

Student Handbook Contract Specific for Angelina College Students: Addendum to Pineywoods Community Academy's Student Handbook

Purpose:

To give PARAMUS High School students and their parents an understanding of the general rules and guidelines for attending and receiving an education at PARAMUS Early College High School:

When this document uses “we” or “our”, it means the school, Angelina College and/or the administrators. When this document uses “you” or “your”, it means the parent, legal guardian or person who has accepted responsibility for a student, at least in regard to school matters. From time to time, this document will use more general terms, such as “parents” and “school officials”. Regardless of the particular terminology, our intention is to speak directly to you as the adults who are responsible for working with us, the school officials, to make your children’s experience with PARAMUS Early College High School a positive educational experience.

Contract between the school and parent/student:

The mission of PARAMUS Early College High School is to provide a comprehensive, innovative educational program that prepares individuals to be successful, responsible, independent citizens.

The application for admission enrollment for Angelina College is an official government record, and it is a crime to provide false information of any kind or false records for identification.

Release During the School Day

- ⇒ Any student will be allowed to leave during the school day with the permission of the principal or someone in the principal’s office who has been given the authority to release students. In this case that person is the ECHS attendance clerk.
- ⇒ Only seniors with ALL passing grades will be afforded EARLY RELEASE. All other students must attend an assigned study period to complete college course work.
- ⇒ Students will NOT be released during the school day to participate in private lessons. If you believe that a special situation warrants an exception to this rule, please contact the ECHS principal to schedule a conference about your situation.

Attendance and Withdrawal from Angelina College Courses

- ⇒ No PARAMUS ECHS student may withdraw from an Angelina College course without written permission from the ECHS Principal.
 - Acceptable reasons for withdrawal before last day to withdraw
 - 1. Student is overloaded (too many classes)
 - 2. Student withdraws from PARAMUS ECHS
 - Acceptable reasons for withdrawal on the last day to withdraw

- 1. Student has completed all assignments and is still failing with no chance to recover
- 2. Student has no more than one absence in the class to be dropped
- 3. Parent/Student/Administrator conference
- 4. Instructor's recommendation

⇒ PARAMUS Students must sign in with the Attendance Clerk before 7:45 each morning that they have classes (including Fridays.)

- Seniors who are in good standing with PARAMUS and Angelina College concerning attendance may call-in to the Attendance Clerk or designated person to chart presence for that day.
- All students, including seniors, arriving after 8:00 (tardy) must sign in with the attendance clerk.
- Students whose classes begin after 8:00 must sign in with the Attendance Clerk.
- Before leaving Angelina College for ANY reason, all students must sign out with the Attendance Clerk
- If a student is tardy three times, the consequence will be a parent conference:
 - By phone
 - By mail
 - Or in person

***Failure to adhere to this TARDY POLICY may result in ACADEMIC SUSPENSION**

⇒ **Make-up Work**

- When absent it is the student's responsibility to make arrangements for make-up work with his instructor
- Students must provide evidence of instructor conference:
 - Poof of Email
 - Signed document from instructor -Face-to-Face

⇒ **Flexible Day schedule for AC students**

- Flexible Day: When PCA is in session, but AC is not. Flexible day will be in effect for students in good standing who either have Angelina classes first in the morning or last in the afternoon. Flexible day will not apply to those who have Angelina classes between PCA classes.

Students must meet all of the following requirements to be considered in Good Standing:

- Student must have 95% attendance the prior semester (Spring semester attendance would be considered for flexible day for

the fall term-there may be certain days during both terms that ALL ECHS students are required to attend for orientation)

- Student must have no outstanding fees or dues
- Students must not have Academic Probation from Angelina College
- Students with “F’s in the previous long semester will not be allowed flexible schedule (NO Exception)
- Student MUST be TSI complete

⇒ **Driving/Parking at School**

- It is a privilege to drive an automobile onto the Angelina College campus daily, thus, all automobiles brought onto the Angelina College campus must be registered with the Angelina College Transportation office. You are responsible for any tickets, fines or fees.
- Only ECHS seniors who are licensed to drive may have automatic driving privileges to Angelina College.
- PARAMUS ECHS students who are PCA Juniors or younger and wish to have driving privileges to and from Angelina College must meet the following requirements:
 - Obtain a PCA parking permit prior to obtaining an Angelina College parking permit
 - Must have a 2.0 or higher Angelina College GPA
 - Must not have a “W”, “F”, or “D” in the current semester or preceding semester of application
 - All students have full responsibility for the security of his or her vehicle and must make certain that it is locked and the keys are not given to others.
- Vehicles parked on the Angelina College property are under the jurisdiction of Angelina College and PARAMUS ECHS Principal. Angelina College and/or PARAMUS ECHS may search vehicle if reasonable cause exists to do so, with or without the presence of the student. The student will be held responsible for any prohibited objects or substances found in their vehicles.
- It is recommended by Angelina College that no student move his/her vehicle once it has been parked at Angelina College.
- Students who enter the parking lot are considered to be on campus and are not allowed to leave without permission.
- All student vehicles must be parked in the designated student parking areas. Any student parking in unauthorized areas is subject to disciplinary action and/or or towing of their vehicle.
- Failure to park in designated parking lot at Pineywoods Community Academic may result in loss of ALL driving privileges to/from PCA and Angelina College.
- Reckless or dangerous driving on or near Angelina College and PCA is strictly prohibited. Such driving includes but is not limited to:
 - Speeding

- Improper passing
 - Burnouts
 - Accidents occurring on the Angelina College property must be reported to the local law enforcement authorities.
- ⇒ Any violation of this contract will result in suspension of the privilege of driving an automobile onto the Angelina College property.
- ⇒ All rules of this contract are in effect for any PARAMUS ECHS student who wishes to drive an automobile on the Angelina College Property.
- ⇒ PARAMUS ECHS students are required to ride their assigned Timberwolf Bus.
 - Exception:
 - Permission to Drive
 - Transportation provided by Parent
 - Written permission from Parent for other means of transportation.
 - Permission must include name of person with whom student can ride
 - Exact date or dates student has permission for alternate transportation
 - Release of HARM for Pineywoods Community Academy and PARAMUS High School and its officials.
 - Permission must be typed or written in parent's own handwriting and notarized by a certified licensed notary.

⇒ **Educational Technology and Acceptable Use**

- All PARAMUS ECHS students enrolled at Angelina College will be assigned a laptop computer. These laptops are intended for use in conjunction with education programs offered by PARAMUS and Angelina College.
- Students who abuse this privilege will be denied access to computers and subject to disciplinary action. Abuse includes but is not limited to:
 - Violation of copyright laws
 - Engagement in plagiarism
 - Abuse or neglect of school issued equipment
 - Unauthorized alteration of software
- ⇒ Beginning in the spring semester of 2014 we must have a FERPA on file for each student allowing access to grades at Angelina College.
- ⇒
 - The following people must have access
 - ECHS Principal
 - PCA Secondary Principal
 - PCA Director
 - ALL access and passwords will be restricted to the PCA Administration ONLY

Student Name (signature)

Parent Name (signature)

Principal's Name (signature)