentoring, enrichment activities, testing, and referrals to other agencies as needed.
- I give permission for my child to participate in field trips and other activities sponsored by CISDC. Private transportation may be used in these and other activities.
- I give permission for routine or emergency medical or dental treatment by any licensed medical practitioner to be provided in the event of illness or accident if I am unable to be reached. I further state that I will not hold Communities In Schools of Douglas County and the Douglas County School System, or any other authorized work site, organization or agency liable for medical treatment in case of illness, accident or any other emergency situation.

- I acknowledge that this consent is voluntary and may be revoked at any time by informing our staff, in writing, except that prior consent will still apply to the extent that agencies have already taken action in reliance of it.
- I acknowledge that the release of records under this consent is subject to any limitations placed by federal and state law.
- I understand that the data and information collected on my child is maintained in a secure computer database and a case file. This information is used by CISDC to document services provided to students and families for tracking and reporting purposes. I also understand that CISDC may use the information to update service information, provide closure and follow-up information, and evaluate and determine the effectiveness of the program. I authorize CIS & DCSS to maintain the information provided for the purposes noted above in the CISDC computer database and case file.

This data collection may include, but is not restricted to the following:

- Enrollment status
  - Attendance
  - Behavior records
  - Demographic information (race/ethnicity, gender, etc.)
  - Grade reports, test scores and transcripts
  - Surveys and/or interviews about his/her/their knowledge, attitudes or skills.
- I understand that this information will remain confidential, and that only approved staff, volunteers or agents of CISDC / DCSS will be to access and look at my child's data.
  - I also understand that my child's responses will be automatically grouped together with the responses of other students for any public presentations of findings, and that my child will not be individually linked to his/her responses.
  - I acknowledge that I have the right to inspect and that I can obtain a copy of any record released by this consent upon request in writing to the releasing agency, subject to any applicable copying costs and legal limitations.
  - I give my permission for the program to photograph, film, video and/or make sound recordings of my child, to quote or publish statements of my child and to use such photographs, films, video, sound recordings and/or other statements for educational and promotional/advertising materials.
  - To further my child's academic, personal and vocational development, I will participate in at least two parent-team conferences per year to discuss my child's progress (through either a home visit or a school visit).

Parent/Guardian Signature: \_\_\_\_\_

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