Trinity Charter Schools

Reclaim Academy

2022 - 2023

"Educating and Empowering Students
to Transform and Reclaim Their Lives"

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INTRODUCTION

SUMMARY

The Reclaim Academy is a program of choice that is designed for students who need a flexible learning option or for students who are not on-track to graduate with their cohort on-time and thus, at-risk of dropping out. Students participating in the program are given the opportunity to earn, or regain credit, and finish remaining courses needed for graduation through an in person and/or web-based hybrid 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 individualized learning environment and work on the required assigned courses each day that will be determined by a TCS Administrator and Registrar prior to enrollment in the program. This determination will be based on the credits needed to graduate and the time frame to graduation. Students will be given a customized course timeline and daily schedule with a pre-established graduation date. Students will recover or earn credits in a self-directed manner. Coursework should be completed within the allotted deadlines to keep students on-track. Failure to complete coursework on-time may result in an alternative individualized plan to be put in place and in requirement of in person attendance. **A student may be removed from the Reclaim Academy because of a lack of attendance and/or failure to meet the minimum 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. All courses will be set up to allow pretesting and retakes for all assessments. Instructional services, accommodations, modifications, or support as specified by the ARD, 504, or LPAC Committee will be provided.

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
Student Home Campus

CONTACT INFORMATION

TCS Reclaim Academy Administrator

Nicki Cornejo, MEd

Email Address and Phone
nicki.cornejo@trinitycharterschools.org
903-941-1515

REQUIREMENTS

ELIGIBILITY

A student must meet the following identified criteria or have an extenuating circumstance to be considered for participation into the program.
- Class of 2022 or prior
- Needs to recover 4+ semester credits
- Needs alternative learning opportunity reviewed by TCS
- Previously has been in a credit recovery program or dropped out of school
- Is at risk of not graduating or dropping out of school

SCHEDULE

TCS Reclaim Academy
Start Time: 7:55 am
End Time: 3:15 pm
Evening Hours: Campus Based*

Students will be given a customized course timeline and daily schedule with a pre-established graduation date. A minimum of 5% course completion will be required daily of all students. Students may be required to complete more than 5% of a course as dependent on the number of credits needed and anticipated graduation date.

Unless you have prior approval from the Reclaim Academy Administrator, you will not be permitted onto any TCS campus during the times schools are not scheduled to be in attendance. Students will not be permitted to come on campus until their scheduled start time and must exit the building as soon as their session has ended, and they have been dismissed by their teacher. All students will be required to enter/exit the building through the main office or student entrance. Students must have pre-approved times scheduled with their teachers to participate in on campus learning.

Transportation to and from school during the school hours is the responsibility of the parent or guardian. Transportation will not be provided during school hours. Lack of transportation will result in an unexcused absence if a student is scheduled to be on campus. A student's schedule may be adjusted if needed to accommodate a student's individual needs in the event circumstances have changed.

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
- 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 in person or online as assigned by the Reclaim Academy Administrator
- Use class and home time to complete assignments
- Show progress in their work

Parents/Guardian: All parents/guardians shall have the following responsibilities:
- Be sure the student attends school 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 Teachers, 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 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 start the academy on the given date from the administrator

GENERAL INFORMATION

ATTENDANCE

Students must meet the 90% mandatory school attendance criteria as set forth by the Texas Education Code to receive credit for a class. Students will automatically be denied credit if their attendance for any courses is below 75%. **Students are responsible for logging into the Reclaim Academy google classroom daily and checking in for attendance before 10:00 am. A student may be removed from the TCS Reclaim Academy because of a lack of attendance and/or failure to meet the minimum academic requirements.**

Students must complete the assigned courses in the 9-week grading period allotted. If a student is excessively absent during the time a class is offered, he/she is still responsible for completing assigned courses on or before the target end date. As a guideline, students should complete daily approximately 5% of each assigned course to stay on target.

PROGRESS

Students will be available to view their progress at any time when they are logged into Edgenuity. Academic progress reports will be disseminated at the end of every grading period. By providing an email address, parents will receive a weekly progress report of their student. The parent/guardian may request to receive the report daily if 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 a conference.

Students will receive course credit when the Texas Essential Knowledge and Skills Requirements for a course has been met and the course is completed with teacher approval. A course will also require a grade of 70+ or the grade earned averages with the student's other semester grade to be 70+. A numerical grade will be given on the student transcript, but grades do not calculate into GPA for ranking purposes, however, credit is earned.

All courses in Edgenuity will be set up by semesters (i.e. Algebra I will be divided into Algebra I A and Algebra I B). Students will be given a 9 week grading period to complete 2 full course credits. Students will be assigned one half courses to work on at a time and will move on to the next half course as credit is earned. A start date and target end date will be given for each course they are assigned. Students are required to maintain satisfactory progress at all times. As a guideline, students should complete daily approximately 5% of each assigned course to stay on target. Students must complete a minimum of 8 semester credits per semester.

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

CLASSROOM/VIRTUAL EXPECTATIONS & PROCEDURES

- Check your courses at the beginning of class; notify your teacher if equipment is missing, inoperative, or damaged in any way.
- When on campus bags/backpacks/purses are not allowed, only the assigned chrome book.
- 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 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 to you as soon as possible.
- No internet windows open except for those associated with Edgenuity.

CLASSROOM/VIRTUAL CONSEQUENCES

Minor Infractions:
- Verbal warning, proximity control, change of location
- Phone call home
- Conference with teacher/parent
- Disciplinary referral and conference with Reclaim Academy Administrator
- Possible removal from the TCS Reclaim Academy

If the infraction merits, parent contact will be made immediately, and the student will be removed from the learning environment. 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 within the TCS Reclaim Academy are dealt with in a fair and consistent manner. Major infractions of the program's rules and expectations may result in the student's alteration 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 students or individuals
- Sexual harassment in any form i.e. verbal, physical, cyber (texting, sexting, social media, emailing, etc.)
- Obscene or offensive and indecent language and/or conduct
- Bullying in any form i.e. verbal, physical, cyber (texting, sexting, social media, emailing, etc.)

At the Reclaim Academy, 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 to have a minimal effect on the learning environment of the other students.

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.

STATE-MANDATED TESTS

HB 5 requires students to pass STAAR (EOC) assessments for secondary-level courses in Algebra I, Biology, English I, English II, and United States History. Visit the EOC Assessments webpage http://www.tea.state.tx.us/ for additional information and resources.

Thus, it is mandatory for students in the TCS Reclaim Academy to pass all their EOC assessments to earn their diploma. Students who do not pass an assessment will be required to complete

the Edgenuity preparation courses for the given assessment(s). If a student completes all his/her course credits and EOC prep course(s) and still has not passed all of his/her EOC assessments, then the student can complete a project and an Individual Graduation Committee (IGC) can determine if the student can be waived from no more than two EOC assessments.

GRADUATION

Students will earn a Trinity Charter Schools diploma upon completion of state and local requirements. Students graduating from the academy will have the opportunity to participate in the Trinity Charter Schools commencement. Graduating students must have met all state and local requirements on or before the Wednesday before graduation. 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).

LEAVING 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 through the attendance office or campus administrator.

SCHOOL SUPPLIES

All instructional materials needed by academy students are supplied by the school. Students may request to check out a Chromebook and/or Hotspot to work remotely from home. Requests can be made on the application.

TRANSPORTATION

Transportation to and from school during the school day is the responsibility of the parent or guardian. Lack of transportation will result in an unexcused absence.

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.

COURSES OFFERED

ENGLISH	MATH	SCIENCE	SOCIAL STUDIES
- English I - English II - English III - English IV	- Algebra I - Algebraic Reasoning - Geometry - Math Models - Financial Math - Statistics - Algebra II	- Biology - IPC - Chemistry - Physics - Environmental Systems - Earth & Space - Anatomy & Physiology	- World Geography - World History - US History - Economics - Government

COMMUNICATIONS	FINE ARTS	TECHNOLOGY	ELECTIVES
- Spanish I - Spanish II - Professional Communications (Speech)*	- Art I	- BIM I - PIT	- Career Preparation - Creative Writing* - Health* - Literary Genres* - Medical Terminology - Money Matters - PE - Personal Financial Literacy* - Practical Writing - Principles of Business - Principles of Health Science - Psychology* - Sociology*

TECHNOLOGY REQUIREMENTS

- 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)

Students may request to check out a Chromebook and/or Hotspot to work remotely from home. Requests can be made on the application.

GOOGLE CLASSROOM CLASS CODE: 7xuzaib

- **Students are required to join the TCS Reclaim Academy google classroom**
- **Students are required to check in daily before 10 am for attendance**
- **Students will use the google classroom to contact teachers for support or email them directly**
- **Teacher subject area and contact information is available in the google classroom**