



Student Handbook

The Open Doors Program is committed to reducing barriers that keep students from achieving their goal of a GED or High School Diploma by offering personalized learning and life services that "open the door" to a fresh start and a world of new academic and career opportunities. We believe, so that all students can achieve!



Arlington Public Schools Open Doors Program Student Handbook

Our Mission -- Is to create a personalized educational experience for students interested in obtaining a High School Diploma, GED, or Career Preparation in a flexible setting that meets each student's life circumstances and individual educational goals, while providing support for college, career and life.

Our Vision – We are dedicated to:

- Supporting Success in Learning and Life
- Offering Fresh Starts
- Reducing Barriers
- Personalizing Learning

Learning Opportunities Include:

- High School Diploma
- GED
- Employment Preparedness and Job Searching

Operations & Instruction:

- Open 10 months (see attached calendar for school days)
- Each week consists of 3+ days of school

Hours of Operation:

Mon, Tues, Thurs, and Fri: 11:00 a.m. to 4:00 p.m.*

Weds. 1:00 p.m. to 6:00 p.m.*

*Individualized instruction available during these hours

Attendance and Communication Requirements:

- Students are required to attend at least two (2) times each month for a minimum of two (2) hours at each visit. Students are encouraged to attend more frequently if possible.
- Students are required to communicate by phone, real time text, or email once per week with a teacher or case manager about academic progress or issues and concerns affecting individual academic progress. Contact must be specifically between the student and a staff person, not through a second party such as a parent or friend. **A voice mail message is not sufficient.**
- Students must attend an orientation/placement meeting within one (1) week of being accepted into the program.
- Students in the Open Doors program should enter and exit the building through the front doors and go through the Apex classroom (#133) to reach the Open Doors Lab and Office.
- Students must sign in upon arrival and must sign out when leaving, every time they are in the building.

**** Note: You are required to be on site for 2 hours, 2 times a month and also to make weekly contact by phone, text, or email. Progress and or completion of the program will be delayed when this does not occur.**

Student Learning Expectations:

- Students need access to a reliable computer as well as high speed Internet when working off site.
- Students experiencing difficulty locating reliable computer access, or who are having technical difficulties should proactively search for solutions. Possible solutions include: coming to the Open Doors lab for longer periods of time, reserving computer access at a local public library, or using a friend or family member's computer.

- Students must attend and participate in all diagnostic, progress monitoring or state required assessments as assigned; all such assessments are required by the State of Washington for official progress monitoring and graduation requirements.
- In order to make adequate progress toward their goals we suggest students spend at least one hour per day on each class. Students are expected to work in order to meet individual indicators of academic progress.
- Students experiencing content area learning difficulties need to communicate with the instructor or case manager as soon as the difficulty occurs. Waiting may cause the student to fall behind. Students are also encouraged to use all technical tutorial assistance tools available to them.
- Students can receive assistance with GED testing fees once they have completed the preparatory course work for each of the individual GED sections.

How to earn IAP's (Indicators of Academic Progress)

- Earn a minimum of .250 credits over a 3 month (1 quarter) period – credit could be awarded based on completion of high school level course work or credit recovery course work.
- Pass one or more state-required assessments – for example the ELA SBAC.
- Pass one or more High School equivalency certificate measures – (This means passing one or more parts of the GED test. (passing one or more standardized GED pretest can work as well))
- Make significant gains in a core academic subject (This would be demonstrated through pre and post testing over the 3 month period)
- Successfully complete a core non-credit bearing course (Such as a math class to help you prepare for or review concepts before beginning a high school level course)
- Successfully complete a college readiness course (take College Readiness 101 at a Community College)
- Successfully complete a job search and job retention course (Through Work Force Snohomish)
- Successfully complete a 45 hours co-operative work-based learning experience (This could be a job shadow, internship, or other work-based learning experience)
- Enroll in a college level class for the first time (one time only)

- Successfully complete an adult basic education course (This is a transitional studies course or pre college level course taken at the community college)

****NOTE: Credit is awarded only if a student has been enrolled for at least one full month of a quarter.**

Student Support Network:

- Case Manager
- Content Instructor
- Workforce Snohomish Coordinator
- Work Based Learning Teacher
- Electronic Academic Tutorial Supports
- Shower and Laundry Facilities
- Drug, Alcohol and Mental Health Counseling Referrals
- Free and Reduced Lunch Applications
- McKinney Vento and DSHS support

Other Policies and Procedures:

Students in the Open Doors program are expected to conduct themselves in a civil and appropriate manner at all times. While on Weston's campus all students are reminded of the following district policies. Students who violate these policies will be asked to leave the building.

- The building is an alcohol, tobacco and drug free zone
- Students are subject to dress code restrictions as defined by the Arlington School district in regard to the prohibition of gang related clothing, and clothing that promotes drugs, alcohol or that might be disrespectful to any group or individuals
- Use of profane/abusive language or gestures is not acceptable at any time.
- Disruption of the learning environment via clothing, language or behavior in such a way that distracts others from their learning
- Electronic devices are a distraction to the learning environment so please keep phones on silent during lab and meeting times. Necessary texts and calls should be made away from the lab area.
- Unauthorized access to computer files, folders or sites is prohibited. Students who use technology to inappropriately access information or unauthorized sites are guilty of malicious mischief and loss of computer access could result.

- Students driving to campus need to obtain a parking sticker and must show a valid driver's license and proof of insurance. Please see the Weston secretary for more information and assistance.



OPEN DOORS STUDENT CONTRACT

I, _____, have read the Open Doors student handbook and have decided that I am committed to completing my High School Diploma, GED, or Career Readiness through this program.

I understand I must complete two (2) face-to-face meetings with an instructor or case manager at least two (2) times per month, and that I need to check in with an instructor or case manager once per week by phone, real-time text, or email. I am fully aware that voice mail contact is not sufficient. I have been informed that failure to meet these contract requirements will result in loss of individual academic progress.

I fully understand that participation in the program requires that I meet "indicators of academic progress" every three (3) months, and I commit myself to completing one or more of the indicators of progress during that time period.

Finally, I agree to attend an orientation session once I have been accepted into the program, and I further agree to attend and complete all required diagnostic, progress and or state testing as directed by the program instructor or case manager.

Student Signature

Date

Case Manager