Shawnee Community College
After-School High School Credit Recovery Program
GUIDELINES AND PROCEDURES

1. Attendance is mandatory. If you are late for class by ten minutes or less, you will receive a tardy. Three tardies equal one absence. If you are more than ten minutes late for class, you will be counted absent. There are no excused absences. You will be dropped on your fourth absence, so use them wisely!

2. To maintain continuity, all classes will meet at their designated times.

3. You are expected to work during class time. Classroom disruptions, working on materials other than schoolwork, or sleeping are not allowed and may result in you being dropped from the program.

4. Your break period will be unsupervised subject to the following conditions:
   a. Students will be allowed one ten minute break. Break will be at the teacher’s discretion.
   b. Any behavioral problems may result in expulsion from the program.
   c. All facilities and services available to SCC students will be available to you also.

5. Do not park in the faculty/staff areas. You should obey all campus traffic regulations. Failure to do so may result in loss of driving privileges and in expulsion from the program. Also, students on the main campus will need to get a parking permit/ sticker for your car.

6. Fighting, possession of illegal substances, or possession of weapons will result in automatic expulsion from the program and may result in arrest by local authorities.

7. Smoking will not be allowed in any campus building. For classes on-site at local high schools smoking privileges will conform to that school’s smoking policy.

8. Profanity will not be tolerated and may result in expulsion from the program.

9. Cell phones, CD or MP3 players, radios, or headphones are not allowed in class.

10. Do not loiter in the parking lot. Upon arrival, you should proceed to your class.

11. Please write your name, subject, page number (if any), and date on each assignment you turn in.

12. You are responsible for picking up after yourself. Please maintain a clean work area.

I, ______________________________ have read the above guidelines and agree to abide by them. I understand that failure to comply with these guidelines may result in expulsion from the after-school program.

____________________________________  _______________________
Signature                                               Date

Revised: 8/5/2009
Afterschool Guidelines.doc