



Trinity Charter Schools

Reclaim Academy 2023 - 2024

*“Educating and Empowering Students
to Transform and Reclaim Their Lives”*

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INTRODUCTION

Summary

The Reclaim Academy is a program of choice designed for students who need a flexible learning option or for students who are not on track to graduate with their cohort and are thus at risk of dropping out. Students participating in the program can earn or regain credit, and finish the remaining courses needed for graduation through a virtual learning platform.

Students in the program will be assigned to individualized learning courses. The school day is not the traditional 8-period school schedule. Instead, students will only report to their virtual learning environment and work on the required assigned courses daily, as determined by a TCS Administrator and Registrar before enrollment. Students are given customized courses and a daily schedule with a pre-established course completion date. Students will recover or earn credits in a self-directed manner. Students are expected to complete their assigned courses within the allotted due dates. Failure to complete coursework on time may result in a student being administratively withdrawn from the program.

A student may be administratively withdrawn from the Reclaim Academy due to a lack of participation and/or failure to meet the academic requirements.

The Reclaim Academy is monitored by certified, licensed teachers. However, courses are available via the Internet seven days a week. Students are encouraged to work on courses independently and frequently at home when time permits. Instructional services, accommodations, modifications, or support will be provided as specified by the ARD, 504, or LPAC Committee.

These TCS Reclaim Academy guidelines serve as an addition to the TCS Student and Parent Handbook. Students and parents are required to read these guidelines carefully. The Reclaim Academy has developed these guidelines to ensure students have an opportunity to graduate while specifically meeting the individual needs of each student.

Location

Trinity Charter Schools
Virtual Campus

Contact Information

TCS Reclaim Academy Administrators

Principal - Inger Coleman

Registrar – Lois Sifford

Email Address and Phone

Inger.Coleman@trinitycharterschools.org
737-615-7702

Lois.Sifford@trinitycharterschools.org

REQUIREMENTS

Enrollment Process

A student must complete the following actions to be considered for enrollment:

- Complete the Reclaim Academy online admissions application.
- Schedule and attend the virtual orientation to gain access to the coursework.
- Actively participate in school starting the date the student receives their login information.
 - Active participation is considered as student logging in and completing gradable assignments in all their assigned courses.
- Students must actively participate in their courses within the first five school days of attendance to be considered officially enrolled.
- Students and parents will receive a notification each day the student does not actively participate.
- If the student does not engage in the program by the 5th day of school, we will consider the student inactive and cancel enrollment.
- Students who incur a canceled enrollment or are administratively withdrawn will be eligible to apply for re-enrollment the following semester.

Schedule

**TCS Reclaim Academy
Staff Virtual Availability
8:00 am – 3:00 pm**

During the virtual orientation, students will be notified of their course completion deadline and daily schedule expectations. Students must follow the 9-week grading period outlined in our TCS district calendar. Students may need to work outside the regularly scheduled school days to make up for missing work and maintain adequate progress.

Transportation to and from school for the purpose of STAAR EOC testing is the parent or guardian's responsibility. TCS will not provide transportation. Lack of transportation will result in an unexcused absence if a student is scheduled to be on campus. If needed and allowable, a student's testing schedule may be adjusted to accommodate a student's individual needs in the event circumstances change.

Expectations

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

- Comply with the Reclaim Academy and Trinity Charter Schools' expectations and procedures.
- Comply with the Trinity Charter Schools Student Handbook and Student Code of Conduct.
- To display courteous and responsible behavior while on the TCS campus and/or in the virtual learning environment.
- To assume responsibility for their learning by complying with these basic rules.
- Attend class online as assigned by the Reclaim Academy Administrator.

Parents/Guardian:

All parents/guardians shall have the following responsibilities:

- Be sure the student is active in their assigned courses daily.
- Report absences to the school promptly and provide written explanation for absences.
- Hold students accountable to the Reclaim Academy and Trinity Charter Schools expectations and procedures.
- 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.

Application

The TCS Reclaim Academy committee, composed of the Administrator, the Registrar, and staff, will review all applications, and determine placement in the program. The number of students served is limited and students are placed on a priority basis for graduation.

Submitting an application does not guarantee participation in the program.

- Students are required to submit an admissions application for consideration.
- Applications are reviewed and considered within 10 days of submission.
- Students accepted into the program will be scheduled for a virtual orientation.
- Students will gain access to their coursework upon successful completion of the virtual orientation.

GENERAL INFORMATION

Attendance

Attendance Policy

At the Reclaim Academy, we do not take attendance like a traditional school but use participation levels as our measure of attendance. For students to be considered as participating in school, they must be actively working in all their assigned courses by logging in and completing gradable assignments on or before the course completion date. Our virtual school tracks the time students spend working in courses and their progress to measure attendance in our school. Students who successfully complete courses are considered to have attended for compulsory attendance purposes. Students are expected to dedicate 60 minutes of active work daily to each course assigned and/or maintain target progress.

In the event students are no longer actively participating (not logging in or submitting coursework) in the program for longer than 10 school days in all courses, they can be administratively withdrawn from the program. Students who are withdrawn for no longer actively participating or have unknown whereabouts will not be permitted to re-enroll in our program until the following semester.

Active Participation

Students are considered actively participating in the program when logging in and completing gradable assignments in all their assigned courses on or before the course completion due date.

Our program is flexible, meaning students may complete assignments before they are due. Students may complete coursework during hours outside of the regular school day. If students are successful in mastering the curriculum in assigned courses, students may free up regularly scheduled school days for extracurricular activities.

Progress

Expectations Completing Coursework

When students begin their school year with us, courses are assigned in alignment with our District Calendar and the outlined 9-week grading period.

Students will see which assignments are due every school day by reviewing the course progress dashboard in their virtual learning platform. They must complete their course assignments when assigned so they can stay “on pace” with submitting gradable work on or before the course completion date. Students may work ahead in any of their courses if they choose to do so and are mastering the course content.

Parents can log in and monitor student progress and grades at any time using the parent portal and should do so regularly.

Academic Probation

Students may be placed on Academic Probation for one of the following reasons:

- The student was administratively withdrawn from the program in the previous semester.
- Student failed and/or did not complete 2 or more courses during the preceding 9-week grading period.
- The student exceeds 10 or more missed logins and/or is not exhibiting adequate progress in their assigned courses as determined by the Reclaim Academy administrator.

The Reclaim Academy administrative team provides Academic Probation details and will outline specific criteria that must be adhered to over the remainder of the student's current 9-week grading period.

Students in good standing after completing the probation period can be removed from Academic Probation after being reviewed by the administrative team. If removed, another evaluation will be conducted at the end of the semester to ensure that the student is actively participating in the program and staying on pace in all assigned courses. If the student is not adhering to the set criteria, the result can

or will be an administrative withdrawal from the program. The student will not be eligible to return for the remainder of the school year.

Classroom/Virtual Expectations & Procedures

- Check your courses at the beginning of class; notify your teacher or administrator immediately if your web-based programs are not functioning correctly or courses are inaccessible.
- Have headphones on for tutoring sessions, 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 activities in that lesson or topic may be reset after failing an assessment.
- Follow directions, pay attention, and be engaged.
- Make a request if you have questions or need help. Your teacher will get back to you as soon as possible.

Grading Information

Students are graded on gradable assignments in a course. Mastery must be met on assignments to progress through the course.

Students are allowed up to two attempts on quizzes and tests, with the overall grade for that assignment being the average of the submitted attempts. Accessing a third attempt will require 1:1 instruction with the teacher. Students must meet with the teacher to review the area(s) yet to be mastered for the third attempt to be given. Successful students on their quizzes and tests will automatically progress through the course.

Discipline Management

To maintain a virtual environment conducive to learning, discipline and behavior problems within the TCS Reclaim Academy are dealt with fairly and consistently. Students are always subject to the TCS Student Code of Conduct while participating in school activities. Significant infractions of the program's rules and expectations may result in the student's administrative removal from the program or other consequences outlined in the TCS Student Code of Conduct.

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

1. **Cyberbullying:** Any form of harassment, intimidation, or bullying conducted online, including through chat messages, video calls, or social media platforms.
2. **Cheating and Plagiarism:** Using unauthorized resources or copying someone else's work without proper attribution during assessments or assignments.
3. **Disruptive Behavior:** Continuous interruption of virtual classes, using inappropriate language, or engaging in disrespectful behavior towards teachers or peers.
4. **Inappropriate Content Sharing:** Sharing or distributing inappropriate, offensive, or explicit materials within the virtual school environment.
5. **Unauthorized Access:** Hacking into or attempting to access systems, documents, or information without permission.
6. **Impersonation:** Pretending to be someone else (another student, teacher, or staff member) to deceive or manipulate others.
7. **Privacy Violations:** Sharing personal information about oneself or others without consent.
8. **Non-Compliance with School Policies:** Repeatedly failing to follow the virtual school's code of conduct, attendance policies, or other established rules.
9. **Dishonesty:** Lying or providing false information to teachers, administrators, or peers.

10. **Threats or Harassment:** Making threats, whether physical, emotional, or verbal, toward others within the virtual school community.
11. **Invasion of Privacy:** Recording, screenshotting, or otherwise infringing on the privacy of others during virtual classes or meetings.
12. **Engaging in Illegal Activities:** Participating in any illegal activities while logged into the virtual school environment.

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

Makeup Work Policies

Due to the flexibility of our program, students who miss assignments due to illness or other situations are expected to make up the assignments to get back on pace as soon as possible. Students with extenuating circumstances, such as prolonged illnesses requiring hospitalization, should contact the campus administrator to determine the best course of action for the student's educational progress. Students who miss 10 or more logins in each course or whose whereabouts are unknown may be considered no longer actively participating and could be considered for withdrawal from the Reclaim Academy.

State-Mandated Tests

To earn a diploma, state law HB 5 requires students to pass STAAR end-of-course (EOC) assessments for high school courses in Algebra I, Biology, English I, English II, and United States History. For more information on EOC assessments, please visit the [STAAR Resources](#) site available on the Texas Education Agency website.

Thus, students in the TCS Reclaim Academy must pass all their EOC assessments to earn their diploma. Students who do not pass an assessment must complete the STAAR EOC preparation courses for the given assessment(s) and any accelerated instruction required under state law. Students who have yet to pass all required EOC assessments before graduation may not be allowed to graduate. An Individual Graduation Committee (IGC) can determine whether the student can graduate despite having yet to pass all required EOC assessments. Please note that an IGC cannot permit a student to graduate if the student has failed more than two EOC assessments.

Graduation

Upon completing state and local requirements, students will earn a Trinity Charter Schools diploma. Students graduating from the TCS Reclaim Academy will have the opportunity to participate in the TCS commencement. Graduating students must have met all state and local requirements on or before the last scheduled school day. Students who plan to participate in the commencement ceremony must fulfill the same expectations for all graduating seniors (i.e. attend the graduation rehearsal, meet the district dress code, and wear the cap and gown at graduation).

Inclement Weather

Students who experience temporary Wi-Fi or internet access outages due to inclement weather at home must complete any missed work. This may require students to work outside of regularly scheduled school hours. During state testing and other in-person events, we will close, postpone, or cancel the in-person event if the local school district where the event is taking place cancels school activities because of inclement weather.

Transportation

Transportation to and from the designated testing location during state mandated EOC assessments is the responsibility of the parent or guardian. Lack of transportation will result in an unexcused absence.

EDGENUITY and Google Classroom

Overview

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

Our Edgenuity and Google Classrooms will provide courses for ninth through twelfth grade, 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 and Google Classroom strongly support each student in his or her own way. As a result of that process, our courses are designed to provide students with activities that support the ways they learn best: seeing, hearing, and touching the course materials.

Courses Offered

English	Math	Science	Social Studies
<ul style="list-style-type: none">English IEnglish IIEnglish IIIEnglish IV	<ul style="list-style-type: none">Algebra IAlgebraic ReasoningGeometryMath ModelsFinancial MathStatisticsAlgebra II	<ul style="list-style-type: none">BiologyIPCChemistryPhysicsEnvironmental SystemsEarth & SpaceAnatomy & Physiology	<ul style="list-style-type: none">World GeographyWorld HistoryUS HistoryEconomicsGovernment

- Electives are assigned based on student interest.

Technology Requirements

To ensure your student has access to all necessary resources, please make sure you have the following:

- A reliable internet connection
- A computer with a working camera, microphone, and speakers. Chromebooks are highly recommend