

# **TAYLOR INDEPENDENT SCHOOL DISTRICT**

## **Achievement Program**

“TAYLOR ISD – RELENTLESS IN THE PURSUIT OF EDUCATIONAL EXCELLENCE “



**2018 - 2019**

## **STUDENT AND PARENT/GUARDIAN HANDBOOK**

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**Taylor ISD**  
**Achievement Program**

**Achievement**

**“Something accomplished through great effort, skill,  
perseverance, or courage.”**

# Table of Contents

The Vision for Taylor ISD.....	3
Our Goal at the Achievement Program .....	3
Achievement Staff.....	4
Taylor ISD Achievement Program Standards .....	5
ENROLLMENT PROCESS.....	5
ELIGIBILITY .....	6
GRADUATION CEREMONY.....	6
CAREER DAY & FIELDS TRIPS.....	6
CONTRACTS.....	6
FLEXIBLE SCHEDULING.....	7
SCHOOL DAY .....	7
GRADING POLICY AND SCHOLASTIC DISHONESTY .....	7
STAAR TUTORIALS .....	7
TARDIES .....	8
ATTENDANCE .....	8
PROGRESS REPORTS.....	8
DRESS CODE .....	9
DISCIPLINE .....	9
MEALS & FOOD RESTRICTIONS .....	9
COUNSELING.....	10
NURSE SERVICES AND MEDICATION.....	10
STUDENT PARKING.....	10
NETWORK AND INTERNET USE .....	10
TELEPHONE AND MESSAGING DEVICES .....	11
VISITORS .....	11
TAYLOR HIGH SCHOOL CAMPUS RESTRICTION.....	11

# TAYLOR INDEPENDENT SCHOOL DISTRICT

## **The Vision for Taylor ISD:**

“Taylor ISD will be the district of choice as we pursue educational excellence”

## **Mission Statement:**

“Taylor ISD is preparing every student to compete in a global society through a premium educational experience and strong partnerships”

## **Core Values:**

- Relationships
- Innovation
- Passion
- Excellence

## **Our Goal at the Achievement Program is to:**

- To provide student access to academic opportunities, counseling support, resources, and other tools to cultivate their social and academic skills, abilities, gifts, and talents.
- To Challenge all students to have high expectations of self in the areas of academic performance, personal achievements, and making healthy choices.

**Achievement Staff**

Ron Roth

**Principal**

Charles Schroeder

**Counselor**

Yolanda Taylor

**Secretary**

This handbook is a supplement to the Taylor High School Student Handbook and Student Code of Conduct. Students must agree to follow all guidelines and procedures in both publications.

## **Taylor ISD Achievement Program Standards**

We will provide a positive, supportive, learning environment with high expectations for our students. We will assist all students in becoming life-long learners and productive citizens. Alternative Education is designed to meet the needs of at-risk students who are not succeeding in the traditional setting. Students are provided with the opportunity to participate in an online curriculum model that can lead to graduation in the shortest amount of time. The student is provided resources and other services that are essential to their success. They are expected to adopt a work-related attitude toward their studies and not to participate in behavior that is off task in any way.

The program provides:

- Clearly stated mission and discipline code
- Best Practices
- One on one academic mentoring
- STAAR tutorials based on data
- Student assessments to determine academic needs
- Professional, trained, certified, knowledgeable and caring faculty
- High expectations for student achievement
- Small student/teacher ratio
- Support programs specific to the student's needs and learning style
- Total commitment to have each student graduate on time

### **ENROLLMENT PROCESS**

Review the Taylor ISD Achievement Program (AP) Student Handbook. It is critical that every applicant and parent review student handbook and understand all enrollment elements.

1. Obtain an application from the Taylor HS Counselor's Office or the TOC campus. Complete all parts of the application.
2. Meet with the school guidance counselor who will provide you with an assessment of your academic needs, present credits earned, and results from your latest state assessment. Attach your most recent transcript.
3. Schedule an interview with the Achievement Program Principal or counselor to be considered for the program. Be punctual and dressed appropriately. Consideration for TISD Achievement Program is not solely based on standardized test scores and grades. During the interview your talents, areas of challenge, special circumstances and willingness to commit to the AP will be assessed. Students not accepted into the program may reapply the following semester.

## **ELIGIBILITY**

Students are encouraged to work with their THS counselor concerning their application process to the AP. Eligible students include those who meet one or more of the following criteria:

- Are at least 16 years of age
- Earned 12 or more credits
- Are at risk of withdrawing or have withdrawn from school before graduation
- Have failed to make progress academically and would benefit from an alternative instructional setting
- Are currently a parent or an expectant parent and are unable to regularly attend the traditional school program
- Are employed and the employment is necessary for support and interferes with a part of student's instructional day

Please Note: Eligibility does not guarantee acceptance into the Program.

## **GRADUATION PLANS**

Graduation requirements are based on the year you entered 9<sup>th</sup> grade. Students are encouraged to graduate with an endorsement. Students who graduate with an endorsement at the AP will graduate with Multi-Disciplinary Endorsement or complete the Foundation Plan when becoming part of the Achievement Program.

## **GRADUATION CEREMONY**

When students meet all requirements for graduation, they will receive an official Texas HS diploma from Taylor High School. Graduation ceremony for the Achievement Program will occur each year in May with the regularly scheduled graduation activities for Taylor High School. Students graduating from the Achievement Program may or may not choose to participate. Students who choose to participate must meet all the guidelines required for all THS graduating seniors.

## **CAREER DAY & FIELDS TRIPS**

Students enrolled in the Achievement Program with senior credits may participate in all T.H.S. senior activities such as career day, college field trips, senior prom, pep rallies, etc.

## **CONTRACTS**

All students attending the Achievement Program are considered to be under contractual agreement to follow all school rules and guidelines. Students who are not making satisfactory academic progress or who have excessive absences will be put on a specific contract for improvement. Students who fail to honor their contracts will meet with the principal to determine the consequences. These consequences may include but not limited to the loss of course credit and/or withdrawal from the Achievement Program. If inappropriate behavior is

involved, it could lead to suspension, citation, or a D.A.E.P. hearing.

## **FLEXIBLE SCHEDULING**

The Taylor Opportunity Center staff will schedule students into THS A+ online and Grad Point courses. Most students will be taking 3 or 4 courses. However, a student's schedule may vary depending upon his/her academic graduation plan and the outcome of state assessments.

As a student completes a course, the Achievement Program teacher will notify the principal at the Achievement Program, T.H.S. counselors and the T.H.S. registrar. The HS registrar will document the completed course work on the student's graduation plan form for credit to be added to their transcript. The Achievement Program Principal will then determine the next online course to be assigned.

## **SCHOOL DAY**

School begins at 8:00 a.m. and students are expected to arrive on time. School ends at 4:00 p.m. This is a closed campus for all students.

One privilege unique to the Achievement Program is our small group and individualized instruction that is accelerated and based on individualized student goals. Students participate in weekly conferences to develop with their instructor(s) individualized educational plans and goals for the upcoming year. Students are working independently on a computerized academic program and may complete some academic courses early.

Students will also meet on a regular basis with the T.O.C. counselor.

## **GRADING POLICY AND SCHOLASTIC DISHONESTY**

1. Students need to score 70% or more for mastery. The ARD committee determines mastery score and testing accommodations for Special Education students.
2. If a student fails a test, he/she must satisfactorily complete the required correctives before they can retest.
3. Students must complete all assignments required for a class.
4. Scholastic dishonesty includes but is not limited to cheating on an exam or quiz by providing answers to or stealing answers from another student or plagiarism. Plagiarism includes use of another author's words or arguments without attribution.

## **STAAR TUTORIALS**

STAAR/ End of the course (EOC) exams tutorial times are built into the school day and students who need to pass any or all parts of the EOC tests will participate. Students needing to take the state mandated EOC test will be scheduled into EOC review classes, online tutorials, one on one tutorials and Study Island. It is imperative and required that all students participate in assigned tutorials. Students that finish their coursework but still have EOC's that need to be passed are required to attend the remainder of the semester prior to EOC testing. Students in this situation

must attend a minimum of two hours of school each day doing preparatory work towards successful completion of all EOCs.

## **TARDIES**

A student who is late to class (<15 minutes) is tardy to class. A student who is late to class (>15 minutes) may be marked absent depending on the circumstances. See **Attendance** in the TISD Student/Parent Handbook.

1. Promptness and attendance directly impact success in school. Excessive tardiness and absences may jeopardize the student's future at the Achievement Program.
2. Students with 3 tardies will participate in a conference with the teacher and the principal to develop a plan to improve attendance. If the plan is not followed, the student will meet with the principal and be placed on an attendance contract.

## **ATTENDANCE**

Success in the Achievement Program depends upon promptness and regular attendance.

1. When a student must be absent from school, the student/parent/guardian/spouse should call the school on the day of the absence at 512-365-8089 before 9:00 AM. A note explaining the illness or from the doctor's office must be given to the front office staff at the Achievement Program within 3 days after the absence. After 3 days, the absence will be considered unexcused.
2. The school has the discretion to withdraw students who are 19 years of age or older after their fifth absence in a single semester.
3. If attendance make-up hours are needed and are not made up by the set deadline, then the student may be denied course credit for the semester.
4. If the student has three (3) or more full or partial days of unexcused absences within a four-week period, then he/she can be filed on with the court. This could result in the student to be summoned to appear in court for truancy, which can result in fines and/or probation.
5. Excessive absences may result in being withdrawn from the Achievement Program and a return to the THS campus.

## **PROGRESS REPORTS**

Faculty assigned to the Achievement Program will closely monitor student attendance and progress on a day-to-day basis. All students will receive a weekly progress report.

If a student has poor attendance or is failing to meet the expectations to be academically successful the following steps can be taken to address student needs:

- The teacher will inform the parent and student who are not meeting expectations and a contract will be developed and signed by the parent, student and teacher.
- The principal will counsel the student and discuss solutions.
- If the student continues to experience difficulty, a staffing conference will be conducted as needed. Students with persistent problems will have an intervention plan and referred to

- the campus counselor for support.
- Continued difficulty due to misbehavior/attendance made lead up to the student being removed from the program.

Students should not experience academic problems if they attend daily and utilize assistance available. Remember, participation in the Achievement Program is a privilege!

## **DRESS CODE**

The **same** guidelines as outlined in the **Taylor High School Handbook** will be followed for dress code.

## **DISCIPLINE**

The goal at the Achievement Program is to provide a positive and caring atmosphere with high expectations for all of our students. Students will be expected to abide by all the rules and regulations in the Taylor ISD. **Student Code of Conduct** and the specific guidelines for the Achievement Program and Taylor High School should be carefully read and understood.

Students must remember that it is a privilege to be a student in the Achievement Program. A student may lose that privilege by not meeting the expectations as outlined in the student handbook. Attention to students' academic achievements is our priority. There is no time or place for discipline problems at the Achievement Program.

Consequences for breaking rules or not complying with handbook may include but are not limited to any of the following:

1. Teacher/ student/ parent/ principal conference
2. Attending after school detention or Saturday School
3. Suspension
5. DAEP Placement
6. Removal from the Achievement Program

## **MEALS & FOOD RESTRICTIONS**

The Achievement Program requires all students to have a healthy, nutritious, and balanced meal. If a student qualifies for the Free/ Reduced lunch program, he/she will continue to receive this service. Breakfast is free for all students. Free and reduced meal applications can be found on the TISD website. Students may purchase school provided lunches. Breakfast will be served from 7:45-8:00.

Students ARE **NOT ALLOWED** to receive any food delivery other than by their parent or guardian. Students **will not be allowed** to provide or share lunches with other students.

## **COUNSELING**

Students will have access to support services for academic, personal, and/or career counseling at the Achievement Program via Taylor High School and Achievement Program faculty. Personal problems or matters are discussed in a confidential manner and if the need arises, a student may be referred to a school counselor or community resource.

School counselors and campus faculty also offer assistance with completing the FAFSA application and securing financial aid for students through various resources

## **NURSE SERVICES AND MEDICATION**

The school nurse at Taylor High School will also provide advisement to the Achievement Program students when needed. In case of an injury or emergency illness, 911 will be called and parents will be notified if listed on the emergency card.

Students who need to take prescription medicine should leave all medication with the campus secretary/clerk in the original bottle that the prescription was filled. Parents will also need to have the school nurse fill out a form that explains when and how much medication needs to be administered. The secretary/clerk will be responsible for dispensing medication to the students.

\*Persons with asthma inhalers may keep them on their person. Secretary/principal must be notified in advance.

All other guidelines pertaining to communicable or contagious diseases as outlined in the Taylor High School Handbook will be followed.

## **STUDENT PARKING**

Students must park in the parking lot at the front of the Northside campus building. Students in the Achievement Program are not allowed to visit with, give rides to or from school to students assigned to the DAEP Program. Students are reminded that state law does not permit any Tobacco, Alcohol, Drugs, Paraphernalia or Weapons on school property/parking lot. Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicles if reasonable cause exists to do so. Students have full responsibility for the security of their vehicles. Students will be held responsible for any prohibited objects or substances that are found in their car. Searches of vehicles may be conducted randomly, with or without the presence of the student.

## **NETWORK AND INTERNET USE**

Students at the Achievement Program have the opportunity to access technology to further enhance their education. Each student must agree and sign the technology usage form. Inappropriate use of the network or the Internet will result in a cancellation of that privilege and disciplinary action. This includes streaming music or video that does not have an educational purpose.

## **TELEPHONE AND MESSAGING DEVICES**

Students shall not:

Use a telecommunication device, including a cellular telephone, or other electronic device in violation of district and campus rules. If student does, it will be confiscated and a \$15 processing fee will be assessed each time. The device will be returned to the parent or guardian. Failure to turn over device will result in discipline action.

## **VISITORS**

Parents and TISD Volunteers are welcome to visit our campus. All visitors must first report to the main office and sign in. Visits to individual classrooms during instructional time are permitted only with prior office approval. Visits are not permitted if their duration or frequency interferes with the delivery of instruction and/or disrupts the normal school environment.

## **TAYLOR HIGH SCHOOL CAMPUS RESTRICTION**

Students attending the Achievement Program are not allowed on the high school campus during the school day without prior approval from Taylor High School's principal and the Achievement Program Principal.