



Pineywoods Community Academy
PARAMUS Early College High School

2018-2019
PARAMUS ECHS Handbook



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Policy and Procedure for PARAMUS ECHS

Purpose:

To give PARAMUS High School students and their parents an understanding of the general rules and guidelines for attending and receiving an education at PARAMUS Early College High School

When this document uses “we” or “our”, it means the school, Angelina College and/or the administrators. When this document uses “you” or “your”, it means the parent, legal guardian or person who has accepted responsibility for a student, at least in regard to school matters. From time to time, this document will use more general terms, such as “parents” and “school officials”. Regardless of the particular terminology, our intention is to speak directly to you as the adults who are responsible for working with us, the school officials, to make your children’s experience with PARAMUS Early College High School a positive educational experience.

Contract between the school and parent/student:

The **mission** of PARAMUS Early College High School is to provide a comprehensive, innovative educational program that prepares individuals to be successful, responsible, independent citizens.

The application for admission enrollment for Angelina College and PARAMUS ECHS is an official government record, and it is a crime to provide false information of any kind or false records for identification.

Overview of Early College High Schools in Texas

What is an Early College High School (ECHS)?

- A partnership between a high school and a college
- A school that allows students to complete an associate degree, become core complete, or receive a certification in a career tech education program ALL at no cost to the students
- A program that, as defined by the 2005 Texas Legislature, targets students who are at risk of not graduating from high school in four years, first generation, ELL, or economically disadvantaged.

What Differentiates Early College High School from a Dual Credit Program?

Concurrent Credit	Early College High School
Typically offers between 12 and 30 hours of college credit	May provide over 60 hours of college credit
Students usually begin taking concurrent credit classes in the 11th or 12th grade	Students may begin taking dual credit as early as the 9th grade
Support services vary	Academic, social, and emotional support programs are required for all students (e.g., tutoring, mentoring, advising)

Release During the School Day

- Optional Flexible Day Schedule for AC students
 - Flexible Day: When PCA is in session, but AC is not. Flexible day will be in effect for all ECHS students in good standing who either have Angelina classes first in the morning or last in the afternoon. All ECHS students will meet the ADA requirements of 43000 minutes.
- Student will only be allowed to leave during the school day with the permission of the principal or someone in the principal's office who has been given the authority to release students. In this case that person is the ECHS attendance clerk.
- In accordance with the OFSDP each student will have their own individual accountability period.
- All students must attend an assigned shadow period to complete college course work.
- Students will NOT be released during the school day to participate in private lessons. If you believe that a special situation warrants an exception to this rule, please contact the ECHS principal to schedule a conference about your situation.

Academic Contract for Probation or Suspension

To be in good academic standing at the end of a semester, students in the 9th and 10th grades of the PARAMUS ECHS program must complete the required program of classes with an average of at least 2.0 (C, 70) for the semester. A student who is not in good standing at the high school at the end of a semester will be placed on academic probation for the following semester. A student who achieves an average of at least 2.0 for the probation semester will automatically be removed from academic probation at the end of the semester.

At the end of the fall mid-term period and spring mid-term period each year, any student whose average is below 2.0 will be required, with his or her parents, to attend a meeting with representatives of PARAMUS ECHS to discuss the student's difficulties and to determine

what support is necessary. A similar meeting will be required at the end of the fall semester and spring semester, respectively, if the student's semester average is still below 2.0. Once all intervention opportunities for academic improvement have been exhausted, and the student has not been able to earn a cumulative GPA of 2.0, other educational alternatives will be considered.

PARAMUS Early College High School will allow each student the opportunity to retake a failed course only ONE time during the student's tenure with PARAMUS Early College High School.

Academic Integrity

Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. The Student/Parent Handbook defines cheating and plagiarism. Angelina College's policy for ALL college classes for plagiarism is simply an "F" will be received in the course with no means of appeal.

Angelina College

Attendance and Withdrawal from Angelina College Courses

- No PARAMUS ECHS student may withdraw from an Angelina College course without the signature of the PARAMUS ECHS Principal and notification to the PCA Counselor.
- PARAMUS Students must sign in with the Attendance Clerk at least 10 minutes before the beginning of each of their classes (including Fridays.)
 - All students arriving after 8:00 (tardy) must sign in with the attendance clerk.
 - Students whose classes begin after 8:00 must sign in with the Attendance Clerk.
 - Before leaving Angelina College for ANY reason, all students must sign out with the Attendance Clerk
 - If a student is tardy three times, the consequence will be a parent conference:
 - By phone
 - By mail
 - Or in person

***Failure to adhere to this TARDY POLICY may result in ACADEMIC SUSPENSION**
- **Make-up Work**
 - When absent it is the student's responsibility to make arrangements for make-up work with his instructor either in person or by email

- Students must provide evidence of instructor conference:
 - Proof of Email
 - Signed document from instructor

College instructional standards allow the instructor to set the educational objectives and requirements for each course. The student who does not meet these requirements because of excessive absences may be dropped by the instructor on a notice to the College Records Office.

College Grades

In order to have access to your student's grades throughout the semester at Angelina College, parents will need access to your student's Angelina College username and password.

Angelina College Campus Life

PARAMUS ECHS will provide students with regular use of Angelina College academic and support facilities, such as libraries, labs, advising center, career center, eating facilities, cultural facilities, and sports facilities.

PARAMUS ECHS Angelina College Programs

Health Careers Division

- Emergency Medical Services
- Nursing – LVN
- Nursing – RN
- Certified Nurse's Aide
- Phlebotomy
- Surgical Technology
- Pharmacy Technology

Technology & Workforce Division

- Child & Family Development
- Diesel Technology
- Welding Technology
- Electrical
- Machine and tools
- Criminal Justice
- Cosmetology

Liberal Arts Division

Transfer programs in:

- General Curriculum
- Teacher Education

Science & Mathematics Division

Transfer programs in:

- General Science Concentration
- Biology Concentration
- Pre-Medical, Pre-Dental, Pre-Pharmacy Concentration

Course Registration

Before a student can registration for Angelina College, he/she must first submit an application to the PARAMUS Early College High School. Principal seeking admission to the program. All students at PCA are eligible to apply; however, in order to register for college classes all students enrolling must pass at least one area of the Texas Success Initiative (TSI). Texas law requires all students entering college be assessed for college readiness in mathematics, reading, and writing.

Before a student is eligible to take the TSI, they must first take a Pre-Assessment Activity (PAA).

Course registration is based on the four-year planning process.

The Course Selection forms submitted each school year are the basis of registration for college and high school classes.

Course Selection forms require signatures of parents and students.

The high school counselor and the ECHS Principal will use the course selection to build the high school and college schedule for the coming year.

It may not be possible to change your registration after the four-year planning course selection process takes place.

See applicable sections on schedule changes.

Students cannot register for classes at Angelina College after classes at Angelina College has started.

Students will be expected to take a minimum of two college courses each semester.

Diplomas & Programs of Study

All students are expected to fulfill the Distinguished Level of Achievement (DLA), as defined by TEA HB 5, diploma requirements. As the State of Texas Assessment of Academic Readiness (STAAR) End of Course (EOC) program is implemented, the EOC test score requirements will affect completion of the DLA, therefore relegating some students to the Foundation with Endorsement Plan.

All 9th and 10th grade students will pursue the Angelina College Associate of Arts Degree Plan with a major in General Studies. All PARAMUS ECHS sample four-year planning documents refer to this plan. Students may choose a different major if they earn grades of 85 and above in the 11th grade. Students must complete an Angelina College Change of Major Form to request permission to pursue a different major. The Change of Major form

must be approved by the ECHS Principal and PCA Counselor prior to submitting to the Angelina College registrar.

Required Courses

All 9th grade students will be required to enroll in College Transitions as one of their core classes. In this course students will prepare for the rigor of college level coursework. Students will also complete extensive research on their chosen career, the education required for that career, colleges that offer the educational program for that career, and the costs associated with that post-secondary education.

Discipline at Angelina College

Student discipline at Angelina College will be handled by the Early College High School Principal.

ANGELINA COLLEGE POLICY AND PROCEDURE CELL PHONE USAGE

OBJECTIVE: To create an uninterrupted learning environment for ALL students.

PURPOSE: In order to curtail the use of cell phones during ALL classes, campus laboratories and learning settings cell phones will be turned to the off position and place in the designated area assigned to the student.

POLICY: During classroom/didactic and laboratory settings, cell phones are to be turned OFF and out of sight, eliminating disruptions.

During test, whether in classroom or computer lab, students will not be allowed the use cell phones.

PROCEDURE: Classroom and Laboratory Setting
First Consequence – Verbal warning

Second Consequence – Parents will be called and a \$10.00 fine assessed to retrieve the phone

Third and subsequent Consequences – Students will pick up phone from ECHS Principal’s office the last day of the semester.

I fully understand this policy and procedure and will comply without appeal.

STUDENT’S PRINTED NAME

STUDENT’S SIGNATURE

DATE

Dual Credit GPA

GPA's for dual credit courses will be weighted.

Four-Year Planning

The PARAMUS ECHS four-year planning process will be re-visited each semester. Students will work with the PARAMUS ECHS Principal and PCA Counselor to revise their four-year plans. Students are required to submit an Angelina College Advisory Form each semester to document their course requests and for the Records Office at Angelina College. Advisory forms require signatures of parents and students. The PARAMUS ECHS Principal will use this information from the Advisory forms register students for college courses for the coming semester.

Summer School

Only rising seniors will be allowed summer school for graduation purposes ONLY.

Summer Wolf Camp

The summer Wolf Camp is a required part for the ECHS program. Wolf Camp consists of an array of college readiness activities meant to introduce the incoming 9th grade and new High School PCA students to the college cultural.

Below are some topics covered during the two-day workshops:

- Classroom Etiquette
- Degree Plan Overview
- Testing Strategies
- TSI Testing
- Setting and Achieving Goals
- Strategic Thinking
- College Knowledge
- Time and Stress Management
- Emotional Support
- Trust
- College and Career Readiness Management

Student Handbook

Students will be held accountable for all provisions in the PCA Student-Parent Handbook, PCA Student Code of Conduct, as well as provisions outlined in this ECHS Program Overview.

TSI Testing

The TSI TEST is a computer-adaptive test measuring skills in Reading, Sentence Skills, Essay writing, and Mathematics. Any student who is attempting to enroll in college-level coursework in the State of Texas, who is not exempt from the testing requirements, is required to take the TSI Test.

Successful completion of the TSI Test is not a requirement for acceptance into the ECHS program. Students are eligible to take technical dual credit courses prior to successful completion of the TSI test.

Successful completion of the TSI Test is required prior to beginning academic dual credit classes such as English, Math, or Science.

Schedule Changes

Schedule changes or drops/withdrawals are not allowed because a student requests a different teacher or the class is too difficult. When these difficulties are encountered, and a schedule change is requested, the ECHS staff will ask a series of questions:

1. Have you met with the professor to discuss your concerns or how you can succeed?
2. Have you attended every class?
3. Have you attempted every assignment?
4. Have you attended a Supplemental Instruction (SI) session, if provided?
5. Have you visited the AC Tutoring Center, Writing Center, or Math Lab?
6. Have you joined a study group?
7. Have you tried to utilize a high school teacher for tutorial assistance?

Transportation

Parking permit forms must be complete and on file before a student will be given permission to drive to Angelina College. The required forms can be obtained from the Secondary Office located at Pineywoods Community Academy.

Seniors are allowed to drive their personal vehicle to Angelina College. Juniors can be given permission to drive their personal vehicle during the spring semester of their junior year.

Driving privileges can/will be removed for disciplinary reasons.

- **Driving/Parking at Angelina College**
 - It is a privilege to drive an automobile onto the Angelina College campus daily, thus, only seniors who are licensed to drive are allowed to drive to the campus and juniors may drive to campus the second semester if they have classes at 8:00 or if they have

classes at the end of day. Juniors nor seniors may drive if they have Angelina classes sandwiched in between PCA classes.

(Start at PCA and end at PCA) The student is responsible for any tickets, fines or fees for parking violations.

- Once parked students may NOT move vehicle
- Vehicles parked on the Angelina College property are under the jurisdiction of Angelina College and PARAMUS ECHS Principal. Angelina College and/or PARAMUS ECHS may search vehicle if reasonable cause exists to do so, with or without the presence of the student. The student will be held responsible for any prohibited objects or substances found in their vehicles.
- Student drivers must not relocate vehicle once it is parked.
- Students who enter the parking lot are considered to be on campus and are not allowed to leave without permission.
- Any student parking in unauthorized areas is subject to disciplinary action and/or or towing of their vehicle.
- Reckless or dangerous driving on or near Angelina College and PCA is strictly prohibited. Such driving includes but is not limited to:
 - Speeding
 - Improper passing
 - Burnouts
 - Pacing
- Accidents occurring on the Angelina College property must be reported to the local law enforcement authorities.
- Any violation of this contract will result in suspension of the privilege of driving an automobile onto the Angelina College property.
- All rules of this contract are in effect for any PARAMUS ECHS Junior or Senior student who wishes to drive an automobile on the Angelina College Property.
- PARAMUS ECHS students are required to ride their assigned Timberwolf Bus.
 - Exception:
 - Permission to Drive
 - Transportation provided by Parent
 - Written permission from Parent for other means of transportation.

- Permission must include name of person with whom student can ride
- Exact date or dates student has permission for alternate transportation
- Release of HARM for Pineywoods Community Academy and PARAMUS High School and its officials.

Permission must be typed or written in parent's own handwriting and notarized by a certified licensed notary.

Educational Technology and Acceptable Use

All PARAMUS ECHS students enrolled at Angelina College will be assigned a laptop computer. These laptops are intended for use in conjunction with education programs offered by PARAMUS and Angelina College.

Students who abuse this privilege will be denied access to computers and subject to disciplinary action. Abuse includes but is not limited to:

- Violation of copyright laws
- Engagement in plagiarism
- Abuse or neglect of school issued equipment
- Unauthorized alteration of software

FERPA

We must have a signed FERPA on file for each student allowing access to grades at Angelina College.

The following people must have access

- ECHS Principal
- ECHS Counselor
- ECHS Facilitator/Advisor
- Angelina College liaison

ALL access and passwords will be restricted to the ECHS Staff

BUS Safety Procedures

Parents and Bus Riders

The goal of this procedure handbook is to help provide a safe and enjoyable experience for your student who rides the bus.

Parents please take the time to read and discuss the materials in this handbook with your child. The information sheet in the back of this book should be completed and returned to the driver the day following receipt of this book.

General Safety Rules on the Bus

1. Obey the instructions of the driver. At no time will a student act toward, or address comments to the driver in a disrespectful manner, or refuse to cooperate with the driver.
2. Students will remain on the sidewalk or designated area until bus driver opens the bus door.
3. Do not ask the driver to make unscheduled stops
4. It is the responsibility of the parent to provide transportation to Angelina College if the student misses the bus.
5. All PARAMUS must display Angelina College badges when they enter the bus

Procedures for Waiting for the Bus

1. Be at PARAMUS 15 minutes before scheduled depart time
2. When the bus approaches, form a line and be prepared to load immediately
3. Stand clear of the bus until it comes to a complete stop and opens the door.
4. Students will abide by all PARAMUS rules including conduct and dress code.

Conduct on the Bus

1. Remain seated at all times
2. Do not change seats.
3. A student will not refuse to sit in an assigned seat or deny another a place to sit.
4. Normal conversation is permitted, any loud noises may distract the driver and create an unsafe condition
5. Scuffling, fighting and use of obscene, vulgar, or profane language and gestures are forbidden.
6. Do not throw object inside or out of the bus.
7. Do not mark, cut or scratch any part of the bus. Vandalism costs will be paid by the person who is responsible.
8. The emergency door and exit controls should be used by the pupils only during supervised drills or actual emergencies.
9. Students shall never attempt to operate the passenger door or other driver controls except in case of extreme emergency.
10. Students shall face forward for the duration of the trip, and shall keep their feet on the floor in front of them and out of the bus aisle.
11. Cell phones are permitted on the bus. Misuse of the device will result in confiscation with a \$20.00 charge.

Getting off the bus

1. Stay seated until the bus is completely stopped.
2. Use the handrail and take one step at a time when leaving the bus
3. Wait for your turn to leave the bus; pushing and crowding will only slow exiting may cause an accident.
4. Stay clear of the bus when the engine is started.; Do not chase or hang on to the bus at any time.

5. If any article drops or rolls near or under the bus, do not go after it or approach the bus. Signal the driver and wait for their help.

Prohibited Items on the Bus

1. Tobacco
2. Live animals or insects
3. Glass containers
4. Alcoholic beverages
5. Weapons, explosive devices, harmful drugs or chemicals
6. Any object too large to be carried by students
7. Matches or cigarette lighters
8. Food, gum, or drinks (except water bottles)

Accidents or Emergencies on the Bus

1. Follow the driver's instructions
2. If you must leave the bus, stay in a group
3. The following procedures will be used for evacuation in an emergency situation:
 - a. The student nearest the door will open the door and hold it open
 - b. Leave the bus in single file as quickly and quietly as possible
 - c. Evacuation will start with seat closest to the door
 - d. Once outside the bus, follow the driver's instructions completely.

Extra Curricular Trips

1. Bus rider rules apply to all school-sponsored events
2. Discipline will be the responsibility of the building principal and the trip sponsor
3. The bus must return clean when returning from the trip.

Discipline on the Bus

All school policies that apply to student conduct and other student related activities apply to the school bus. Students should observe the same conduct as in the classroom. The bus driver will report all violations to the PARAMUS ECHS Principal. Steps and consequences for improper conduct on the school bus may result in no bus riding privileges.

Violations involving vandalism will require that the student provide restitution for repairs necessary to replace or repair the damaged area.

Violations for being disrespectful to the driver or other school personnel, or refusing to follow the school personnel's directions, will result in suspension from the bus.

Contact Information

For questions or concerns regarding the PARAMUS ECHS program, please contact Marilyn Session Netherly, ECHS Principal at msession@pc charter.net Monica Gunter, Pineywoods Community Academy High School Principal at mgunter@pc charter.net. Or Niki Scaief at nscaief@pc charter.net.

Nondiscrimination

PARAMUS ECHS complies with commitment to the policy that no otherwise qualified person shall be excluded from participation in, be denied benefits of, or otherwise be subjected to unlawful discrimination under any district program or activity on the basis of ethnicity, race, color, religion, national origin, ancestry, marital status, gender, sexual orientation, age or disability.

PARAMUS ECHS shall operate as an equal opportunity employer and will provide and safeguard the opportunity for all persons to seek, obtain, hold and advance in employment within the district without discrimination. The District shall actively promote the full realization of equal employment opportunity through a positive, aggressive, continuing affirmative action program. Further, the District affirms the rights of all Protected Classes to be free from intimidation, discrimination, physical harm and/or harassment.

PARAMUS ECHS shall inform students, parents, employees and the general public each school year that the educational programs, activities and employment opportunities offered by the district are offered without regard to ethnicity, race, color, religion, national origin, ancestry, marital status, gender, sexual orientation, age or disability. The announcement shall also include the name/title, address and telephone number of the person designated to coordinate Title IX and Section 504 and ADA compliance activities.

PLEASE COMPLETE THIS PAGE AND RETURN TO THE 9th and 10th grade Attendance Clerk

By signing this page I acknowledge that I have read the PARAMUS ECHS Handbook and I understand its content. If I have any questions or concerns, I will send an email and make an appointment with the PARAMUS ECHS Principal to discuss my concerns.

Student's Name _____

Cell Phone _____

Grade _____

PARENT'S NAME _____

Parent's cell phone _____

Home Phone _____

Parent Volunteer

I would like to serve as a PARAMUS ECHS Parent volunteer to help with fundraisers and monitoring hallways and Angelina College grounds.

_____ Yes

_____ Not interested

Volunteers will meet regularly on the 4th Wednesdays of each month in the Health Careers Building Room 102 at 5:30-6:30 P. M.

Our first meeting will be the 4th Wednesday in September 2018.