

P.A.W.S.

(Positivity, Academics, Want to Change, and Success)

Alternative Education and Credit Recovery Handbook



“Keeping a positive mindset as we make changes to pursue academic and personal growth to reach success.”

Brief Overview of Alternative Education

- There are two sessions of Alternative Education.
 - A.M. - 1st, 2nd, and 3rd period.
 - P.M. - 5th, 6th, and 7th period.
- Students are on a state diploma.
- Communication is essential. Please call, text, or email: over communication is better than none.
- We use Odysseyware as our online platform.
- Incentive based, you are rewarded for getting work done and doing the right thing.
- Attendance is very important!
- Homework can be required if a student is credit deficient.
- Please use breaks sparingly as you are here for such a short time.
- Be responsible with your cell phone.
- Basic Guideline: Be respectful to yourself, others, and belongings.

Brief Overview of Credit Recovery

- Students will be placed in a period or periods during their school day.
- Communication is essential. Please call, text, or email: over communication is better than none.
- We use Odysseyware as our online platform, unless you have started a class on Edmentum that the student has the choice if they would like to proceed on Edmentum or try Odysseyware.
- Incentive based, you are rewarded for getting work done and doing the right thing.
- Attendance is very important!
- Please use breaks sparingly as you are here for such a short time.
- Be responsible with your cell phone.
- Basic Guideline: Be respectful to yourself, others, and belongings.

Staff

Instructor: Janelle Jackson

Instructional Assistant: Andre Brown

Instructional Assistant: Becki Lader

Counselor: Andrea Oropeza

Principal: Ken Stott

Vice Principal: Andrew Aman

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Introduction to Alternative Education

General Information

Location: P.A.W.S. Alternative Education Program is located at Gervais High School. In classroom #17.

Staff: There is one teacher of P.A.W.S., two instructional assistants, a counselor, and an administrator for the program. You can reach the classroom by calling 503-792-3803. The best way to get in touch with P.A.W.S. faculty is by email.

Goal: The goal of P.A.W.S. is stated in our mission statement, “Keeping a positive mindset as we make changes to pursue academic and personal growth to reach success.” As a staff we are committed to helping students learn how to persevere against all odds. We hope to encourage them in making academic as well as personal goals, and teach/coach them to follow through with their goals. The staff hopes to instill a confidence in students to make positive changes in their lives and grow not only academically but as a holistic person.

The Handbook: Students of P.A.W.S. are governed by the Gervais High School Handbook and are held to those standards. This includes athletics and activities.

Students: There is a high demand for P.A.W.S.. As a staff we hope you take advantage of the opportunities offered by enrolling in this program. We encourage you to make choices that support your education, because we believe you can succeed.

Attendance, Absences, Tardy

Attendance is an integral part of P.A.W.S., if you don't attend it's challenging for a student to make progress on their academic and personal goals. This is why the staff of P.A.W.S. places such an importance on maintaining good attendance. The staff understands that there are emergencies that happen, and will do their best to work with the student if unfortunately an emergency does come up. It is asked, however, that personal appointments (i.e. dentist, doctors,) are made before and/or after the student's session.

Please remember that with absences and tardies communication is the key. Talk to the staff about upcoming absences. Call and/or email the P.A.W.S. staff if you forget to tell them in advance.

Bathroom/Breaks

Please use the bathroom and break time responsibly. The student is here for a short time and should use their time here to the best of their advantage.

Being on Campus

Unless it is during class time, lunch, a school wide activity, or pre-arranged with the staff; students should not be on campus. It is understandable that events will arise that require a student to need extra time on campus than the three periods they are assigned, please talk with the staff about it.

Cell Phones

Cell phones are a distraction and can cause the student to stray from their academic and personal goals, please use them responsibly. A student can use them for music and/or as a calculator. If it is important that you take a phone call or make a text, just ask. It is recommended to get the utmost from the program that upon entering the classroom, they should be turned off, or turn on a playlist and put the phone in your pocket. The staff understands that if parents/guardians need to contact the student they can call the main office and a message will be sent to the student. If the cell phone becomes a problem, staff will call home and speak with the parent/guardian.

Classroom Environment

The P.A.W.S. classroom has been specifically designed to help students succeed with their academic and personal goals. Our goal is that with this type of a classroom environment you will be encouraged to succeed and feel like a part of a learning community.

Credits and Classes

Classes can vary by the needs of the students in P.A.W.S. The types of classes are as follows.

Online: These classes are completely online, through the Odysseyware program.

Teacher Taught: These classes are taught entirely by the teacher, the assignments are graded by the teacher, no online component is used.

Every nine weeks a student will receive three new classes (or another specified amount), which allows a student to earn a minimum of 6 credits per year if the classes are completed successfully. A student can always move through their classes quicker if they choose.

If a student successfully completes a class early, they will be assigned a new class. It is strongly encouraged by the staff and administration that to achieve their goals they work very hard at their individual classes. If a student needs to recover several classes, they will need to get through it more quickly.

Attached is a credit completion paper, the plan for how the student will attain credits. Many things factor into what is expected for each quarter. During the intake process the staff will help you outline what is expected of your individual student in terms of completion. The goal is 1 -2 credits per quarter.

Academic honesty is required of all students and is outlined in the Gervais High School Handbook. If a student is found to be academically dishonest their class could be ended and they would earn an F, required to re-do work that was not done honestly, and in extreme or repetitive actions of academic dishonesty; exited from the program.

The expectation by the staff and administration is that a student spends roughly 10-15 hours per week (5 days) at home on their online classes. This will depend on the amount of school work the student has to do based on their credits and path to graduation.

All tests/assessments must be completed in P.A.W.S.. No tests will be taken with other staff members unless approved by the principal and/or counselor in writing.

Behavior

Conduct which is not productive to the student's academic and personal goals is a serious offense, or a consistent behavior that the student has been warned about that is interfering with their academic and personal progress. The following is the procedures that staff will follow when a student is not exhibiting productive behavior. All conversations will be documented, the parent/guardian, student, administrator, and/or counselor can request to see the documentation at any time, it will not be shown to staff outside of P.A.W.S..

1. A verbal conversation about what is happening in the student's life that is causing them not to be productive.
 - a. If the staff member deems after this conversation to be a serious challenge they will inform the counselor.
 - b. If the student is having an "off" day the staff will expect that the next school day will go better.
2. If the behavior continues a second conversation, and a phone call home.
3. Parent, student, staff conference about the behavior and a plan that all parties agree to.
4. If a student is still not committing to staff expectations they will be exited from the program.

Diploma

Even if a student graduates "early", they are encouraged to participate in commencement activities.

Incentives

P.A.W.S. is an incentive based program, which means that we reward good choices in behavior that gets you closer to your goals of graduation. There are a number of incentives that a student of P.A.W.S. can take advantage of, which we hope will encourage you to succeed in this program.

Breakfast and Lunch

Breakfast and lunch is with the entire student body. If your student is in the morning session they can request a "box lunch" and one will be provided for you. If your student is in the afternoon session, you can inform the staff you would like a "box breakfast" and one will be provided for you.

Communication

A student will receive a report card mailed home after the completion of every quarter. On the report card will be the name of the class, grade, and what graduation category it fulfills. There will be no progress reports as a student in P.A.W.S. can finish classes extremely fast if they work hard. Parents/guardians are encouraged to email staff if they would like updates on progress, before the completion of a quarter.

General Education Classes

If it is deemed in the student's best interest, a student can take classes in general education. This would be reflected on the student's schedule. However, a student would still be held to the homework standards of P.A.W.S. If classes are not being completed successfully the team will reevaluate the student's schedule.

Introduction to Credit Recovery

General Information

Location: The Credit Recovery Program is located at Gervais High School. In classroom #17.

Staff: There is one teacher, two instructional assistants, a counselor, and an administrator for the program. You can reach the classroom by calling 503-792-3803. The best way to get in touch with faculty is by email.

Bathroom/Breaks

Please use the bathroom and break time responsibly. The student is here for a short time and should use their time here to the best of their advantage.

Cell Phones

Cell phones are a distraction and can cause the student to stray from their academic and personal goals, please use them responsibly. A student can use them for music and/or as a calculator. If the cell phone becomes a problem, staff will call home and speak with the parent/guardian.

Credits and Classes

Classes can vary by the needs of the students in credit recovery. Credit recovery students will complete courses through the Odysseyware program. If a student has started a class in Edmentum during the previous school year, they have an option of finishing that class or trying something different on Odysseyware. Typically each class is worth .5 credit.

Classes are expected to be finished in the semester the student is assigned to credit recovery. If a student works hard they can finish classes early or complete more than one class per semester. If the semester is not over and a student is done with their credit recovery classes; Mrs. Jackson and the student will meet with the counselor to determine which of the following is the best option to finish the semester.

1. Continue in credit recovery using it as a study hall.
2. Move into a general education course.
3. If the student had 1st or 7th period credit recovery as a senior and are in good standing with ALL their academic courses they could have early release or late arrival.

Communication

A student will receive a copy of a certificate stating what class they finished and their grade for the course. One will be given to the registrar for recording purposes, and one will be mailed home. Please know that these classes will never show up on a report card. They are directly put on your student's transcript.