



*River's Edge Academy Charter School  
Early College Student Handbook*

# Table of Contents

## [Program Information](#)

[Overview](#)

[Credit Load](#)

[Dual Enrollment](#)

## [Diploma Requirements](#)

[Diploma Options](#)

[State Testing](#)

[Career Related Learning Credit Options](#)

[Senior Project](#)

[Human Development Credits](#)

[Career Related Credits](#)

[Credit Options](#)

[Understanding College Credits](#)

[GPA Policy](#)

[Class Rank Policy](#)

[Course Retake Policy](#)

## [Getting Started](#)

[Placement Testing Recommendations](#)

[GPA Recommendation](#)

[New Student Advising](#)

## [Program Expectations](#)

[Advising](#)

[Course Schedule](#)

[Dropping Classes](#)

[Grades](#)

[Emailing Schedules and Grades](#)

[Attendance](#)

[Communication](#)

[Oregon 10 Day Attendance Law](#)

## [Textbook Information](#)

### [Overview of Disciplinary Consequences](#)

[Level 1 Offenses](#)

[Level 2 Offenses](#)

[Level 3 Offenses](#)

[Academic Probation](#)

## [Roles and Responsibilities](#)

[Student Roles and Responsibilities](#)

[Family Roles and Responsibilities](#)

[Counselor Roles and Responsibilities](#)

[Administrator Roles and Responsibilities](#)

# Program Information

## Overview

- REACH Early College Program is designed for 10th - 12th grade high school diploma program. All students enrolled are earning dual credit from a community college that applies toward the completion of the high school diploma and toward the college transcript.
- REACH pays college tuition and fees for up to 12 credits per term. Students may choose to take more than 12 credits; however, anything over 12 credits is your (or your family's) responsibility. Students will receive a \$200 textbook stipend per term.
- In order to enroll, students should be on track to graduate with their class or be able to demonstrate an ability to graduate in a timely manner. This means that students will need to come in with the minimum number of high school credits for their grade level or develop an alternative plan with the REACH counselor:
  - 10th grade = 6.0 credits completed
  - 11th grade = 12.0 credits completed
  - 12th grade = 18.0 credits completed
- Courses at the college must count toward the completion of the high school diploma requirements. Students must be able to complete high school diploma requirements and graduate by the end of their senior year.

## Credit Load

Students must register for a minimum number of 10 college credits per term unless you have counselor approval. Courses must count toward the completion of the high school diploma. Students in REACH Early College Program should have the majority of their classes on campus. Online courses are available after approval from the REACH Counselor.

## Dual Enrollment

All REACH Early College students are allowed to enroll in up to 2 colleges per academic year based on need. Students must confirm their registration/schedule with their counselor by the enrollment deadline per term.

### College Prep Program

This program is an option within the framework of REACH for students who are building skills or competencies to be successful in college level coursework. Please talk with your counselor or Academic Advisory Teacher (AAT) for more details. Generally students work on specific math and language arts courses to increase placement test scores and prepare for college level rigor. Students will have an AAT, full access to REACH courses, a College Prep Program counselor, regular visits from REACH staff, and a loaned laptop. Coursework will be completed at an accelerated rate to ensure completion by quarter deadlines.

# Diploma Requirements

All students must maintain progress towards a diploma by their cohort graduation year to be in our programs.

Language Arts	4.0 Credits
Math	3.0 Credits: Algebra I (Math 60) and higher
Science	3.0 Credits: 2 lab-based credits
Social Science	3.0 Credits
PE	1.0 Credits
Health	1.0 Credits
CTE, World Language, and Fine Arts	3.0 Credits
Electives	6.0 Credits
TOTAL	24.0 Credits

All graduates must demonstrate mastery of essential skills in reading, mathematics and writing in order to graduate. Please speak to your AAT or administrator if you have any questions.

## Diploma Options

REACH offers a number of diploma options. Review these diploma options with your AAT and make the best decision for your future.

## State Testing

REACH is a public high school and must adhere to all state requirements. Eleventh grade students enrolled in REACH Early College MUST participate in the state assessments:

- OAKS Science, Smarter Balanced English/Language Arts and Smarter Balanced Math. Twelfth grade students must participate in the state assessments if they have not previously taken and passed them.
- Students will be notified in advance about testing opportunities and will be required to choose a date and time to complete the assessments. Twelfth grade students who have not passed essential skills will be required to meet essential skills in one of three ways: 1) complete two passing work samples in reading, writing and math, 2) retake the state assessment and earn a passing score and 3) submit SAT scores meeting the requirements: reading - 440, writing - 460 and math - 450.

## Career Related Learning Credit Options

### Senior Project

Senior Project is an opportunity for students to explore their area of career interest through hands-on experience. Students will complete a Senior Project in one of three strands: service learning, self-development, or career exploration.

## Human Development Credits

Students may take courses such as Career and Life Planning, Academic planning, etc. to meet the Senior Project requirement. Please arrange a plan with your counselor during the fall of your junior or senior year to meet this requirement. The credit total for Human Development credits must be equivalent to 1.0 HS credits (4.0 college credits).

## Career Related Credits

Students may take courses that are aligned to their specific predetermined career pathway such as welding, trades, medical careers, etc. This option must be cleared by your counselor ahead of time.

## Credit Options

In addition to college classes, REACH Early College can grant credit in the following areas:

- Senior Project: This is a 1.0 credit class guided by REACH staff that students can take to meet their Career- Related Learning Credit diploma requirement.
- PE: Students can track PE activities on a log verified by parents and REACH staff or take PE courses at the college (2.0 credit maximum).
- Independent Study: Students may arrange to take an independent study course overseen by REACH staff for elective credit with a pass/fail grade (2.0 credit maximum).
- Proficiency for Credit: Students may challenge courses by taking the final exam in core area classes (math, science, language arts, and social sciences). The grade received on this test will represent the grade for the class. Students may choose between half or full credit tests (2.0 credit maximum).

## Understanding College Credits

The credit conversion rate from college credits to high school credits is below:

College Credit	=	High School Credit
1	=	.25
2	=	.50
3	=	.75
4	=	1.0
5	=	1.25

\*\*Your counselor will help you understand which college classes will satisfy the subject area requirements for high school requirements for high school.

## GPA Policy

As a student in REACH Early College, you will be building both a high school transcript and a college transcript. This means you will have both a high school and a college GPA. Your high school GPA and your college GPA may not be exactly the same.

Your REACH Early College high school GPA will be recorded based on the standard 4.0 scale: A = 4.0, B = 3.0, C = 2.0 and D = 1.0. If your college uses plusses and minuses, these will be recorded on your high school transcript but will not be weighted in the calculation of your high school GPA. The standard 4.0 scale will be

used: A+, A, A- = 4.0, B+, B, B- = 3.0, C+, C, C- = 2.0 and D+, D, D- = 1.0. REACH Early College will transcript students transferring in with weighted grades from a previous school on the standard 4.0 scale.

## **Class Rank Policy**

Students will be given a class rank based on their cumulative high school GPA. Students with the same cumulative high school GPA will share the same class rank.

## **Course Retake Policy**

Students may retake a course at the community college to improve their grade. The initial grade will be changed to a “R” on the REACH Early College high school transcript and will not count in the GPA calculation. Any credit earned for the initial course will count as elective credit toward the high school diploma. The retake course will be added to the transcript according to the letter grade received and the type of credit earned.

## **Getting Started**

### **Placement Testing Recommendations**

All students will need to take the college placement test at their local campus to participate in college classes. We recommend that students study for the placement test. Preparing for the placement tests can be highly effective for increasing scores. Placement test prep information is available on our website. Here are the minimum score recommendations to be successful in college classes:

- MTH 60 or higher
- RD 100 or higher
- WR 100 or higher

Students turn their placement test results to REACH with their Early College Application.

### **GPA Recommendation**

We recommend that all Early College students have a cumulative high school GPA of 3.0. College coursework is challenging and our main goal is to ensure students are successful in the pursuit of their academic goals.

### **New Student Advising**

Once the Early College Application and official placement test score reports have been received, new students will complete a New Student Advising appointment with a REACH counselor. During your New Student advising appointment, your REACH counselor will review your placement test results with you, discuss courses for registration, and review program expectations.

## **Program Expectations**

### **Advising**

Students must attend an advising session with their REACH counselor prior to enrollment each term. Advising is critical to student success in our program and a requirement for enrollment. Advising sessions typically last about an hour. Your REACH counselor will cover the following topics during the advising session:

- Review current course progress

- Discuss course plan and goals for each term Review and update your advising worksheet and graduation plan
- Discuss your college planning timeline and necessary steps along the way (i.e. PSAT, SAT, FAFSA, college list, etc.)
- Review the REACH Academic Probation Policy
- Discuss your state testing requirements for this year
- Any additional questions

## **Course Schedule**

After advising with your REACH counselor, you will register for the courses approved during your advising session. No course changes can be made to the plan created during the advising session without REACH counselor approval.

Students are required to email their schedules to their REACH counselor copy and pasted from their college student account within one week of course registration. REACH Early College must have the most up-to-date copy of your schedule on file at all times.

## **Dropping Classes**

You must have counselor approval prior to dropping any courses. If you drop a course without approval, you will be placed on Academic Probation. To receive approval to drop a course, submit a completed Course Withdrawal Request Form to your early college counselor. If you drop a course after the “drop with refund date” for your college, you may be responsible for paying a dropped class fee. REACH Early College may charge a fee of \$40 for courses dropped after the drop date without permission from your REACH counselor.

## **Grades**

Students are expected to email final grades to their REACH counselor at the end of each term as soon as all final grades are posted to their college student account. Final grades must be copy and pasted from their college student account.

## **Emailing Schedules and Grades**

- 1) Sign into your college student account.
- 2) Pull up your schedule or unofficial transcript.
- 3) Highlight the entire page, including your name and college student ID#, copy it and paste it in an email to your REACH counselor.
- 4) Paste this information directly into an email to your REACH counselor.

## **Attendance**

Students are expected to attend every class. If an extenuating circumstance arises and you must miss a class, students are expected to make every effort to communicate with the instructor prior to missing the course. Students are expected to arrange a plan for missed work with their instructor.

## **Communication**

Students are expected to check their email AT LEAST every 48 hours. To ensure success in our program, it is vital that students maintain communication with their REACH counselor. Your REACH counselor is available to support you and to be a resource for questions, concerns, problem solving and any other issues that may

arise. Additionally, your REACH counselor is an advocate for you and can provide you with guidance in navigating the college requirements and your educational progress.

Students are also expected to effectively and proactively communicate with their instructors at the college. This means reaching out to instructors for clarification, guidance and/or support in a timely manner. NOTE: Privacy laws require that you (as the student) communicate with the college. Your parents/guardians are not able to do this for you.

## Oregon 10 Day Attendance Law

If any REACH staff member attempts communication with you (via email, phone, or mail) and you do not respond within 10 days, you will be withdrawn from the program based on the Oregon attendance laws. Please respond to email requests from REACH staff members within 48 hours.

## Textbook Information

Students receive a \$200 book stipend per term. You must submit your course schedule, submit a copy of your grades from the previous term, and have all paperwork submitted by the requested deadline in order to receive your book stipend check. If you are a returning student and have all paperwork turned in on time you will receive your book check prior to the start of the term.

To maximize your book stipend, we encourage you to purchase or rent used textbooks online. Make sure to search for your required books by ISBN number. Suggested online retailers include: amazon.com, bookfinder.com, textbooks.com, half.com, barnesandnoble.com, etc. The books are yours to keep. We encourage you to sell back your books at the end of the term to stretch your stipend further.

Book checks not cashed within 90 days will be canceled. Reissued checks may be requested but will be less the \$35 fee to cancel the check.

## Overview of Disciplinary Consequences

The purpose of disciplinary action is to ensure that the student stays focused on growth and learning. Depending on the nature of the infraction and the student's past performance, any or all of the following consequences may be instituted:

1. **Student Warning Oral or Written:** Warning given directly to the student either verbally or written. Immediate resolution of the problem or issue is expected.
2. **Parent Notification:** Parents are notified via phone, email or meeting of problem areas and prompt resolution of the problem or issue is expected. Parent phone-calls or conferences may result in the student signing a written commitment to improve behavior and/or performance.
3. **Academic Consequence:** Infractions that are primarily academic in nature, such as non- participation in school work, may result in students receiving a lower grade and/or a student contract designed to help the student improve.
4. **Goal Setting Meeting:** Teachers, parents, and students will meet to develop focused goals to address problem areas as a team.
5. **Student/Parent Meeting:** Discipline meeting with parents, students, administrator and teacher to discuss problem areas, potential consequences and future plans for the student.
6. **Confiscation of Equipment:** Gross neglect, abuse, or theft of school issued equipment may result in temporary confiscation or loss of privileges as appropriate. May result in alternative technology use being established

7. **Behavior Contract:** Occasionally, a student contract will be written to design a course of action to determine goals and expectations for improvement. The contract will be mutually agreed upon by the student, parent, teacher, and administrator.
8. **Suspension:** Students will be excluded from the program for one term. A student parent meeting must take place.
9. **Dismissal:** We recognize that our school model may not be appropriate for all students. If a student is not being successful in our schools then a change in placement may be necessary. In such cases a team decision will be made between school staff and the family to work towards a more suitable educational option.

## Level 1 Offenses

Placed on Academic Probation	Dismissal from School
SECOND approved course withdrawal during the same academic year (Students are allowed ONE approved course withdrawal per academic year)	THIRD approved course withdrawal during the same academic year
Unapproved course withdrawal	SECOND unapproved course withdrawal during the same academic year
Student receives a "D", "F" or "NP" grade	SECOND term with a "D", "F" or "NP" grade
	Receives TWO or more "D", "F" or "NP" grades in the same term
	Receives a "D", "F" or "NP" grade and an unapproved course withdrawal in the same term
	Receives an "I" grade and does not resolve the grade prior to the start of the following academic year

## Level 2 Offenses

	First Offense Range of Consequences		Repeated Offense Range of Consequences	
	Minimum	Maximum	Minimum	Maximum
Plagiarism or Cheating	Student Warning	Suspension	Academic Consequence	Suspension
Technology Misuse	Student Parent Meeting	Dismissal	Student Parent Meeting	Dismissal
Technology Intentional Abuse	Student Parent Meeting	Suspension	Dismissal	Dismissal

Disruptive Appearance	Student Warning	Suspension	Student Parent Meeting	Suspension
Defiance of Authority/Insubordination	Student Parent meeting	Suspension	Student Parent meeting	Dismissal
Bullying/Cyber Bullying/Harassment	Student Parent Meeting	Suspension	Student Parent Meeting	Dismissal
Disorderly Conduct/Profanity	Student Warning	Suspension	Student Parent Meeting	Dismissal
Disrupting the educational environment within the SLL	Student Warning	Suspension	Suspension	Dismissal

### Level 3 Offenses

	First Offense Range of Consequences		Repeated Offense Range of Consequences	
	Minimum	Maximum	Minimum	Maximum
Alcohol	Suspension	Dismissal	Dismissal	Dismissal
Assault	Suspension	Dismissal	Dismissal	Dismissal
Drugs/Medication/Tobacco	Suspension	Dismissal	Dismissal	Dismissal
Vandalism or Theft	Student Parent Meeting	Suspension	Suspension	Dismissal
Fight/Endangering	Student Parent Meeting	Suspension	Suspension	Dismissal
Sexual Harassment	Student Parent Meeting	Dismissal	Suspension	Dismissal
Weapons	Suspension	Dismissal	Dismissal	Dismissal

### Academic Probation

When a disciplinary consequence is necessary, the student is placed on academic probation and a Student Support Plan is created. A meeting with the student, parent and teacher will be scheduled to create the Student Support Plan.

A Student Support Plan will:

- Require students to communicate with college instructors regarding progress - via office hours, phone or email
- Require students to use on campus resources when necessary - i.e. math lab, writing lab, tutoring centers, etc
- Require students to submit a progress report on given date(s) to early college advisor/counselor
- Require students to respond to your early college advisor/counselor every two weeks
- Require students to submit this signed contract by specific date

If the terms of the Student Support Plan are not met, a student may be exited from the program. The student will remain on academic probation until the successful completion of 3 consecutive terms of “C” grades and higher (or 2 semesters or college prep program).

## **Roles and Responsibilities**

### **Student Roles and Responsibilities**

- Follow all expectations and guidelines outlined in this handbook.
- Follow the expectations and guidelines of your community college.
- Contact your professors before issues arise.
- Proactively communicate with your REACH teacher as well as all of your instructors at the college.
- Attend advising appointments each term.
- Email your REACH counselor your schedule copy and pasted from your college account after registering for your approved courses within one week of registration, tuition will not be approved unless an active schedule is received within the given time frame.
- Request approval from your REACH teacher prior to any schedule changes. Email your REACH teacher an updated copy of your new schedule copy and pasted from your college student account when classes are added or dropped.
- Email your REACH teacher your final grades copy and pasted from your college student account within one week of the end of the term.

At the end of the school year, each student is required to order an official transcript from the Community College and have it sent to REACH. There may be a minimal out of pocket charge for transcript ordering

### **Family Roles and Responsibilities**

- Support your student.
- Ask your student questions about the progress he or she is making or how classes are going.
- If you need information or have concerns, contact your student’s early college counselor.
- Privacy laws require that your student communicate with the community college. You, as parents/guardians are not able to do this for your student.

### **Counselor Roles and Responsibilities**

- Track progress towards graduation.
- Help develop and monitor educational plan.
- Approve course selection each term.
- Provide academic, career and personal/social support to students and families.
- Communicate important information and dates.
- Troubleshoot and problem-solve issues with the community college.
- Assist with transition to post-early college plans (university, career-technical, military, etc.).
- Organize and schedule students for state testing opportunities.
- Track student completion of state tests.

### **Administrator Roles and Responsibilities**

- Organize and arrange state testing facilities, dates and times.
- Enforce student academic probation and attend/run relevant student support meetings.
- Answer questions regarding school policy, rules and regulations.