

P.A.W.S.

(Positive Academics & Willingness to Succeed)

Alternative Education & 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

- Students are working to earn a state diploma.
- We use Odysseyware as our online platform.
- Daily attendance is required.
- Homework may be required for students who are credit deficient.
- Students may work on Odysseyware outside of the classroom / classtime
- Breaks should be used sparingly.
- Students are expected to be responsible with cell phones.

Brief Overview of Credit Recovery

- Students will be placed in a period or periods during their school day.
- We use Odysseyware as our online platform.
- Daily attendance is required.
- Students may work on Odysseyware outside of the classroom / classtime
- Breaks should be used sparingly.
- Students are expected to be responsible with cell phones.

Basic Guidelines: Be Respectful to yourself, others, and belongings. Come prepared each day. Use class time purposefully and intentionally.

Staff

Teacher: Ben Poff

Instructional Assistant: Madeline Kramer

Counselor: Andrea Oropeza

Principal: Andrew Aman

Vice Principal: Justin Wilson-Gabor

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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 #22.

Staff: There is one teacher of P.A.W.S, one instructional assistant, a guidance 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 through 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 school 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, Tardies: 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 (ie: dentists, doctors, etc.) are made before and/or after school when possible.

It is important to remember that the school office should be notified regarding scheduled as well as unpredicted absences or tardies.

Bathrooms/Breaks: Please use the bathroom and break time responsibly. Students have a limited amount of time to complete course objectives.

Being on Campus: Students are expected to be in class during class time, and should not be “hanging out” on campus outside of these times.

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 turned to a playlist and then put 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, students will be subject to the school cell phone discipline policy. NEW FOR 2023-24: Students taking a bathroom break are required to leave their cell phone in the classroom.

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. Assignments are graded by the teacher, no online component is used.

Students will be assigned a single online class at any given time. Students will work through and complete a single class before moving on to the next required class. Students working diligently should be able to complete a minimum of 6-8 credits per year, this equals approximately 1-2 credits per quarter. By putting in extra time at home or maintaining exemplary work habits students may progress at a faster rate.

During the P.A.W.S. intake process staff will help you outline what is expected of your individual student in terms of completion as well as which classes need to be completed.

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, be required to redo work that was completed dishonestly, and, in extreme or repetitive actions of academic dishonesty, be exited from the program.

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

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

Breakfast and Lunch: Breakfast and lunch is with the entire student body. All school breakfasts and lunches at Gervais High School are provided free of charge.

Behavior: Conduct which is not productive to the student's academic and personal goals is a serious offense. Consistent behavior that interferes with the academic and personal progress of students in the P.A.W.S. classroom will not be tolerated. The following are 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 there is indeed 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.
 - c. Staff will work to provide wrap around services for students as appropriate.
2. If the behavior continues a second conversation and a phone call home will occur.
3. If the behavior still continues, parents, student, staff and administrators will hold a conference where a behavior plan will be agreed upon and put into place.
4. If the student is unable to uphold the conditions of the behavior plan they will be exited from the P.A.W.S. program.

Diploma: Students are not allowed to "graduate early" without administrator approval. Students who finish their required credits ahead of the traditional June graduation will complete a senior survey class that mirrors the work done by their peers in general education.

Students with Jobs: While we understand the economic situations that often require students to seek employment, it is important that students in the P.A.W.S. program prioritize the completion of their academic responsibilities. Students will not be allowed late arrival or early dismissal without administrator approval. It should be noted that students can earn a limited number of credits for their work experience.

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.

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 #22.

Staff: There is one teacher, one instructional assistant, a guidance 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 through email.

Bathrooms/Breaks: Please use the bathroom and break time responsibly. Students have a limited amount of time to complete course objectives.

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, students will be subject to the school cell phone discipline policy.

NEW FOR 2023-24: Students taking a bathroom break are required to leave their cell phone in the classroom.

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. Typically each class is worth .5 of $\frac{1}{2}$ of a 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, the teacher, student, and counselor will meet to determine which of the following is the best option to finish the semester:

1. Continue in credit recovery, using the time as an extra study hall.
2. Join a general education class already underway (requires administrator approval)
3. Take early release or late arrival (only available to seniors in good standing with ALL their academic courses - requires administrator approval)

Communication: A student will receive a certificate stating what class(es) they finished and their grade for the course(s). One copy 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.