

# The Learning Center

## **Vision Statement**

*The Learning Center is committed to ensuring that all students are valued and respected. Our focus is to provide an inclusive community that challenges our students to think critically, be creative, communicate effectively, and grow personally. In small class settings, students are encouraged to become lifelong learners while earning an accredited high school diploma.*

## **Introduction**

The Learning Center was established in 1993 in order to provide an alternative method for Westlake High School students to gain knowledge and skills while earning credit toward graduation. Building an inclusive community that promotes respect and cooperation is a primary goal of The Learning Center. We emphasize individual student academic achievement and personal success. The student's school experience is enriched through many activities including our mentor and counseling groups, monthly field trips, community service, and potluck lunches.

## **Admission**

The Learning Center is for students whose educational needs can be most fully met through a non-traditional school environment. An application for the program must be completed and submitted before any student can be considered. TLC sets an enrollment limit for each semester. According to our charter, staffing is configured to maintain a more personalized 12 to 1 student to teacher ratio. Existing students are given priority over new students, and when the enrollment limit is reached, new students cannot be added until enrollment is again below the limit.

## **Entry Procedures:**

- The TLC application may be initiated by the student, a parent, a counselor, or a WHS staff member
- Obtain a TLC application from his/her main campus counselor
- The applicant and their parent(s)/Guardian should arrange a tour of TLC in order to view the facility and meet the staff.
- The counselor will present the applicant's case to the next scheduled TLC Placement Committee meeting. This committee is comprised of WHS counselors, an administrator, and at least one TLC teacher. If there are more applicants than openings, applicants will be prioritized according to need.

In all cases, admission to the program is an optional placement that would occur only if the student agrees to participate in the program and if both the student and their parent or guardian sign the *TLC Agreement Form*.

## **Parents**

Student success depends on individual motivation, as well as support from home. We encourage you to become actively involved in your child's education at TLC. You can help by doing the following:

- Encourage your son or daughter to progress in a timely manner
- Assist them with attendance and arriving to school on time
- Support the efforts of the school through communication and active involvement
- Refer to [Whschaps.com](http://Whschaps.com) and TLC webpages for school and staff information
- Work together with the staff regarding student concerns

## **Absences**

Participation is integral to our program. Should absences be necessary, they must be reported by the parent/guardian to the WHS attendance office. Students must inform their classroom teacher before leaving campus for any reason. Absences may be observed in Skyward.

Should absences become a problem, parent /student conferences will be requested.

## **Progress Reports**

Final grades are entered into Skyward at the end of each semester. Progress reports are sent out via email at midterm and reflect student progress, attendance, and class participation.

## **Visitors**

All visitors to TLC must report to the WHS office, bring a photo ID, and receive a security badge before entering the TLC building. No visitor will be allowed on TLC campus without prior approval by TLC staff.

## **Guidelines**

Here are some tips to make your time at TLC productive and rewarding.

- Respect the TLC Community, yourself, and others
- Attend daily
- Arrive on time
- Maintain steady progress
- Work on assignments at home
- Be involved
- Take responsibility for your education
- Remain on campus – only seniors may leave for lunch
- Use phones only during break time
- Ask parents to verify absences promptly
- Follow the WHS Student Handbook rules – including the dress code
- Keep TLC an alcohol/drug/tobacco and violence free environment

## THE LEARNING CENTER AGREEMENT

### **Attendance:**

\* I agree to be on time for every class and to attend TLC every day.

### **Academic Achievement:**

\* I agree to complete my classes by the end of each semester.

### **Community Involvement:**

\* I agree to be a positive and active member of the TLC community.

\* I agree to respect and follow the rules and policies of The Learning Center

### **Respect:**

\* I agree to respect myself and others at TLC

\* I agree to respect the property of others

\* I agree to be alcohol and drug free

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*By signing this document, I understand that if I violate this agreement in any way, I may lose my privilege to be a part of The Learning Center community.*

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent / Guardian signature

\_\_\_\_\_  
Date