

## **PETER E. HYLAND CENTER HANDBOOK**

### **Goose Creek Consolidated Independent School District**

The Peter E. Hyland Center is a positive option for GCCISD students! The school offers an alternative to our traditional high schools, encouragement and a personalized format to help students earn their high school diploma and reach their educational and personal goals.

#### **Program Highlights**

- Traditional high school curriculum
- Credit Recovery
- Accelerated Curriculum
- TAKS, STARR/EOC Remediation
- Credit By Exam
- Relaxed student-centered environment
- Smaller class size
- Flexible schedules for special student needs
- Bus transportation
- On-site child care for GCCISD student parents

#### **Mission Statement**

The primary mission of Peter E. Hyland Center is to help students who have fallen behind in earning the credits necessary to graduate. We also assist students in passing all sections of TAKS Exams, STARR/EOC Exams which are required for graduation. Priority is always given to students who are over the appropriate age for their grade-level, have less than the number of credits necessary to graduate on time, and/or have failed any sections of the EXIT TAKS/STARR/EOC EXAMS.

The staff of Peter E. Hyland Center is dedicated to providing our students with positive and successful learning experiences that will promote their academic and social transition from high school to higher education and/or the workforce and enable them to become productive members of the community.

## **General Information for Students Applying to Attend Peter E. Hyland Center**

### **What is the Peter E. Hyland Center?**

Peter E. Hyland Center is an alternative high school campus of choice for Goose Creek CISD students.

PHC provides the opportunity to build stronger relationships between the teachers, staff, and students; lower student to teacher ratios that allow for more individualized instruction and intervention; the capacity to allow students to move at an accelerated pace to earn credits quicker and to transition to other courses more flexibly throughout the school year; and, post-secondary discussions that help students transition out of high school into post-secondary school or the workforce.

The Peter E. Hyland Center allows a student to earn credits more quickly and in a different sequential order than at their traditional high school. However, because of the accelerated nature of the program, a higher standard of attendance and discipline is required.

### **What type of student qualifies for attending PHC?**

For the most part, students that qualify to attend PHC are overage and/or behind in their attainment of high school credits that would allow them to graduate with their cohort graduation class (students their own age). In order to be successful at PHC, students must be self-motivated and able to take advantage of a student driven accelerated pace curriculum and instruction model that allows them to earn credits.

### **Which types of students fit the profile for being successful at PHC?**

PHC Student Characteristics include:

- Students at-risk of not graduating
- Students willing to work hard
- Students respectful of the PHC expectations
- Students who understand what he/she has to do to succeed and graduate
- Students able to work independently with limited assistance
- Students respectful of peers and not disruptive of the learning environment
- Students willing to work to meet their goals.
- Students committed to completing their high school education
- Students willing to attend school at least 90 percent of the time.

### **Which type of students is PHC *not* set up to serve well?**

Students who desire a variety of electives and /or traditional high school programs like band, athletics, choir and other extra or co-curricular programs

**What criteria should the traditional high schools in GCCISD look for when recommending students to apply for entry into PHC?**

- Students who are at least two years overage when comparing their credit accruals with their cohort graduation class.
- Students whose cohort group have already graduated and are returning to high school after an extended absence, are under the age of 20, and can finish their required credit accrual to graduate within two years.
- Students whose cohort group has already graduated that have accrued enough credits to graduate but have not passed the requisite TAKS Exit Exams, STARR, or End-of-Course testing to graduate.
- Students who are on track to graduate with their cohort group but are looking for a non-traditional setting that allows them more flexibility and a smaller learning environment.
- It's recommended that students experience at least one semester of high school in a traditional setting.
- Extenuating circumstances.

**Students may be withdrawn from PHC and forced to return to their home high school campus for the following reasons:**

- Excessive Absences—Students who have more than twelve absences within a semester or four absences within a six weeks grading period can be removed from PHC's rolls. The campus Attendance Committee can rule on extenuating circumstances that may be considered when students have a legitimate reason for excessive absences.
- Not Progressing Academically—Students who are not making an effort to progress academically by not working up to their potential in classes can be removed by administration for failure to perform. This is essential at PHC since there are other students waiting to enroll who are serious about graduating from high school.
- Persistent Misbehavior and/or Disrespect Toward other students or staff Members—Students who choose to show disrespect to any other person involved in PHC can and will be removed from PHC. There are no excuses for persistent rude or disrespectful behavior.

**Students who are experiencing difficulty in the above areas will be required to attend a conference with parent and home campus assistant principal.**

The requirements and policies listed in this handbook are in addition to the Goose Creek Consolidated Independent School District High School Student/Parent Handbook.

## **CAMPUS PROCEDURES**

### **ADMISSION**

Students are admitted to Peter E. Hyland Center through an application and interview process. This process is used to determine a student's motivation for catching up and earning a diploma.

Enrollment in the Peter E. Hyland Center program is limited in the number of students accepted during set windows of time during the school year:

- Applicants must be currently enrolled in GCCISD.
- Admission is by application and interview only; there are no automatic admissions.
- Incomplete applications will not be considered for enrollment.
- Students with disabilities must be placed at Peter E. Hyland Center by their Admissions, Review and Dismissal committee.

All students entering Peter E. Hyland Center are required to attend orientation with their parent or legal guardian.

Applications for Peter E. Hyland Center can be obtained from the High School Counselors.

### **Timelines for Application and Admission**

Goose Creek CISD high school students can apply for entry into PHC for the 2011-12 school year during the following registration windows:

- April 1<sup>st</sup> to June 9<sup>th</sup> for entering PHC at the beginning of the 2011-12 school year. This window includes current year seniors that are credit deficient.
- August 1<sup>st</sup> to September 30<sup>th</sup> for current year seniors that fail the Exit TAKS exams during the summer.
- September 30<sup>th</sup> is the application deadline for students considered drop outs from the previous school year.
- September 23<sup>rd</sup> is the application deadline for students wanting to enter PHC at the beginning of the second six weeks on October 11<sup>th</sup>.
- December 9<sup>th</sup> is the deadline for applications for students wishing to enter PHC at the beginning of the spring semester by January 9<sup>th</sup>.
- February 10<sup>th</sup> is the application deadline for entering PHC as a student at the beginning of the fifth six weeks.

Applications for entering Peter E. Hyland Center for the 2012-13 school year will be processed between April 2, 2012 and June 7, 2012.

### **ATTENDANCE**

Students may not have more than four absences per six weeks. If a student is absent, a parent or legal guardian must call the school that day. Additionally, when the student returns to school, they must provide documentation of the reason for the absence. Failure to call and failure to provide documentation will be considered an unexcused absence. Students not at school by 9:00 AM are considered absent for the day unless they have permission from administration to come to school later that day.

**TARDIES**

Three tardies equal one unexcused absence. Tardies are defined as entering a class after the passing period is over without an excuse from a Peter E. Hyland Center staff member. Students entering class who are more than fifteen minutes late will be counted as absent for the whole class period.

**DISCIPLINE**

Students at Peter E. Hyland Center are expected to maintain excellent discipline and conduct at all times. Disrespect toward any staff member or other student is unacceptable. Failure to maintain appropriate behavior and follow all policies and rules are grounds for consideration to dismiss the student from Peter E. Hyland Center. Any Code of Conduct violation that results in a DAEP placement may be considered grounds to dismiss the student from Peter E. Hyland Center.

**BULLYING/HARASSMENT**

Any form of bullying and/or harassment (verbal, physical, or cyber), will be grounds for dismissal from Peter E. Hyland Center.

**REFERRALS TO THE OFFICE**

If any staff member sends a student to the office for any reason (to see the nurse, the assistant principal, the counselor, etc.), and the student does not report as requested, this will be considered grounds for dismissal from Peter E. Hyland Center.

**DRESS CODE**

The Peter E. Hyland Center follows the published Goose Creek CISD dress code. Repeated dress code infractions may result in a student being considered for dismissal from Peter E. Hyland Center.

**USE OF TECHNOLOGY**

The appropriate use of technology to enhance learning is highly encouraged and supported at Peter E. Hyland Center. We ask that students apply all technology in an appropriate manner, follow acceptable social norms, and refrain from accessing any sites or using any applications that are commonly held to be inappropriate for a school setting. All students should be familiar with GCCISD acceptable use and protocols in the use of technology.

**CLOSED CAMPUS**

Peter E. Hyland Center is a closed campus. For safety and security purposes, students may not leave campus during school hours for errands or lunch. Under Federal guidelines, we are not allowed to serve or provide access to competitive foods during meal periods in areas where reimbursable meals are served and/or consumed.

**EARLY DISMISSALS**

Students must sign-out for early dismissals. For safety purposes, this applies to all students regardless of whether they are 18 years or older. Early dismissals should be obtained from the office. Students who sign out for Early Dismissal may not return to campus on that day without specific permission from the principal or assistant principal. Students under the age of 18 years may only be signed out and picked up by a parent/guardian or other adult with written permission from the parent/guardian.

**SCHOOL DAY**

The school day begins at 8:00 am and ends at 3:05 pm. Most students attend seven classes per day, although seniors are scheduled only for the number of courses needed. Flexible scheduling is available for students with extenuating circumstances.

**BREAKFAST**

Breakfast is served between 7:30 and 7:55 am each school morning. Any students wishing to eat breakfast on campus should arrange their transportation to arrive by at least 7:50 am in order to have adequate time to eat and arrive in class by 8:00 am.

**TAKS TESTING/STARR/EOC EXAMS**

The primary mission of Peter E. Hyland Center is to help students who are behind in credits catch up as quickly as possible. This is why we operate on an accelerated instructional system. It is critical that students approach the test with a serious attitude and use every opportunity provided to prepare for the tests. Opportunities offered may include after school tutoring, Saturday school sessions, TAKS Camps and/or individual help upon request. Students who fail any section of the TAKS/STARR/EOC Exams and who have not demonstrated a serious effort or have not attended or taken advantage of any extra preparatory assistance from the Peter E. Hyland Center staff will be withdrawn from Peter E. Hyland Center in order to return to their home campus. Students who have made a strong "good faith effort" to prepare for TAKS/STARR/EOC, and yet still fail any section, will be allowed to remain at Peter E. Hyland Center.

**TAKS/STARR/EOC ATTENDANCE**

TAKS/STARR/EOC participation rates are extremely important. Any student who is absent on the day TAKS/STARR/EOC is administered - and is also absent on the make-up days - without a verifiable medical excuse or court papers will forfeit their place at Peter E. Hyland Center and be returned to their home campus.

**PARKING**

Students must have a school permit to park on campus. (See the receptionist to get a parking permit.) You will need to provide a copy of your driver's license, proof of insurance and descriptions of all vehicles you may drive to school.

- Parking on campus without a permit may result in your vehicle being towed or booted at your expense.
- Student parking is located in the spaces along the fence in the west parking lot (closest to Highway 146) and the first two lots along each side of the east entrance (closest to Garth Road).
- All student vehicles parked on campus are subject to search for controlled substances and other prohibited items.

## GRADING SYSTEM

### **Progress Report and Six Weeks Grades**

#### Accelerated Pace Courses

Students will receive alphabetical grades indicating academic progress for each accelerated pace course they are enrolled in each six weeks. Alphabetical grades are as follows:

“P” : Passed– Course successfully completed with mastery of at least 70%.

“E”: Excellent – Student is mastering material at a pace that exceeds the teacher’s expectations.

“S”: Satisfactory – Student is mastering material at a pace that meets the teacher’s expectations.

“N”: Needs Improvement – Student is not mastering material at the expected pace.

“U”: Unsatisfactory – Student’s pace of mastery is unacceptable

#### Traditional Semester Courses

Students taking traditional semester long courses will receive numerical grades each six weeks according to district grading policy. A semester exam will be administered and the numerical grade reported at the end of the semester.

### **Semester Averages**

#### Accelerated Pace Courses for Original Credit

Teachers will maintain a record of student grades in their grade book. Upon student completion of the course, the numerical average, calculated according to district grading policy, will be reported as the semester average. Students will receive an “I” for incomplete for any accelerated pace course not completed by the end of a semester.

#### Accelerated Pace Courses for Credit Recovery

Upon completion and mastery of a course, a “P” (passed), will be reported as the semester average on the student’s report card. Students will receive an “I” (incomplete) for any accelerated pace course not completed by the end of a semester.

#### Traditional Semester Courses

A semester exam will be administered and the numerical grade will be reported at the end of the semester.

#### Credit by Exam without Prior Instruction

Students may earn original credit without prior instruction by scoring 90 or higher on a district approved exam. Exam grades of 90 or higher will be posted to the student’s transcript, but will not be reported on the report card.

#### Credit by Exam with Prior Instruction

If the student has had prior instruction, the student may earn credit by scoring 70 or higher on a district approved exam. A “P” (passed) will be reported on the student’s report card as the semester average.

### **Grade Point Averaging and Class Rank**

Students enrolled at Peter Hyland Center will not receive a grade point average or class rank.

## Peter E. Hyland Center Handbook Acknowledgement Form

*My child and I have received a copy of the Peter E. Hyland Center Handbook for the 2011-2012 school year.*

*We have read and agree to abide by the guidelines. We understand that these are in addition to the Student Code of Conduct and that failure to follow them may result in disciplinary action and/or removal of the student to the regular high school, or DAEP.*

PRINT NAME OF STUDENT: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

SIGNATURE OF STUDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME OF PARENT: \_\_\_\_\_

SIGNATURE OF PARENT: \_\_\_\_\_ DATE: \_\_\_\_\_