

CREDIT RECOVERY CENTER
20419 FM 1485
New Caney, TX 77357
(281) 577-2800, ext. 5380

STUDENT HANDBOOK

2009-2010

Director:	Scott Castleberry
Principal:	David Loyacano
Coordinator:	Sharon Lukasik

MISSION STATEMENT

The mission of the Credit Recovery Center is to provide all students the opportunity to receive the education necessary to earn a high school diploma.

VISION

All students can earn a high school diploma if provided with a caring, supportive atmosphere in which to study and pursue their goals. It is the vision of the Credit Recovery Center to provide students with an atmosphere conducive to success.

COORDINATION WITH MAIN CAMPUS OF NEW CANEY HIGH SCHOOL

New Caney High School's Student Handbook and Code of Student Conduct are hereby incorporated herein by reference for all purposes. Students enrolled in the Credit Recovery Center will abide by all applicable rules and regulations.

<p>New Caney ISD does not discriminate on the basis of race, religion, color, national origin, sex or handicap in providing educational services in compliance with the nondiscrimination requirements of Section 504 of the Rehabilitation Act of 1973.</p>
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CREDIT RECOVERY CENTER

OVERVIEW

The Credit Recovery Center serves New Caney High School students who seek to recover lost credits so they can graduate with their classmates. The Credit Recovery Center serves as a drop-out prevention and drop-out recovery program designed to create an alternate route to graduation for students who have not been successful in the traditional high school setting.

Students deliberately choose to attend the Credit Recovery Center to work towards earning their diplomas through highly developed, individual, graduation plans.

Students earn credits by attending classes utilizing interactive computer-based instruction. Credits may also be earned through credit-by-exam and correspondence courses. All methods of credit recovery are supplemented by individualized tutorial instruction from certified teachers.

STUDENT SUPPORT AND GUIDANCE

The faculty at the Credit Recovery Center works with students toward a meaningful partnership for success. The goal for the faculty at the Credit Recovery Center is to help students achieve their goals, one student at a time.

Students enrolled at the Credit Recovery Center meet on a weekly basis with the At Risk Coordinator to ensure that they are progressing as outlined in their individual graduation plans.

STUDENT PROFILE

Candidates for enrollment at the Credit Recovery Center include:

- Fifth-year seniors who lack one or two courses to graduate

Students who wish to recover lost credits toward graduation

- Teen parents (day care services for students' children may be provided)
- Students who are in danger of dropping out of high school

- GED candidates

Enrollment in the Credit Recovery Center is based on counselor and principal/assistant principal recommendation.

GENERAL INFORMATION

ATTENDANCE

Attendance is the student's responsibility. Students must be self-motivated and prepared for the Credit Recovery Center's non-structured environment. In order to remain enrolled, students must attend class 90% of the time that classes are offered and stay focused on their academic progress. If absences occur and persist, a student may be placed on probation, an attendance contract or may be withdrawn. Students must call the Credit Recovery Center office at (281) 577-2800, ext. 5380 to report that they will not be attending classes that day.

Students must provide a written excuse from the parent, guardian or physician for each absence. Students who are absent ten or more days or parts of days during a six-month period or who are absent three or more days of parts of days within a four-week period may be in danger of losing the privilege of attending classes at the Credit Recovery Center. Additionally, students and parents may be subject to court action for excessive absences unless extenuating circumstances have been reviewed with the At Risk Coordinator and the Director of the Credit Recovery Center.

CHILD CARE

Child care is available at Rocking Horse Day Care for those students who are also parents. Please see Mrs. Lukasik to arrange for child care.

COMPUTERS

Computer use is vital for student success at the Credit Recovery Center because most of the courses are taught via the computer. Misuse of the computer is cause for expulsion from the Credit Recovery Center and is a violation of the District's Computer Use Agreement that is signed by each student. Misuse of the computer consists, but is not limited to, damaging or destroying a part of the computer, magnetizing the monitor, accessing websites such as "My Space," reading, writing or answering emails, entering chat rooms, viewing non-educational websites, playing games, viewing any sites not directly related to the class work which has been assigned.

CONDUCT EXPECTATIONS

The Credit Recovery Center adheres to the New Caney Independent School District's Student Code of Conduct. Each student will be given a copy of the Code of Conduct. The Code of Conduct must be read by the student and parent and a signed form returned to the Credit Recovery Center confirming that the Code of Conduct has been read and is understood.

Discipline problems will not be tolerated at the Credit Recovery Center. Students are expected to take responsibility for their actions. Students are expected to show respect for each other and staff members. Students are also expected to focus on coursework during the school day. Students who are not meeting attendance, academic or behavioral expectations will be placed on probation. The length of time for the probationary period will be determined by the At Risk Coordinator and the Building Principal. Students placed on probation will be expected to sign a behavior contract. If a student fails to fulfill his/her obligations under the contract, the student will be withdrawn from the Credit Recovery Center.

The atmosphere at the Credit Recovery Center is similar to that of a community college. Therefore, the following regulations will be enforced at the Credit Recovery Center:

- **Cell phones** – Students may have cell phones, but they must be turned off and may not be used during the class period. Students who violate this rule will be given one warning before turning their phones into their instructor for the remainder of the day. Continued abuse of cell phones will result in disciplinary actions.
- **Travel in the hallways** – Because we share the Ada Lea Casey Annex with The Learning Center and various other programs, students attending the Credit Recovery Center must not interact with students enrolled in other programs which are also housed at the Ada Lea Casey Annex.
- Students enrolled in the Credit Recovery Center will enter through the front doors of the building which are nearest New Caney Elementary.
- Students enrolled in the Credit Recovery Center will limit their travel of the hallways to the following:
 - Walking to the restroom located at the end of the main hallway
 - Walking to the reception/office area located off the main hallway
- **The Learning Center** - Under no circumstances are students enrolled at the Credit Recovery Center to interact, either in the building or on the school grounds with any students enrolled in The Learning Center.

- **Trespassing** - Any student who is enrolled in the Credit Recovery Center is trespassing if he/she is found during the school day, without a valid purpose stated in writing, on the school grounds of any other school in the New Caney Independent School District. Trespassing is a criminal offense. Students committing such an offense may be subject to fines and/or arrest.
- **Trespassing** - If a student enrolled in the Credit Recovery Center is found in a part of the Ada Lea Casey Annex building which is assigned to The Learning Center, that student is trespassing and may be subject to disciplinary action and/or withdrawal from the Credit Recovery Center.
- **Internet use** – The Internet is for educational purposes only. Instructors will closely monitor students who are using the Internet for educational purposes. Students who misuse the Internet will receive one warning before being removed from computer curriculum. Students are not to post their names or any personal information on the Internet for any reason whatsoever. Under no circumstances are emails to be read, sent or received by students using the computers at the Credit Recovery Center.
- **CDs/Headsets** – Students are not permitted to use CDs/Headsets unless given specific permission by the teacher. Students violating this rule will have headsets confiscated for the remainder of the day. Continued abuse of this rule will result in disciplinary action.
- **Academic Dishonesty** – Students who engage in academic dishonesty (cheating and plagiarism) are not considered qualified candidates for the Credit Recovery Center. Academic dishonesty will result in immediate reassessment and remediation of all coursework and lead to removal from the Credit Recovery Center.
- **Honor Code** - Students will sign and abide by the Credit Recovery Center Honor Code and the New Caney Independent School District's Code of Student Conduct.
- **Respect for furniture/facility/equipment** – The Credit Recovery Center is a special environment that models and encourages respect. As a result, students are expected to take care of all furniture and equipment and refrain from inflicting damage. Students are also expected to maintain all computer settings as set by the teacher. Failure to observe these procedures will result in disciplinary action with possible removal from the Credit Recovery Center.

CURRICULUM

The Credit Recovery Center offers high school level courses for graduation that are consistent with the New Caney High School curriculum. The curriculum is designed to allow flexibility in terms of time lines for completion. Students are encouraged to progress in a consistent manner in order to achieve academic goals.

The Credit Recovery Center offers all required core courses for graduation and a few electives. The competency-based program is one in which students must meet requirements as set forth by the Texas Education Agency for each grade level and/or course.

After completing an instructional module, students are tested over the material. If the students pass the test, they progress to the next packet or module. Credit is awarded based upon students' demonstrating mastery of the course content. Once a student completes one course, he/she is immediately enrolled in the next one.

Courses at the Credit Recovery Center are not taught in the conventional manner. Because students studying a variety of subjects and grade levels may be contained within the same class period (for example, English I, II, III, and IV), the teacher serves as an instructional facilitator by assisting students individually. For this reason, the average class size is 10 per class.

Students are expected to progress through the courses listed in their individual graduation plans in order to remain enrolled in the Credit Recovery Center. Failure to progress will result in a probationary period to be determined by the At Risk Coordinator. Continued failure to progress will result in the student's transfer to the GED program.

DISCIPLINE

Discipline problems will not be tolerated at the Credit Recovery Center. Students are enrolled at the CRC based on a contractual agreement between the student and the At Risk Coordinator to behave in accordance with the New Caney Independent School District's Code of Student Conduct and the Credit Recovery Center's Honor Code. Discipline matters will be handled on a zero tolerance basis. If the discipline problem is a serious one, Scott Castleberry and David Loyacano will be included in the determination of whether or not to exclude the student from the Credit Recovery Center.

Minor discipline problems will be handled on a "three strikes" basis. For the first disciplinary occurrence, the student receives a warning from the At Risk Coordinator, probation and Strike One. For the second occurrence, the student receives Strike Two and may be scheduled for a meeting with Mr. Castleberry. If a third offense occurs, Strike Three is triggered and a meeting is held with the student, the parent, Scott

Castleberry, Sharon Lukasik and David Loyacano in attendance. At this meeting, the student's privilege of future enrollment at the Credit Recovery Center is determined.

DRESS CODE

Students attending the Credit Recovery Center are expected to dress appropriately and abide by the dress code for New Caney High School. Clothing that depicts pornographic or discriminatory illustrations and/or graphics will not be tolerated. Students who are dressed inappropriately for attendance at the Credit Recovery Center will be sent home to change clothes.

NEW CANEY HIGH SCHOOL DRESS CODE

The District's dress code is established to teach grooming and hygiene, instills discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Dress regulations should discourage the extremes and the fads that may lead to disruptions. Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health hazard or safety hazard to themselves or others. The District prohibits any clothing or grooming that in the principal's judgment may cause disruption of or interfere with normal school operations. The principal or designee, in conjunction with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity, if the principal believes that the student's dress or grooming: (1) Creates a hazard to the student's safety or to the safety of others; or, (2) Will prevent, interfere with, or adversely affect purpose, direction, or effort required for the activity to achieve its goals.

If the student's dress or grooming is objectionable under these provisions, the principal or designee shall request that the student make appropriate corrections. If the student refuses, the principal shall notify the student's parent or legal guardian and request that a person make the necessary correction. If both the student and parent or legal guardian refuses, the principal or designee shall take appropriate disciplinary action. All students shall be accorded due process safeguards before any disciplinary action may be taken. Absence from class due to inappropriate dress or grooming will be counted as unexcused. Repeated violations may cause additional appropriate disciplinary action to be taken.

To clarify for the high school student dress code policy, the following examples of dress are considered inappropriate:

1. Clothing, jewelry, badges, patches, tattoos, or designs on clothing must not reflect or suggest in any manner drugs, alcohol, tobacco, sex, vulgar language, gang affiliations, violence, death, satanic ideology, or other items that could be viewed as offensive to others.
2. Hairstyles must be neat, clean, and well groomed. Hair coloring that is not a natural color, and extreme hairstyles (i.e. Mohawks, etc.) are prohibited.

3. No hats, bandanas, scarves, head coverings, curlers, sweatbands, or caps shall be worn in the building or be in a student's possession during the school day. If brought into the building, they must be stored in the student's locker. Hats worn in the building will be taken up and can be claimed by parents or returned to the student at the end of the year. A minimum of one detention will be assigned for the violation of the hat/bandana policy. Repeated offenses will incur additional disciplinary action.
4. Sideburns that extend lower than the ear lobe or have exaggerated flares are prohibited.
5. Mustaches or beards are prohibited. Students are expected to shave as often as the situation dictates in order to maintain good grooming habits.
6. Skirts and shorts must extend beyond the length of fingertips of the individual when arms hang loosely at the sides. Pants, skirts, and shorts must be properly hemmed and must fit at the waist. Undergarments should not be seen.
7. Excessively oversized or excessively tight garments shall not be worn.
8. Tank tops shall only be worn in conjunction with a sleeved garment. The midriff must not be exposed when a student goes through normal activities of a school day (bending, stretching, reaching, etc.).
9. Revealing garments are not permitted without the wearing of an appropriate vest or shirt/blouse.
10. Inappropriate clothing includes: casual beach-like attire, including backless blouses, off-the-shoulder blouses/dresses, halter-type tank tops, tank tops, tops with spaghetti straps, or pants, shirts, sleeves that have been cut off,. Blouses/shirts must be tucked in or be below the waistband when arms are extended overhead.
11. Proper undergarments must be worn.
12. Full-length trench coats may not be worn.
13. Chains of any length or size (including wallet chains) are not allowed.
14. Inappropriate shorts include: shorts that are higher than the extended fingertip of the individual, running shorts, spandex, and shorts worn over shorts. Shorts, jeans, and slacks with large holes and/or tears above fingertip length are prohibited.
15. Only appropriate footwear intended for outside use shall be worn. Shower shoes or house shoes are not appropriate. Shoes with wheels, roller blades, skateboards, or scooters are prohibited.

16. Any form of dress, jewelry, hair, or hair color, that attracts undue attention, disrupts school, or distracts from the learning process is not acceptable.
17. Gang-related apparel is prohibited in school or at any school-related function.
18. Random dress code sweeps may be conducted throughout the school day. Students out of dress code will be subject to disciplinary measures.
19. Facial piercing will be limited to the student's ears only.
20. "Grills"/ jewelry on teeth are not permitted.

Students may be asked to remove jewelry, earrings, etc. if the principal, assistant principal, teachers or other school personnel feel they are a distraction in the classroom. Students in violation of the dress code will be given an opportunity to correct the violation by changing clothes, shoes, etc. If a change cannot be made, the student may use the telephone to have someone bring him/her proper attire. If the violation is not corrected, the student will not be allowed to go to class. Any student sent home for dress code violations will receive unexcused absences for the classes missed. The dress code rules shall apply through the last day of school.

EMERGENCY PROCEDURES

In the event of an emergency, Mrs. Lukasik, Mr. Castleberry and the instructors on duty at the Credit Recovery Center for that day will direct students out of the building and/or to a place of safety. Evacuation routes are via the front door of the building. If the front door is blocked, the nearest outside exit is to be used – preferably the exit on the East side of the hallway.

FOOD SERVICE

Breakfast and lunch will be available for students at CRC. Students may also bring lunch from home. Lunches are priced at \$2.35.

Students may complete applications for free or reduced meals.

Students may not leave the Credit Recovery Center for lunch. Students **may not** have breakfast or lunch delivered to them by a restaurant or person.

Students are expected to eat at the worktable located in the center of the room, throw away all trash and uneaten food and return to work.

Lunch breaks may not exceed 30 minutes and will be taken at a time designated by Mr. Castleberry and Mrs. Lukasik. No food will be consumed in the classrooms near the

computers, in the hallway or in the reception area. Food may not be eaten other than at the times shown above.

Some students may elect to work during lunch. Therefore, students will respect the right of others to study and learn in a non-disruptive atmosphere and keep conversation to a minimum.

Students may drink bottled water throughout the day, provided that the water is in its original container.

G.E.D.

Students who are not successful in completing the credits required to obtain a high school diploma will be encouraged to enroll in the G.E.D. Program. Classes in the G.E.D. Program are taught by personnel from the Region VI Service Center of the Texas Education Agency. These classes will be available to all adults. The hours for the G.E.D. classes are 4 p.m. to 6 p.m.

GRADES/PROGRESS REPORTS

Students will receive monthly Progress Reports outlining their progress in specific classes. Once a student has completed the designated coursework, a semester grade will be recorded and credit received. Credit can be received at any time in the semester.

Progress reports will be issued at the end of each month. A copy will be given to the student and a copy will be mailed home to the parent.

Students will meet with the At Risk Coordinator each month to discuss progress and update graduation plans.

GRADUATION

Students will graduate upon completion of the required coursework and state-mandated testing for high school graduation. Credit Recovery Center students will join the students at New Caney High School in graduation ceremonies in May and September.

HOURS AND ENVIRONMENT

Although the Credit Recovery Center is a division of New Caney High School, the atmosphere of the facility mirrors that of a community college with a silent bell system and classes offered throughout the day between the hours of 8 a.m. and 2:30 p.m.

ILLNESS

Students who become ill or sustain an injury at school should immediately notify their instructor. The instructor will then notify Mrs. Lukasik and Mr. Castleberry, the building principal, who will take appropriate action to get medical help for the student.

LEAVING CAMPUS

Students are not permitted to leave and/or return to the Credit Recovery Center campus without permission. If a student must leave campus for any reason, he/she must get permission from Mrs. Lukasik. Students who are younger than 18 years of age must have permission from a parent before they can leave campus.

MEDICATIONS

Students who require medication during the school day must provide a form filled out by a physician and turned in to Mrs. Lukasik. The medication will be kept under lock and key. It will be the responsibility of the student to request his/her medication at the appropriate time.

NOTES

In order to successfully complete a computer course, students must take notes and complete APEX worksheets. A spiral notebook will be provided to each student for this purpose. Notes may be in the form of an outline. Notes may be used on all tests except final exams. Notes may not be copied or passed from one student to another. Before the final exam is taken for a course, the student must turn in his/her notes to the teacher in charge who will give them to the subject teacher. Note taking tips will be covered during orientation. Students may not create notes by cutting and pasting on the computer.

PARKING

Student parking is available along the cyclone fence nearest Rocking Horse Day Care. Additional parking may be available in front of the CRC entrance. Students must not arrive on school property before 7:30 a.m. and must enter the building immediately upon arrival. Students must leave campus immediately after school.

Students are not to sit in their cars or loiter in the parking lot before or after class.

Students are to be especially cautious when driving through the parking lot because young children attend school on the same school property.

PHONE

Students are not allowed to use school telephones except in the case of an emergency. Emergency phone calls are limited to 1 minute. Arrangements for transportation, doctor's appointments, etc. need to be made before each school day begins. Students will not be called out of class for phone messages.

TAKS TESTING

Students enrolled in the Credit Recovery Center will take the appropriate TAKS tests at the facility. TAKS tutorials will be available during regular class time. Students are expected to actively participate in TAKS tutorials. Failure to participate may result in disciplinary action.

Three weeks prior to TAKS testing, students who have not passed all parts of TAKS for graduation will stop working on credit recovery and initial credit and focus solely on TAKS tutorials.

TARDY POLICY

All missed time must be made up. Therefore, if a student who is scheduled to arrive at 8 a.m. arrives at 8:15 a.m., that student must continue course work until 2:45 p.m.

TEXTBOOKS

State-approved textbooks are provided free of charge for each class. Because much of the course work done at the Credit Recovery Center is computer-based, textbooks will not normally be issued to students. Class sets of textbooks for each subject will be available for supplementary lessons to be assigned by the instructor to address the needs of individual students.

TRANSCRIPTS

After graduation, transcripts will be available through the Registrar's Office at the Main Campus of New Caney High School.

TRANSPORTATION

Students must provide their own transportation to and from the Credit Recovery Center. Students will drive cautiously through the parking lot, keeping in mind that there are young children also on the campus.

VISITORS

Students are not allowed to have visitors at the Credit Recovery Center. Parents who have appointments with Mrs. Lukasik or the instructors must enter through the Credit Recovery Center entrance. If the door is locked, please ring the bell.