Coweta Academy

Student Handbook

2019/2020

Dear Student:

Welcome to the 2019-2020 school year. This student handbook contains valuable information about guidelines, rules and expectations of Coweta Academy. These rules are designed to help provide a safe and positive learning environment for all students and staff. It is an important mission of CA to provide each student an interdisciplinary learning environment integrating: the arts, life skills, character development, and credit recovery all while meeting state graduation requirements.

Our goal is to help students attain both intellectual growth as well as personal development. In order to accomplish these goals we encourage parents, students and teachers to work together toward the success of all students. I anticipate a productive school year where obstacles will be overcome and positive relationships will be forged. Together we will achieve success.

Coweta Academy Director

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**Coweta Academy**

Coweta Virtual Academy

14607 S. 305th East Ave.

Coweta, Ok 74429

A.-Introduction and Program Plan

**A:1-Coweta Academy**

Coweta Academy offers courses necessary for graduation in the core areas of Math, English, Social Studies and Science.  Students may need to take certain courses at CA to fulfill their electives and high level core areas. The student will receive individual assistance as they master the goals consistent with the state academics requirements for specific curriculum courses required for graduation. To pass, the student must achieve a minimum of 60% competency in each course enrolled.  CA encourages all students to strongly consider enrollment in the Vocational Technical School at Muskogee and possible concurrent enrollment classes with Tulsa Community College.

**A:2-Program**

The Coweta Academy involves the same academic requirements as Coweta High School. Alternative instructional methods are used to meet the specific needs of each student. Enrollment in CA is voluntary, and the student must accept responsibility for their own success in both behavior and academics.  CA believes that a student who desires to complete graduation requirements will assume many personal responsibilities including: being courteous to staff and peers, self-pacing themselves and complying with all of the programs rules and regulations.

**A:3-Vision**

CA education will be a blended program that will follow the vision and mission of Coweta Public Schools. Which will allow students who have remedial needs to have a complete personalized one on one experience with an opportunity to progress at their own pace. This vision encourages students to graduate from high school or gain the necessary skills to return to the regular school setting.  Each student that fulfills the graduation requirements from CA will receive a high school diploma from Coweta High School. CA is designed to serve eligible students allowing individualized, modified and alternative instruction.

**A:4-Goal**

To provide a personalized academic instruction, career/vocational counseling and assessment, vocational programs, a work-study program and integrate services from outside agencies as needed to meet individual student needs. All while presenting an atmosphere for students with alternative learning capacities in order to achieve credits towards graduation at an expedited rate.

**A:5-Plan and Policy**

An application process for students to apply and evaluate students’ needs will continue to be required for entrance into CA. Students who are then admitted will have to agree to a contract and follow the rules and guidelines of the program. Students will be evaluated regularly for attendance and progress to validate that sufficient credits are completed. Students will be using Odyssey software and will be offered traditional learning as well. Student’s not utilizing work study, Vo-Tech, or concurrent classes, and have more than three years of credits to earn will be required to attend school for six (6) hrs. daily. Students will be able to accumulate credits at their pace and be allowed to vacate the school system early if they meet requirements for graduation.

The CA school handbook will be the first source for policy unless otherwise noted.  It is the student’s responsibility to familiarize himself/herself with these expectations. A signed contract will be required before admission to CA.

**A:6-Privileges and Responsibility**

CA is an extension of Coweta High School. It is a place where individuals attend to complete their high school diploma and gather skills to allow them to be successful in life. CA is a “Zero Tolerance” school.  Any violation of the rules and regulation may result in the loss of your privilege to attend CA.

**A:7-Support Services**

Support services are available to the student from varied agencies and are an integral part of CA. These services can include vocational assessment and training, job sampling and vocational counseling as well as Life Skills education.

B.-Attendance and Progress

**B:1-Absences/Tardies**

Dependable and punctual attendance is a critical factor to be a success at school and the workplace. CA is concerned about excessive absenteeism and tardiness during school hours. Parents will be contacted when students are absent.  Due to the flexibility of CA a student is expected to spend the appropriate amount of time in each course to stay on pace with the course objectives. Once a student arrives at school, he/she may not leave prior to the end of the school day without permission from the school. Students who leave without following the proper procedure are considered truant.

Please see attendance Policy in CHS student handbook:

**“The board of education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes to the extent possible. Realizing that some absences may be beyond a student’s control, the board has adopted a policy requiring students to be in attendance a minimum of 90% each semester to earn credit for any course in which the student is enrolled. In accordance with this policy, students are limited to 10 absences per semester (this includes excused absences). Students who exceed 10 absences in a given semester will receive a grade of “F” (maximum of 59%) prior to the semester exam. The final semester grade will be calculated as an average of 59% of the total points possible for the semester and the grade earned on the semester exam.”**

**“Failure to get the absence cleared through the attendance office” at CA, “will result in truancy.”** Please notify the school when your child will be absent that day. 918-486-0600.

**B:2-Progress**

Students who fall below a 65% in the course or that gets behind on the required minimum will be required to attend a meeting with the Director of CA and reassess student’s progress. If student continues to fall behind on program requirements the student contract will be revisited and possible termination of CA privileges could incur. Progress reports/grades are sent home periodically.  Parents and student can monitor grade via Power School at any time.  Contact CHS counselor’s office for login and password.

C.-Student Behavior and Discipline

**C:1-Student Behavior**

A student who repeatedly fails to comply with various school policies, rules and regulations will be subject to suspension and/or lose his/her right to attend CA. Even repetitive, chronic, minor violations can result in a disciplinary action.  Please see Discipline Procedures in the CHS Student Handbook.

**C:2-Discipline**

*Refer to the Discipline Procedures in Coweta High School Student handbook.*

**C:3-ZERO TOLERANCE-Harassment, Intimidation, Bullying**

CA is committed to creating and maintaining a learning environment that is free from harassment, intimidation and bullying.  See Coweta Public School student handbook policies.

**C:4-ZERO TOLERANCE-Illegal Dangerous, and Disruptive Article**

Weapons or other articles dangerous to life or property, illegal items or actions that materially and substantially disrupt school activities shall be prohibited on school property.  Items may be removed from a student’s possession by school authorities and at the discretion of the school administrator, and turned over to the police. Those person considered to be disrupting school activities may be required to leave school property at the discretion of the school administrator. Disruptive personal items may not be brought to school. These items may be confiscated and returned to parents upon parent request or held until the end of the term.

**C:5-ZERO TOLERANCE-Substance and Drug Abuse**

Substance abuse including: alcohol, tobacco, inhalant, vaping, prescription drugs (not approved for use by the student), or other drugs are prohibited on school property or at any school-sponsored activity.  Persons suspected of being under the influence, or in possession of any of the above, who come to school, or school activities, will be subject to prompt disciplinary action appropriate to the offense.  Reasonable suspicion is sufficient enough to warrant action including search of student and his/her belongings, including vehicles.

**C:6-Medication-On Person or In Vehicle**

In the event that prescription of non-prescription medication is required, a student or parent must bring it to staff in an appropriately dated and labeled prescription container, and it will be provided to them at the appropriate time.  Written consent from a parent must be obtained in advance before any medication (prescription or non-prescription) will be administered to a student.

**C:7-Money and Valuable Articles**

Please do not bring large amounts of money or valuable articles to school. The school cannot accept responsibility for stolen money of other articles.  Lockers are not provided for use at CA.

**C:8-Dress Policy**

Appearance and attire at school should be neat, clean, and within the bounds of decency, health, and safety.  Dress and appearance shall not be disruptive of the educational process or learning objectives. Please refer to dress code policy in the CHS student handbook.

**C:9-Electronic Devices.**

Electronic devices such as cell phones, etc. are required to be turned off during school hours unless teacher gives specific permission for the student to have them on.  Violations of using these devices can result in temporary loss of device during school hours, detention, or continued violation loss of CA privileges. Cell phone usage is permitted at any time in the event of an emergency. An emergency is defined as any event in which there is imminent danger of bodily injury or loss of life or damage to property.

**C:10-Computer**

Each student is expected to use his/her computer responsibly and is required to fill out the Student Internet User Agreement.  Please see computer/internet policy in the CHS student handbook.

D.-Communication

**D:1-Communication**

As a Coweta Academy student, communication between the teacher, student, and parent is critical.

* Students are expected to check daily for messages and announcements from the instructor or the school.  Instructors will be checking with each student regularly to monitor progress and answer questions. Students are to respond to all emails and/or phone calls from their instructor when requested. A messaging system such as Remind may be used to communicate with students and parents.
* Instructors can be contacted through email and phone calls. Students can expect a reply from the teacher within 24 school hours.  Instructors will be available on campus during regular school hours.
* Parents/guardians communication with the instructor and student is a central part to the success of the course.  Instructors will be in contact with parents on a regular basis. Parents are expected to monitor their child’s progress and communicate with the instructor if problems develop.
* Pacing work in the course is vital to success.  The instructor will provide the student a pacing chart that will guide progress through the course. Assignments need to be completed in order and must meet deadlines assigned by the instructor.  Eligibility rules will apply.
* A parent/guardian must sign the attached ‘Student Contract’ form, acknowledging the CA guidelines.

E.-Transportation and Lunch Procedures

**E:1-Driving/Driving Rules**

Vehicles MUST follow posted speed limits on campus.  Driving a vehicle in any reckless manner can cause a student to lose driving privileges on school grounds.  Vehicles shall be parked only in areas designated behind the High School. Only a licensed driver with proof of insurance is authorized to operate a vehicle on school property.  Student driving vehicles to school will be required to have copies of their licenses and insurance on file in the main office at the high school and obtain a parking permit.

**E:2-Bus Procedures and Rules**

All students and parents will sign a consent from for bus procedures and rules of conduct. Students riding a bus will be dropped off before school and picked up after school at the CHS. Please see bus rules in student handbook.

**E:3-Closed Campus**

Coweta Public Schools has a closed campus policy.  Students may not leave the campus during the school day unless given prior approval by parent/guardian and director of CA.  Students are not allowed to be in the Coweta High School or Intermediate High School without permission from staff.

**E:4-Breakfast/Lunch**

All students may eat a school breakfast and lunch provided through school food services. Breakfast will be served from 7:45-8:10. Lunch will be served from 11:00 A.M. to 11:25 A. M. Students may bring their own lunches from home.  A refrigerator and microwave are provided for use. Students need to fill out a lunch application form for approval of free and reduced meals.

**E:5-Food and Drink/ Vending Machines**

Food and drink shall be consumed only in designated areas.  The vending machine will only be open at the discretion of the school personnel.

**E:6-Class Trips/Fields Trips**

Students shall be in compliance with district academic and eligibility school policy in order to participate.  Students shall have adult permission to attend all extra-curricular travel. Students are expected to ride in the school vehicles to and from activities.  All class/field trips shall be approved by the administration.

**E:7-Extra-Curricular Activities**

Approved extra-curricular activities are officially a part of the regular school program. Exemplary standards of student behavior shall be required of those students who represent their school in extra-curricular activities.  Students must be academically eligible in order to participate in any activities.

**E:8-Counseling**

While enrolled at CA, students will be required to attend individual and/or group counseling. Counseling services are provided through school counselors and/or private agencies.

**E:9-School Closing**

In the event of inclement weather or mechanical breakdown, school may be closed.  The same conditions may also necessitate early dismissal. On these occasions tune into the major TV/Radio stations and watch for posted notices.

**E:10-Emergency Procedures**

Instructions are provided for all school personnel in case of any emergency, IOC, or fire or tornado disaster.  Teachers will practice various scenarios with the students regularly, in addition to the state mandated drills.

**THE GUIDELINEs MENTIONED ABOVE ARE MORE SPECIFIC IN NATURE TO STUDENTS ATTENDING COWETA ACADEMY. IN ADDITION TO THE EXPECTATIONS LISTED ABOVE STUDENTS ARE EXPECTED TO COMPLY WITH THE GUIDELINES OF COWETA HIGH SCHOOL STUDENT HANDBOOK AND ALL OF COWETA PUBLIC SCHOOL BOARD POLICIES.**