

Programs offered by CPSS

At this point the document only covers programs that are being changed as a result of Calcasieu Parish Alternative Site becoming a “local only” school for state reporting.

Brief background:

- CPAS did have a state number of 010072. For local purposes we use only the last three digits of the number (72). In order to have a state number the school must have students registered to the building. We will continue to use the 72 for local purposes but students will no longer be registered at the site.
- Other programs/sites that have a “local only” building code are:
 - LCB Academy – 748 (reported as 700)
 - Rise/Connections – 745 (reported as 700)
 - Positive Connections – 762 (reported as 700)
 - CPAS Middle – 172 (reported as 700)
 - CASES – 78 (reported as 700) Sulphur 9th Grade – 152 (reported as 52, Sulphur High)
 - Starks Elem & Middle – 151 (reported as 51, Starks High)
 - Bell City Elem and Middle – 104 (reported as 4, Bell City)
- The building 700 is an “Administration” building that every school district is given. We report student/teacher schedules for building 700. We CAN NOT report discipline information for building 700.

As this booklet is amended the new version will be sent to all principals, assistant principals, and counselors.

Other programs/sites that will be covered:

- RISE / Connections
- Positive Connections
- LCB Academy
- Next Step Academy

Students Placed at the Calcasieu Parish Alternative Site (CPAS and CASES)

Abbreviations Used: HBS – home based school, CPAS – Calcasieu Parish Alternative Site, DP – Data Processing

Synopsis: Students will remain enrolled at the HBS. They will have a schedule at CPAS.

Student is placed in alternative program as a result of an expulsion hearing or as the result of an IEP.

Student's enrollment record remains at the HBS. Do NOT drop the student.

The student reports to CPAS as directed. CPAS reviews the student's schedule and determines what courses it can accommodate. CPAS sends the courses and sections to DP to be entered.

DP enters schedules at building 72 (high) or 172 (middle) or 78 (elementary) and notifies the counselor at the HBS of the new schedule.

Student no longer goes to HBS. Now attends all classes at CPAS.

Every HBS will have a homeroom added titled CPAS. These students will be given this homeroom assignment by DP at the time the schedule is entered.

Special Considerations

Discipline:	CPAS will be given rights to all buildings. CPAS will enter the discipline for students at their campus but it will be coded to the HBS.
Attendance:	Class attendance will be taken by teachers at CPAS. Letters for excessive attendance will be given to CPAS for distribution and administration of consequences. Daily attendance totals will be reported against the HBS.
Student Info:	Any changes in student information (address, phone numbers, etc.) are done by the HBS.
Report Cards:	Teachers enter grades at CPAS. CPAS will not have rights to your report cards. Any grade changes must be sent back to the HBS. Data Processing will produce a copy of the students in homeroom CPAS for distribution at CPAS.
Progress Reports:	Teachers at CPAS enter grades into Teacher Access Center. Data Processing produces the IPR for students in CPAS homeroom and gives to CPAS. Students and parents still have access to Home Access Center.
Transcripts:	High school students are part of the HBS's ranks and transcripts. CPAS will have rights to view all transcripts but can't make changes. All students officially graduate from the HBS.
Accountability:	The HBS is sent to the state for accountability purposes.
Expulsion:	The HBS will be assigned an "Expulsion/Alternative Site" for state reporting. If the student subsequently gets expelled from CPAS, this will be changed to an "Expulsion/Out-of-school" for the HBS.
Lunch:	Students are fed via Washington/Marion's cafeteria. Lunch forms for students are processed at the HBS.
Data Sharing:	Nightly or occasional data mines for programs such as School Messenger, Eagle, Scantron, Transportation, etc. can be assigned to building 72. A special program call SIF allows for "live" data sharing with several programs (such as Destiny for the libraries). Some programs only allow for registration building access.
State Testing:	Students pre-coded test booklets go to the home school. Test coordinators will code the booklets as instructed by Dr. Calderera's office.

Students at Harbour House

Abbreviations Used: HBS – home based school; eSP – eSchoolPLUS ; DP – Data Processing

Synopsis: Students will stay enrolled at the HBS and receive hospital-homebound services. The exception will be out of parish students who be enrolled at the school in the attendance zone for the Harbour House facility.

CPSS students stay enrolled at the HBS. The school works with the homebound teacher just as they would with any other student that is receiving homebound services.

These are the steps for students that were **NOT** enrolled in a Calcasieu public school:

Harbour House sends the student's case manager to CWA for a permit to register.

CWA issues permits to: Kennedy Elementary, Reynaud Middle, or Washington Marion High. This becomes the student's HBS.

Student is entered into eSP by DP with input from the HBS.

The student is assigned to HBS teachers and classes by the HBS counselor. DP will enter the information into eSP.

Kennedy, Reynaud and Washington Marion will have a homeroom added called HH. The student will be assigned to that homeroom by DP.

These students will receive homebound instruction. DP will mark the student as home bound in the attendance portion of eSP so that the HBS teacher doesn't mark the student absent when taking attendance.

The HBS creates a cumulative folder for the student.

DP notifies the Hospital-Homebound office. 217-4300.

Hospital-Homebound teacher sends grades back to DP at the end of each marking period. DP enters the grades into eSP.

In cases where the student leaves before the end of a marking period, the Hospital-Homebound teacher sends grades in progress back to HBS teacher(s).

Students at Boy's Village

Abbreviations Used: HBS – home based school; eSP – eSchoolPLUS; OOO – out of zone; BOR – building of residence

Synopsis: Students will be enrolled at the school in the attendance zone for the Boy's Village facility. They receive services via hospital-homebound teachers if they are there for extended time.

Boy's Village sends the student's case manager to CWA for a permit to register.

CWA issues permits to: JI Watson Middle or Iowa High. This becomes the student's HBS.

Student is entered into eSP by DP with input from the HBS.

The student is assigned to HBS teachers and classes in eSP by the HBS counselor. DP will enter the schedule into eSP.

These students will receive homebound instruction. DP will mark the student as home bound in the attendance portion of eSP so that the HBS teacher doesn't mark the student absent when taking attendance.

The HBS creates a cumulative folder for the student.

DP notifies the Hospital-Homebound office. 217-4300.

Hospital-Homebound teacher sends grades back to DP at the end of each marking period. DP enters the grades into eSP.

In cases where the student leaves before the end of a marking period, the Hospital-Homebound teacher sends grades in progress back to HBS.

JI Watson and Iowa will have a homeroom added called BV. The student will be assigned to that homeroom by DP.

Students at the Methodist Children's Home

Abbreviations Used: HBS – home based school; eSP – eSchoolPLUS; Ooz – out of zone; BOR – building of residence

Synopsis: Students will be enrolled at the school in the attendance zone for the Methodist Children's Home facility. They receive services via hospital-homebound teachers if they are there for extended time.

The Methodist Children's Home sends the student's case manager to CWA for a permit to register.

CWA issues permits to: LeBlanc Middle or Sulphur High. This becomes the student's HBS.

Student is entered into eSP by DP with input from the HBS.

The student is assigned to HBS teachers and classes in eSP by the HBS counselor. DP will enter the schedule into eSP.

These students will receive homebound instruction. DP will mark the student as home bound in the attendance portion of eSP so that the HBS teacher doesn't mark the student absent when taking attendance.

The HBS creates a cumulative folder for the student.

DP notifies the Hospital-Homebound office. 217-4300.

Hospital-Homebound teacher sends grades back to DP at the end of each marking period. DP enters the grades into eSP.

In cases where the student leaves before the end of a marking period, the Hospital-Homebound teacher sends grades in progress back to HBS teachers.

LeBlanc and Sulphur will have a homeroom added called MCH. The student will be assigned to that homeroom by DP.

Students at the Juvenile Detention Center

Abbreviations Used: HBS – home based school; eSP – eSchoolPLUS; Ooz – out of zone; BOR – building of residence

Synopsis: The student will be enrolled into a CPSS school. They receive services via hospital-homebound teachers if they are there for extended time.

If the student was previously enrolled in a CPSS school they will remain enrolled in that school.

Students that were not in a CPSS school (home schooled, private/parochial, out of parish) will be enrolled at the school in the attendance zone for the JDC. CWA issues permits to: Fairview Elementary, Oak Park Middle, LaGrange High. This becomes the student's HBS.

Students that were NOT CPSS students will be entered into eSP by DP with input from the HBS.

The student is assigned to HBS teachers and classes in eSP by the counselor. DP will enter them.

These students will receive homebound instruction. DP can go in and mark the student as home bound in the attendance portion of eSP so that the HBS teacher doesn't mark the student absent when taking attendance.

The HBS creates a cumulative folder for the student.

DP notifies the Hospital-Homebound office. 217-4300.

Hospital-Homebound teacher sends grades back to DP at the end of each marking period. DP enters the grades into eSP.

In cases where the student leaves before the end of a marking period, the Hospital-Homebound teacher sends grades in progress back to HBS.

If the student was previously your student, they will keep the current homeroom assignment. If you are a new HBS, DP gives them a homeroom assignment of JDC.

Students at the Simon Youth Academy (at the Mall)

Abbreviations Used: HBS – home based school; eSP – eSchoolPLUS; OoZ – out of zone; BOR – building of residence

Synopsis: There are four different programs for students: earning a high school diploma, credit recovery, seat-time recovery, and seniors earning new credit.

Earning a High School Diploma.

Students who have dropped out of school can obtain a regular high school diploma.

Requirements:

- Copy of Transcript
- Copy of GEE Scores
- Must have previously earned 15 credits
- Be between the ages of 17-26
- Student must pass the State Approved Credit Exam for each full credit course taken
- \$25.00 nonrefundable fee per course

Students enroll in this program at the Mall. They are not enrolled in any CPSS school until they complete all graduation requirements.

Upon completion the student is enrolled at Barbe High School. Data Processing handles all of the enrollment and the entering of the all transcript information.

Students graduate at the mall. The school is listed as Barbe High School. We will submit to the state as a summer graduate so that they are ranked with Barbe's other summer grads.

Recovering Credits

Students can recover credits lost through poor academic performance.

Requirements:

- Completed application from students high school counselor
- Approval by the Administrative Director of High Schools
- Student must pass the State Approved Credit Exam for each full credit course taken
- \$25.00 nonrefundable fee per course
- Students must attend at least 4 hours per week

High school counselor fills out application and sends it to High School Department for approval.

If approved, application is forwarded to Simon Learning Center.

The student remains enrolled at the HBS.

Upon completion, data processing is notified and the corrected grade/credit information is entered and the HBS is notified.

Seat-time Recovery

Students that were denied credits due to excessive class absences can recover the lost credits.

Requirements:

- Completed application from students high school counselor
- Approval by the Administrative Director of High Schools
- \$25.00 nonrefundable fee per course
- Students must attend at least 4 hours per week

High school counselor fills out application and sends it to High School Department for approval.

If approved, application is forwarded to Simon Learning Center.

The student remains enrolled at the HBS.

Upon completion, data processing is notified and the corrected grade/credit information is entered and the HBS is notified.

Seniors Earning New Credit

Students that are seniors and are currently taking a full class load at their high school (7 periods) and who still need another credit to graduate can take a course for new credit at the Simon Youth Academy.

Due to changes in state guidelines that no longer allow for a grade of P, this program is under review to figure out how to properly assess coursework.