



**TULOSO-MIDWAY ISD
ACADEMIC CAREER CENTER
2022-2023
STUDENT HANDBOOK**

CAMPUS INFORMATION

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HOURS OF OPERATION

Monday, Tuesday, Thursday, Friday
8:30 a.m. - 2:30 p.m.

Wednesday 8:30 a.m. -12:10 noon

STUDENT SCHEDULES

Student schedules are designed on an “as-needed” basis. Students are expected to be diligent in maintaining an accelerated rate of earning credits and their schedules will be changed as those credits are earned. Our goal is always to have students graduate before or with their high school class.

Students who prove employment or those not in need of a full day schedule will have their schedules adjusted accordingly.

SCHOOL SCHEDULE

The Academic Career Center follows the same year-round schedules as all other Tuloso-Midway schools. There are occasions when we must change our schedule to accommodate teacher training or conferences and you will be notified by phone and mail to alert you in advance.

ATTENDANCE

Students agree to be in attendance at the Academic Career Center every day and arrive on campus no later than 8:45 am. Alternative campuses must meet a 95% attendance rate in order to maintain our current level of funding. You are asked to call the school if your student has a medical reason for being absent. If we have not heard from you by 9:00 am, expect a call from our office for an explanation. **Part of your contract with our campus is that you will be at school, on time, every day. If you do not meet these expectations, you will be re-enrolled at TMHS.**

GRADUATION

On the day your student completes all credits and has passed all required STAAR testing, your child will graduate. Students at ACC walk across the stage with all other TMHS graduates in May. You will receive graduation information once it becomes available.

We have a number of caps and gowns provided through an Education Foundation grant that are available for graduates to borrow. You will only need to purchase a tassel with your graduation year, which will be yours to

keep. Your diploma will be given to you when you return our cap and gown in the same condition as when it was loaned to you. You will receive the same binder as all other graduates, but it will not have your diploma in it. The cap and gown are available on a first-come, first-served basis. Please let the office know if you need to borrow a cap and gown.

CHANGE OF ADDRESS AND PHONE NUMBER

It is IMPERATIVE that you inform our office whenever you change your address or phone numbers. We have no way to inform you if there is an emergency, alert you to state testing dates or results, get important graduation or college information to you or inform you of any other important information. Failure to keep our office informed can result in dismissal.

COURSE COMPLETION

Students at the Academic Career Center will not receive Progress Reports or Six Week Report Cards. Students at ACC work on each subject until they have mastered the Texas Essential Knowledge and Skills (TEKS) and complete the requirements of the course, including the final examination. When the student satisfies all of the course requirements and has a passing grade, a Course Completion form is sent home. The student's final grade is entered on the transcript by Mrs. Wendland.

INTERSESSION

Students at ACC do not come to school during intersession, unless we are preparing for the STAAR test. If we are offering intersession for Test Prep, you will receive a call from the teacher and a written notice. It is important your child attend under these circumstances as opportunities to pass the test are limited and your student cannot graduate until this requirement is met.

PARENT CONFERENCES

Parent Conference Night is held once each semester. It usually occurs in October and February. We know you are busy and we know it can be difficult to pull away, however, your child needs you to be involved in his/her successes and the road to graduation. We try to always offer a light meal and to keep our presentation to less than an hour. In order to reach the level of success we have in mind for your child, it is imperative you plan ahead to be at these meetings. It is part of your contract with our school and we will alert you in advance of the upcoming meeting so you can make childcare and work arrangements.

PROGRAMS

The Academic Career Center provides an opportunity for at-risk students to complete the requirements for graduation from Tuloso-Midway. Our program is based on a Personal Graduation Plan that is designed for each student who is accepted at ACC. Following this plan assures that success is right around the corner! Our classes are individualized and self-paced, so the rate at which a student earns credits and passes the 5 sections of STAAR EOC rests largely on the student's determination to finish their requirements. Progress towards meeting these goals will be discussed at our parent meetings, parent/teacher conferences, and through phone calls. Classroom charts help students visually track their progress and my office has an open door policy to assist students wanting to know where they stand on their progress. Each course has a syllabus and agenda which teachers will be happy to share with you. Students must remember that self-paced also means accelerated and failure to make continuous progress can result in dismissal from the program.

Students who receive Special Education, Section 504 and Bilingual/ESL services will receive the same services at ACC.

TESTING

Your child will be given a number of opportunities to take the 5 STAAR End of Course exams at ACC. They are required to pass English I, English II, Algebra I, Biology and United States History for graduation from any Texas high school. We remind our students that the sooner they pass these tests, the more quickly they can concentrate on earning credits. Students are placed in EOC preparation classes until they pass the respective test. Students who have the additional stress of waiting until the last test administration before graduation generally do not do as well on the test. Please encourage your child to take each test administration seriously and to pass it as quickly as possible.

ADMISSION PROCESS

1. A determination is made at the high school campus to refer a student for services offered at ACC. Requests to be considered for referral to ACC can be generated by a student, parent, teacher, counselor or

administrator. In the case of a Special Education student, the ARD committee will discuss ACC as an option prior to referral.

2. A referral packet is then generated by the high school counselor who is responsible for the student. This packet includes STAAR information, grades, attendance record, behavior history and a current transcript.
3. The ACC principal will review all referrals and consider the criteria for admission. If accepted, the ACC principal will notify the high school principal and counselor.
4. Once accepted, the high school counselor will facilitate the withdrawal of the student and coordinate with the ACC principal to assure timely admission to ACC.
5. In the event of overcrowding, students will be placed on a waiting list and will be informed when a student graduates or an opening becomes otherwise available. At no time will the student enrollment at ACC exceed 40 students. The integrity of a program like ACC demands a low teacher-student ratio in order to meet the unique needs of our students.
6. Once accepted, and prior to the student's arrival on campus, the principal will review all records, prepare a student folder and Personal Graduation Plan, and a schedule will be determined.
7. A transcript review and STAAR needs assessment is conducted and each student is reviewed by all ACC teachers.
8. Our staff meets a minimum of once a week to review students. Each staff member reports on student progress and needs. Adjustments are made accordingly. It is also during this time that parent phone calls, parent conferences and home visits are determined.

COMMUNITY RELATIONS

The Academic Career Center strives to bridge the gap between our parents and the school. We know most of our students and their parents have had a less than desirable school experience and our goal is to have our parents be an integral part of their students' educational experience. Home visits, parent meetings, parent conferences and regular phone contact are all part of the success of our program. We encourage parents to visit often and help celebrate with us.

Remind/TM ACC Facebook Page

Along with using our phones, mail and email, we will begin using social media sites to keep you involved with all of the happenings at ACC. These sites are TM ACC Facebook, Remind, and Twitter. We will get more information to you as we get our site up and running. We hope you will use this easy method of keeping in touch with us at ACC. Also please check out our TMISD website and check out the ACC pages @ www.tmisd.us.

MEALS

Meal service for breakfast and lunch is provided by our district's food service department. All students are required to provide an application for free and reduced meals even if you do not qualify. Wednesday lunch is always a sack lunch due to early dismissal. Students may bring their lunches, if desired, and microwaves are available to heat food.

FIELD TRIPS

Educational field trips are taken throughout the year at ACC. These are planned in advance and a permission slip is required for participation. We encourage students to attend since the activities directly relate to the content in our curriculum.

LEADERSHIP ACTIVITIES

Participation in Leadership and Mindfulness activities are both expected and required. We have daily Mindfulness practices, make monthly visits to the Villa Senior Center, and have participated in other community outreach activities. Participation in these activities is part of our success story and also can earn the student a leadership cord to be worn at graduation.

CAREER PREPARATION-WORKFORCE DEVELOPMENT

Each first full week of the academic year, a Life Skills/Workforce Development trainer provides training to help our students with the soft skills necessary to be successful in the world of work or college. It is a great week, filled with fun activities, and a beautiful graduation ceremony.

STUDENT CODE OF CONDUCT

All student code of conduct rules of Tuloso-Midway apply at ACC, just as on all campuses. The contraband dogs are regular visitors on our campus and those in violation, especially in drug, alcohol and weapons cases, will be dealt with through expulsion to JJAEP. We pride ourselves on a clean campus with exceptionally well-behaved students.

DRESS CODE

At ACC, we realize a person is much more than the way they dress, but your appearance does impact your success, as well as the image of the Academic Career Center. Students are expected to take pride in their appearance. This is an individual responsibility and essential in preparing for the work world, college, military or trade school. Cleanliness, grooming, modesty, neatness and appropriate clothing help establish a positive learning atmosphere. Our school climate is affected by how students choose to present themselves. The principal will have the final authority regarding what is appropriate for ACC.

PERCEPTION OF DRUG OR ALCOHOL INVOLVEMENT

ACC students are asked to remain drug and alcohol free while enrolled at ACC. Furthermore, students agree to be responsible and accountable for any perception they may create of involvement with drugs and alcohol.

A student creates the perception of drug or alcohol involvement when they exhibit any combination of behaviors including, but not limited to, alcohol or marijuana odor, bloodshot eyes, excessive sleeping, repeated drug talk or mannerisms, severely disproportionate mood swings or fits of temper not otherwise explained by a documented mental or physical condition.

GRADUATION PICTURES

Pictures will be taken of all incoming students with a cap and gown. This picture will be placed on our bulletin board and will be moved to the grads bulletin board once the student completes credits and testing. This is a great reminder for all students of the success our students enjoy at ACC.

CAMPUS DRIVING AND PARKING PRIVILEGES

Proof of insurance and a valid driver's license are required for any student to drive on school district property. At the beginning and end of the school day, students are not to loiter in either their vehicles or the parking lot. Reckless or

careless driving will not be tolerated and may result in loss of driving privileges.

SELF DISCIPLINE

Maturity and taking care of one's own self-discipline is a mandate while at ACC. We rely on each student to be respectful and well behaved while at ACC. We do not deal with discipline issues at ACC. Failure to monitor your own behavior will result in dismissal from ACC.

HEALTH SERVICES

The ACC campus does not have the services of a nurse on campus. Mrs. Wendland and Mrs. McClarren will handle all medications and the routing of medical situations. In the event a nurse is needed, the Intermediate campus nurse will come to ACC. In all emergency situations, an ambulance will be called.

CREDIT BY EXAMINATION

Students may use credit by examination (or as we refer to it, a "test out") to demonstrate mastery of an academic course at the secondary level with approval by the principal and the course teacher. Students must have had prior instruction in the course as determined by the appropriate educational transcripts. If the student does not prove mastery, they will be required to take the course again.

GRADUATION CORDS

In keeping with the tradition of graduation cords, ACC has implemented a Passport to Success Program. Currently, our Workforce and Leadership cords are offered for graduates to earn throughout the school year. In addition, we offer cords for College and Career Readiness, Health and Lifestyle, Community Service, and Skills Development. As cords are added, we will inform students of the requirement to earn a cord.

CELL PHONE USE

ALL STUDENTS WILL CHECK IN CELL PHONES AS THEY ENTER THE BUILDING.

Cell phones are owned by virtually all students today. While they are great to have, they can become a problem when they interfere with instruction. Most

of our students come to ACC ineligible to graduate with their intended high school class due to being behind in earning credits and passing their STAAR tests. Catching up in these areas is critical and teachers and students have a limited time to accomplish these objectives. If cell phone use is something you cannot pull away from for a high school diploma, then ACC is not the school for you. You and your parent will be required to sign a contract for admission and your cell phone will be collected and locked up during instructional time.

We understand students' attraction to their phones, but as educators, we are judged by the success of the students in our classroom. A student cannot learn when they are distracted by a phone during class. We do not get into confrontations with our students. There are generally a number of students on our waiting list who will gladly follow our rules and be happy to take the place of the offending student. Violation of the cell phone rule will be grounds for removal and students will be withdrawn and required to return to high school.

CELEBRATIONS

One of the most important activities we participate in at ACC is "Celebration"!! It is held the last Friday of each 6 weeks. We honor our students with awards for course completions, exceptional behavior, attendance, and many other positive attributes. Our last "Celebration" is held in the Sue Nelson Performing Arts Center where we present students with their cords and medals for graduation and returning students receive their 6 week and year-end awards. This is a time for families to come celebrate with us. You will be notified with a special invitation in the mail and a personal phone call each six weeks. Please make every effort to attend. It means the world to your child and keeps us encouraged, as well. Refreshments are served and your child may leave early if you are in attendance!

TRANSPORTATION

Transportation will be provided to any student who does not have a way to school. Our bus drivers will be happy to arrange your pick up time and point with you in advance, however, you will be expected to be ready at the appropriate pick up point and on time. We do not have a budget that will allow us to return to pick up students repeatedly. The bus will also make one trip to return students to their homes.

TARDINESS

Enrollment in ACC is a privilege. Students are expected to be in school each day and be punctual. A student is asked to call the office if they will be arriving

late. We know situations arise with car trouble, babies, etc. but a phone call is the courteous and appropriate way to make us aware of your situation. It also puts our mind at ease, as we do worry about students who do not arrive for school. Your first period class is just as important as every other class and being tardy means you are missing valuable instructional time. Tardiness may result in revoking your enrollment at ACC.

TMHS CAMPUS RESTRICTION

Students attending ACC are not allowed on the high school campus, during the school day, without prior approval from the ACC office. Students are permitted to attend pep rallies and other approved activities throughout the school year. These activities are posted and announced and your behavior at these events will determine if we may continue to do this.

VISITORS

Parents and other visitors are encouraged to visit our school. All visitors must enter through the main office and if they are unknown to staff must present a drivers license. Visits to individual classrooms during instructional time is allowed only with the permission of the campus principal. Visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

FINALLY... as they say at Southwest Airlines..."we've covered all the do's and don'ts , now it's time to sit back, relax and enjoy your flight". All organizations must have rules and regulations in order to exist. ACC is no exception...but we are exceptional! Any of our former students will tell you that you will never find us confrontational, demanding, unkind, rude, unreasonable, or like any other school you've ever been to!

We know it will take some time for you to truly believe we are here for you and to guarantee your success. Any new situation takes time for adjustment, but we promise you'll be so happy you decided to join us.

Some of our activities and teaching methods are unique and non-traditional, but our success and continued staff development prove it is the best way to help our students find success and that is our promise to you.

So, sit back, relax and get ready for your best year yet! We are so happy to have you at ACC!!

ACC STUDENT -PARENT CONTRACT

- 1. I understand that I must be in attendance and on time each day in order to remain at ACC.**
- 2. I understand that my behavior must be self-monitored and that being respectful and courteous at all times is a requirement to remain at ACC.**
- 3. I understand that I must constantly work toward completing my credits and passing the STAAR EOC tests and that failure to do so, which includes sleeping in class, is grounds for dismissal.**
- 4. I understand that drug and alcohol use impedes my ability to successfully complete my requirements at ACC and I will remain drug and alcohol free while at ACC. If I find that I have a drug or alcohol problem, I will report it to an adult so that they may help me find assistance in staying clean and sober.**
- 5. As a parent I agree to come to all required meetings and be actively involved in my child's education.**
- 6. I agree to notify the school each time my address or phone numbers change during the school year.**
- 7. I agree to participate in ALL activities at ACC that will help me be a well-rounded individual (Including daily Mindfulness Practices/Garden Projects, TSI /ASVAB Testing, Certifications) and add to my chances for success in college, the military, the workplace and life in general.**
- 8. I understand that if I lose my space at ACC, I may not be eligible to return and forfeit the opportunity to graduate from ACC.**
- 9. I understand that I must surrender my cell phone each morning at check-in. I may be wanded if there is suspicion that I might have more than one phone in my possession. All phones will be retrieved at the end of the day.**

Student Signature

Date

Parent Signature

Date