

WHITEHOUSE HIGH SCHOOL



REACH DIPLOMA PROGRAM HANDBOOK

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REACH Diploma Program

AIM Center

110 Wildcat Dr.

Whitehouse, TX 75791

Phone 903-839-5556 Fax 903-839-5384

<http://www.whitehouseisd.org/>

INTRODUCTION

The REACH Program is a program of choice and expectations are high. The REACH program is designed for students who have not successfully earned credits in the traditional classroom setting or are at-risk of dropping out. Students are given the opportunity to recoup these credits through online classes. Core classes and various electives are delivered through a Web-based online instructional program called Edgenuity. Students are required to complete the coursework within the allotted time frames for each class and by their pre-established graduation date. The online courses are monitored by a certified, licensed teacher and are taken during the regularly-scheduled school day. However, there are portions of the courses that are available via the Internet seven days a week. Students are encouraged to work at home.

Students who choose not to meet these expectations may be withdrawn and returned to Whitehouse High School.

Students and parents are required to read this handbook carefully. The REACH Diploma Program has developed these guidelines to specifically meet the individual needs of students. Students receiving instruction and related services or adaptations, modifications, or support in regular classes must meet requirements specified by the ARD/IEP Committee, including district graduation requirements and be able to function successfully in the alternative school environment.

The REACH Diploma Program is supported and funded by the Whitehouse Independent School District.

REACH GOALS/OBJECTIVES

- Allow students the opportunity to recover/earn credits in a self-directed manner.
- Offer high school students the opportunity to graduate on-time, according to their four-year plan.

LOCATION

The REACH Program is located at the AIM Center on 110 Wildcat Drive.

ENROLLMENT

A student must meet at least one of the identified criteria to be considered for admission into the program. Students are placed in REACH on a priority basis for graduation as reviewed by a committee, comprised of administrators and counselors at Whitehouse High School. A recommendation from the campus committee will be sent to the Director of Alternative Education. The Director will review the application and recommend approval or denial into the REACH Program.

CRITERIA CONSIDERED FOR ADMISSION INTO REACH

- At least 17 years of age
- Pregnant or a parent (Students wishing to continue the REACH program following the birth of their child must reapply and meet all eligibility guidelines for application into the REACH Program)
- Previous dropout
- Homeless and/or self-supporting
- At-risk of not earning enough credits to graduate within one or two years
- No major referrals within the last six months.
- Very few absences and minimal tardies

REACH DIPLOMA PROGRAM EXPECTATIONS

Students: All students in the REACH Diploma Program are expected to treat each other and all staff members with courtesy and respect. All students must agree to these standards of conduct:

- To demonstrate respect for every participant's right to learn in a safe and pleasant environment
- To display courteous and responsible behavior while on the REACH campus
- To assume responsibility for their learning by complying with these basic rules
- Attend class a minimum of 4 hours every day
- Use class time to complete assignments
- Show progress in their work

Parents: ("Parent" includes single parent, legal guardian, or person having lawful control of the student.) Parents shall have the following responsibilities:

- Be sure the student attends school daily
- Report absences to the school promptly and provide written explanation for absences and tardies
- Be sure the student is in compliance with the student dress code at all times
- Bring to the attention of school authorities any learning problems or conditions that may relate to the student's education
- Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school

· Submit all administrative documents such as emergency contact forms, and other required documents in a timely manner

Staff: The staff's goal is to provide a positive, supportive, learning environment with high expectations for students in the REACH Diploma Program. This school is designed to be an academic center that assists students to learn, grow, and become respectable and productive citizens in the community. **The REACH Diploma Program is a school of choice; therefore, expectations are high.**

GRADUATION

Students will earn a Whitehouse High School diploma upon completion of state and local requirements. Students graduating from REACH will have the opportunity to participate in the Whitehouse High School commencement.

Graduating students must have met all state and local requirements on or before the Friday before the final class day. Students who plan to participate in the graduation exercise must attend the graduation rehearsal, meet district dress code, and wear the cap and gown at graduation.

GENERAL INFORMATION

ASSESSMENT

It is mandatory that students pass the state end-of-course examinations. Students who do not pass an examination will be given the opportunity to attend preparation classes.

ATTENDANCE/ABSENCES/TARDIES

Students must meet the 90% mandatory school attendance criteria as set forth by the Texas Education Code in order to receive credit for a class. Students failing to attend class at least 75% but less than 90% of the time that it is offered must make up additional hours before the end of the last day that the class is offered in order to earn credit. Full-credit classes are offered for 15 school days and half-credit classes are offered for 8 school days. If a student misses more than 1 day while enrolled in either a full credit class or a half credit class, then that student is required to make up additional time. If a student is absent more than 75% of the time a class is offered, credit will be denied and the student will have to repeat the entire course (4 absences for a full-credit class and 3 absences for a half-credit class).

Students under the age of 19 who are excessively absent without proper documentation may have truancy charges filed against them. A student who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day. If a student age 19 or older has more than 5 unexcused absences in a semester, the District may revoke the student's enrollment.

When you are absent, you are still responsible for completing each of your courses in a timely matter. As a guideline, you should complete about 7% of your course per day.

Students must report to their assigned session promptly. The door will be locked at 7:40 a.m. and 11:40 a.m. Students must get a tardy pass from the office if they arrive late. Students receiving 3

tardies will be required to stay an additional hour. This hour must be served within 3 days of notification.

A student may be removed from the REACH Program because of a lack of attendance and/or failure to meet the minimum academic requirements.

CAMPUS BEHAVIOR COORDINATOR

As required by law, a person at each campus must be designated to serve as the campus behavior coordinator. The designated person may be the principal of the campus or any other campus administrator selected by the principal. The campus behavior coordinator is primarily responsible for maintaining student discipline. The Director of Alternative Services serves as the campus behavior coordinator for the AIM Center.

CELLULAR PHONES/TELECOMMUNICATIONS DEVICES

A telecommunications device such as a cellular phone is defined as any device that emits an audible signal, vibrates, displays a message, or is otherwise intending to summon or deliver a communication to the possessor. **Students are not allowed to have on their person any type of telecommunication device. If a student is found to be in possession of such a device, then that device will be confiscated and the student will be assigned a \$15 fee for each occurrence.**

CHANGE OF ADDRESS

The REACH Diploma Program should be notified immediately of any change in the home or business phone numbers or addresses of the student and/or parent or guardian. Up to date information is essential for the school to handle emergencies successfully and to maintain communication.

CLASSROOM RULES AND PROCEDURES

- Check your station at the beginning of class; notify your teacher if equipment is missing, inoperative, or damaged in any way.
- Backpacks/bags/purses on the floor or desk behind your computer station.
- Log in and begin your next activity.
- For lectures, have your headphones on, pay attention to the lecture, and TAKE NOTES.
- If you fail a quiz or a test, your teacher will review it and your notes. Some or all of your activities in that lesson or topic may be reset after failing an assessment.
- Remain at your assigned station unless directed to move by your teacher.
- Follow directions; pay attention and then pay more attention.
- Raise your hand if you have questions or need help. Your teacher will get to you as soon as possible.
- No internet windows open except for those associated with Edgenuity.

- Do not bring distractions into class; your teacher will confiscate and hold them until the end of the school year.
- No outside food or drink.
- Students disrupting class will either be moved or removed.
- Check computer stations at the end of class; exit and save your work, log off Edgenuity, wrap and put away headphones, return calculator, put away notes, pens/pencils, and push the chair in neatly before leaving.
- Work until dismissed by the teacher.

CONSEQUENCES FOR CODE OF CONDUCT/CLASSROOM VIOLATIONS

- Verbal warning, proximity control (move you to a different seat)
- Phone call home
- Conference with director/parent
- Disciplinary referral
- REMOVAL FROM CLASS

This handbook serves as an addition to the WISD Student Code of Conduct.

If the infraction merits, a referral will be written immediately and you will be removed from the classroom. A “major” infraction includes, but is not limited to, the following behaviors: physical harm, destroying property, insubordination, profanity, behavior that stops the class from functioning, or violations of other school wide rules including unexcused absences, threats, fighting, alcohol/drug possession or use and so forth.

DISCIPLINE MANAGEMENT

In order to maintain an environment conducive to learning, discipline and behavior problems at the REACH Diploma Program are dealt with in a fair and consistent manner. Major infractions of the program’s rules and expectations may result in the student’s immediate suspension, a DAEP placement, expulsion, or removal from the program.

Major infractions include but are not limited to the following behavior:

- Unauthorized use of, theft of, or damage to any property belonging to the school or another individual
- Possession or use of any illegal substance
- Possession of any item that may be used as a weapon
- Any conduct which threatens or endangers the safety or well-being of any individual
- Discrimination against other student or individual
- Sexual harassment in any form i.e. verbal, physical, cyber (texting, sexting, facebooking, myspacing, emailing, etc.)
- Bomb threats
- Gambling
- Obscene or offensive and indecent language and/or conduct

· Bullying in any form i.e. verbal, physical, cyber (texting, sexting, facebooking, myspacing, emailing, etc.)

At the REACH Diploma Program, we believe that all actions have consequences. Proper behavior and work habits result in positive consequences. Unfortunately, some students choose actions that will result in negative consequences and these must be dealt with quickly and firmly so as to have a minimal effect on the learning environment of the other students.

FEEDBACK TO STUDENTS

As needed, the teachers and/or director will conference with you regarding your performance and progress in class. Phone calls home will be made as needed (positive or negative).

FREEDOM FROM DISCRIMINATION

The District believes that all students learn best in an environment free from harassment and that their welfare is best served when they can work free from discrimination. Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The Board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, religion, color, national origin, gender, sex, age, or disability. [See policy FFH] Prohibited harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; or substantially interferes with the student's academic performance. A copy of the District's policy is available in the principal's office and in the Superintendent's office. Whitehouse ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

The following District staff members have been designated to coordinate compliance with these requirements:

Title IX Coordinator, for concerns regarding discrimination on the basis of sex:

Jaculyn Zigtema, Executive Director of Special Programs

106 Wildcat Drive, Whitehouse, TX 75791

903/839-5500

Section 504 Coordinator, for concerns regarding discrimination on the basis of disability:

Betty Lough, Executive Director of Curriculum and Instruction

106 Wildcat Drive, Whitehouse, TX 75791

903/839-5500

All other concerns: Contact Central Office at 903/839-5500.

FOOD AND BEVERAGES

Students may choose breakfast and/or lunch from the school cafeteria. No outside food or drinks permitted unless medically necessary(diabetic, pregnant, etc.).

LEAVING THE CAMPUS

Once on school property, students become the responsibility of the school and for that reason are not allowed to leave the campus at any time without gaining permission from a parent or the office.

PROGRESS REPORTS

Academic reports will be emailed every three weeks. By providing an email address, parents may access the progress report of their student at any time. A progress report could be emailed to them on a daily, weekly or monthly timetable. The parent/guardian may choose the frequency they prefer. Parents, guardians, and any other participants in the student's welfare may be contacted and informed of progress and/or problems the student may be experiencing via mail, email, telephone or if requested by an instructor, a personal conference.

PROHIBITED ELECTRONIC DEVICES

Students are prohibited from bringing to school such items are radios, tape/CD/DVD players, iPods/MP3 players, cameras, electronic games, etc. without prior teacher's consent. An administrator may remove such devices from the student's possession.

SATISFACTORY ACADEMIC PROGRESS

Students will receive course credit when the Texas Essential Knowledge and Skills Requirements for courses are mastered at 70% or better. Students are required to maintain a record of satisfactory progress at all times and complete a minimum of six credits per semester (which translates to approximately 7% of your course per day).

Students not completing a course during the allotted time that it is offered will be required to take the original class again and will also have a second class opened up at the same time. If a student fails three times to complete one or more classes, then that student may be removed from the REACH program.

A student may be removed from the REACH Program because of a lack of attendance and/or failure to meet the minimum academic requirements.

SCHOOL SUPPLIED INSTRUCTIONAL MATERIALS

All instructional materials needed by Reach students are supplied by the school.

SEARCHES

A trained and licensed drug dog will periodically visit the REACH Diploma Program. If reasonable cause exists, REACH is authorized to have campus security and/or a police officer question and search a student or their vehicle for contraband.

STUDENT DRESS CODE

REACH students are expected to follow the dress code set forth in the district's Code of Conduct.

The district's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority.

Student dress reflects the quality of the school and affects students' conduct. Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. Any article of clothing, jewelry, body decoration or hairstyle extreme enough to create a distraction or disturb the normal routine of school shall be deemed inappropriate. The district prohibits any clothing or grooming that in the director's judgment may reasonably be expected to cause disruption of or interference with normal school operations.

Final decisions on the appropriateness of school dress rest with the campus administration.

TELEPHONE

Students are not to use the school telephones. The campus secretary will make emergency calls for students.

TRANSPORTATION

The district does provide transportation via a school bus. Personal or district provided transportation to and from school is the responsibility of the student and/or parent or guardian.

Lack of transportation will result in an unexcused absence. No skateboards allowed per Whitehouse ISD District policy.

MEAL CHARGE AND COLLECTION POLICY / PROCEDURE

TEXAS-HB3562- CHARGE POLICY

If a school district allows students to use prepaid accounts to purchase school meals, the district must establish a grace period during which a student is able to charge meals after the prepaid

funds are exhausted. The school district must also notify the student's parent or guardian that the student's account balance is exhausted. The district is not allowed to charge a fee or interest in connection with meals purchased by the students during the grace period. When the school

district notifies the student's parent or guardian that the student has a negative balance, the district may set a repayment schedule for the meal charges.

Policy Communication: Ensure this policy is provided in writing to all households at the start of each school year and to households that transfer to the school during the school year. It also must be provided to all school staff that may assist students in need. Policy will also be included in student handbooks and the Whitehouse ISD School Nutrition website.

GOALS:

- To encourage parents to assume appropriate parental responsibilities.
- To treat all students with dignity about their meal account in the serving line.
- To create positive situations with district staff, district business policies, students and their parents.
- To teach students self-responsibility with appropriate policies.
- To establish a consistent district policy regarding meal charges and collection.

DISTRICT-WIDE POLICIES in effect until two weeks before school ends. (See reminders)

STUDENTS:

Students are not allowed to charge snack items or a-la-carte items, only reimbursable meals. Once the maximum amount of \$6.50 has been met, the student will be offered an alternate meal until their balance is paid. The alternate breakfast meal may consist of up to two fruits or one fruit and/or juice, a graham cracker, and milk for all campuses. The alternate lunch meal may consist of a fruit, up to two vegetables, bread or dessert (if offered) and a milk at Elementary, Holloway, and Jr. High campuses. The alternate lunch meal at Whitehouse High School may consist of up to two fruits and/or vegetables, a dessert (if offered), and milk.

Every attempt will be made by the School Nutrition Department to avoid offering an alternate meal. Verbal reminders will be given discreetly reminding students to bring lunch money. Charge notices will be sent by email, mail, and via take home folders to all parents in an attempt to collect and keep parents informed. There are 3 methods of payment available to parents/guardians to keep accounts current; cash, check, or payment online. If paying online, visit the Whitehouse ISD website, under Departments select School Nutrition, select School Café on the right side of the page and follow the special instructions. This site allows many conveniences such as payment online, low balance email notices, ability to view purchases, and other advantages parents/guardians may choose to use.

SPECIAL CIRCUMSTANCES:

If charges occur before the meal application is approved then charges must be paid as accrued.

Parents may elect to deny their children charge privileges. In this event, a special note will be made in the Point Of Service computer. Every effort is made to feed our students. The collection of owed charges is aggressively pursued.

OTHER INFORMATION FOR PARENTS

The Whitehouse Independent School District uses a computer system for student meal purchases. All students are assigned a personal Student ID # when enrolled.

All students have their own account and money may be deposited into it on a daily, weekly, monthly, or yearly basis. We encourage monthly deposits to help speed up the serving lines at mealtime. We appreciate our parents who prepay for the meals. It helps the line move so much quicker, and also assures that your child will receive a meal without delay.

Parents may get information about their students eating habits anytime by using School Café, our online source, by contacting the school manager of your child's school or by calling School Nutrition office at 903/839-5658.

- The sooner your child learns their id number, the easier it is to get lunch promptly. Parents, we will try and keep you informed of your elementary child's account balance but you can always check it using – **School Cafe** <https://www.schoolcafe.com/initial>
- Please refer to our Meal Charge and Collection policy listed for more details.

REMINDERS –

- **Checks returned for insufficient funds will not be accepted for future payments and cash, money order or using School Café will be your payment options.**
- **Charges accrued before application approval must be paid.**
- **Credit Card Online Payment For Student Meals – School Cafe <https://www.schoolcafe.com/initial> + \$1.75 fee**
- **Parents are encouraged to set up a 'Low Balance Notice' through School Café.**
- **Meal Charges are not allowed the last two weeks of school so money must be on your student's account or alternate meal will be offered.**
- **Nonprofit School Food Service resources may not be used to cover costs related to Bad Debt arising from uncollectible accounts. These funds must come from the school district's general fund or non-federal source.**

Nondiscrimination statement reads as follows:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights

activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

EDGENUITY OVERVIEW

The coursework needed for graduation is completed through the web-based Edgenuity program. Edgenuity provides an exciting and engaging educational environment that is designed to capture attention and draw students into the interactive world of online and blended learning.

Edgenuity has provided courses for students in sixth through twelfth grade for over fifteen years, and through our experience with teachers, students, and parents, we built an engaging and effective curriculum that connects science, math, language arts, social studies, and elective courses to your student's everyday world.

Using a combination of animations, simulations, video-led direct instruction, relevant websites, and a myriad of activities that support the lesson's topic, students have a wealth of information at their fingertips that can be reviewed as many times as necessary to achieve mastery. Edgenuity strongly believes that each student is unique and acquires information in his or her own way. As a result of that belief, our courses are designed to provide students with activities that support the ways they learn best: seeing, hearing, and touching the course materials.

Technology Requirements for working at home:

- PC with a Pentium Processor and Windows XP or Vista, or Macintosh with Macintosh OSX or higher
- 256 MB RAM
- 800 x 600 Resolution Monitor
- DSL or T-1 or 56K modem internet access
- Hard Drive with at least 1G free space available
- A current browser (Chrome, Internet Explorer, Firefox, Safari with popup blocking disabled, JavaScript enabled)

COURSES OFFERED THROUGH EDGENUITY

English

English I
English II
English III
English IV

Math

Algebra I
Geometry
Math Models
Algebra II
Pre-Calculus
Independent Math Studies

Science

Biology
IPC
Chemistry
Physics
Environmental Science
Earth and Space Science

Social Studies

World Geography
World History
US History
Economics
Government

Other Required

College and Career
PE (½ or 1 credit)
Speech
Health
Spanish I
Spanish II

Electives

Anatomy and Physiology – 1 credit

Art I (Art Appreciation) – 1 credit

Art II (Digital Arts) – 1 credit
Business Information Management – 1 credit
Career Preparation – 1 credit
College Prep – ELA – 1 credit
College Prep – Math – 1 credit
Entrepreneurship – 1 credit
Literary Genres – ½ credit
Medical Terminology – ½ credit
Money Matters (if not taken as math req.) – 1 credit
PE – ½ **or** 1 credit
Practical Writing – ½ credit
Principles of Business/Marketing and Finance – 1 credit
Principles of Health Sciences – 1 credit
Psychology – ½ credit
Sociology – ½ credit