



CAREER ONLINE HIGH SCHOOL GUIDELINES

PURPOSE OF GUIDELINES

The following Career Online High School guidelines are established to maintain the Ysleta Del Sur Pueblo (YDSP) Department of Tribal Empowerment’s advocacy for economic self-sufficiency through successful secondary and post-secondary education. The guidelines are written in order to provide enrolled students, prospective students, and program staff clear policies and procedures to follow throughout the set expectations of the Career Online High School program administered by the Department of Tribal Empowerment.

PROGRAM DESCRIPTION

The Ysleta Del Sur Pueblo Department of Tribal Empowerment offers Career Online High School in collaboration with Education To Go, Smart Horizons Career Online High School, and Smart Horizons Online Education (“SHCOE”). The program serves as a resource to students who did not complete a high school diploma due to, but not limited to, work schedules, familial responsibilities, and accessibility. The Career Online High School program offers the flexibility to balance both work and school, so one can earn their high school diploma. The program is funded by the Department of Tribal Empowerment and is 100% online. While a student obtains their high school diploma, the student will also develop specialized skills and advance their career with one of eight career certificates, which are outlined in the “Career Certificate Options” section of these guidelines (page 3).

Please note that the program is written at a 6th-9th grade reading level. Students will be assigned an Academic Coach from Career Online High School once they begin Part 2 of their curriculum, who will assist them throughout their courses. An Academic Success Advisor from the Department of Tribal Empowerment will also guide the student. However, tutoring services by the Department of Tribal Empowerment are not available. The student can be referred to tutoring services elsewhere such as within Career Online High School.

ELIGIBILITY

The Career Online High School program is for enrolled tribal members of Ysleta Del Sur Pueblo who reside in the El Paso/Hudspeth/Dona Aña Counties, are 19 years of age or older, completed the eighth (8th) grade, and have access to a computer or tablet with internet connection.

Students between the ages of 19-24 are encouraged to pursue an in-person curriculum. Before enrollment into Career Online High School, Academic Success Advisor and the student will discuss alternative high school options.

REQUIREMENTS

The listed items below are required to enroll in Career Online High School:

- ONE-ON-ONE MEETING – The student must meet with the Academic Success Advisor to discuss eligibility for Career Online High School and alternative high school options. At this meeting, the Academic Success Advisor will schedule alternative high school visit(s) with the student.
- APPLICATION – The student is required to submit a complete application to be considered for Career Online High School.

REQUIREMENTS AFTER ENROLLMENT

After approval from the Department of Tribal Empowerment Management Team, the listed items below are required once enrolled into Career Online High School. All agreements must be upheld to remain a student in good academic standing with the Department of Tribal Empowerment.

- COMPLETION OF PART 1 (PREREQUISTE) – Once enrolled, the student must complete the Part 1 course of their selected career track within 2 weeks of enrollment. Upon completion, the student will then be required to contact the Academic Success Advisor and meet to sign an agreement for Part 2 of the curriculum.
- APPROVAL OF ENROLLMENT INTO PART 2 – If approved by the Academic Success Advisor, the student will sign an agreement to enter Part 2 upon completion of Part 1.
- SIGNED AGREEMENT – Before beginning Part 2, the student must sign the *Ysleta del Sur Pueblo Career Online High School Agreement*, which states that a **minimum of 10 hours a week** will be dedicated to the online curriculum. If the minimum of 10 hours are not met weekly, there will be consequences, which are detailed in the “Consequences of Not Fulfilling Hours or Completing Coursework” section of these guidelines (page 5).

CAREER CERTIFICATE OPTIONS

Along with obtaining a high school diploma, students will receive a career certificate of their choice in one of the following:

- High School Diploma with Food and Hospitality Skills
- High School Diploma with Retail Customer Service Skills
- High School Diploma with Office Management
- High School Diploma with General Career Preparation
- High School Diploma with Child Care and Education
- High School Diploma with Certified Commercial Driving
- High School Diploma with Homeland Security
- High School Diploma with Certified Protection Officer

PART 1 – PREREQUISTE COURSES

Students must be enrolled into one of the pre-requisite high school elective courses prior to enrolling as a full-time student in Career Online High School. Each of the following pre-requisite courses is a half credit (1/2) course.

Pre-requisite course options for Students:

- Certified Protection Officer
- Commercial Driving
- Child Care & Education (CDA)
- Office Management
- Food and Hospitality
- General Career Preparedness/Professional Skills
- Homeland Security
- Retail Customer Service

PART 2 – COMPLETE CURRICULUM

Once the student successfully completes the one pre-requisite high school elective course, the student will be enrolled full-time. Once enrolled, the student has 18 months to complete the Career Online High School requirement to obtain a high school diploma.

If the student exceeds the 18 months or is removed from the curriculum, it is the student's responsibility to assume any additional costs associated with extension of the curriculum and/or refund to the Department of Tribal Empowerment.

EXPECTATIONS

- **MAINTAIN CONTACT** – It is the **student's responsibility** to maintain contact with the Academic Success Advisor and Academic Coach throughout the program. Maintaining contact includes emailing and/or calling the Academic Success Advisor and/or Academic Coach with updates on the curriculum and when any questions or concerns arise. The student must respond to any emails and/or phone calls from the Academic Success Advisor and/or Academic Coach within 48 hours of initial inquiry.
- **COMPLETION OF ASSIGNMENTS** – Part 1 course (Prerequisite) **must** be completed within two weeks. Once access to Part 2 is granted, the student **must complete two semesters per month (15-20 lessons every 2 weeks)**.
- **UPHOLD SIGNED AGREEMENT**– Once enrolled into Part 2, the student must uphold the signed *Ysleta Del Sur Pueblo Career Online High School Agreement*. In order to uphold the signed agreement, the student must fulfill the following: **7-10 lessons per week** and a minimum of **10 hours per week**. Failure to maintain minimum lessons per week and hours may result in removal from Career Online High School.
- **LIBRARY VISIT**– Although Career Online High School can be completed at home, students are encouraged to work on a computer in the Department of Tribal Empowerment's library. This is to ensure that the student is completing their coursework. Academic Success Advisors are unable to provide tutoring services, but Academic Coaches through Career Online High School are available for assistance. If working in the library is not feasible, the student must contact the Academic Success Advisor to arrange an alternative schedule.

SCHEDULE

In order to obtain a high school diploma within 18 months, the student must complete 1 to 2 lessons per day which is equivalent to 2 semesters per month. Applicable transfer credits may shorten time to complete curriculum.

The Department of Tribal Empowerment is open Monday – Friday from 8am – 5pm. Library visits must be scheduled within these hours. The Academic Success Advisor will work with the student to create a schedule that will fit the student's needs. The student must uphold the arranged schedule made with the Academic Success Advisor.

CONSEQUENCES OF NOT FULFILLING HOURS OR COMPLETING COURSEWORK

If hour and/or progress requirements are not met on a weekly basis, the following consequences will be merited:

1. A mandatory meeting with the Academic Success Advisor will be scheduled to discuss what may be hindering the student's performance. At this meeting, the student and Academic Success Advisor will create an action plan for the student's curriculum to be completed within a designated timeframe.
2. If the action plan is not being upheld, a mandatory meeting with the Education Division Manager, Student Services Coordinator and Academic Success Advisor will be scheduled. At this meeting, the student, Education Division Manager, Student Services Coordinator and Academic Success Advisor will discuss an alternative action plan for the student in their curriculum.
3. If no improvement in the curriculum is made after the alternative action plan, the student will be dropped from Career Online High School. It is the **student's responsibility** to refund the Department of Tribal Empowerment for Career Online High School expenses.

INCOMPLETION OF CAREER ONLINE HIGH SCHOOL

If the student does not complete Part 1 and/or the first 30 days of Part 2 within the allotted time, the student will need to seek other alternative high school diploma options. If the student does not complete Career Online High School during Part 2 after the 30 day probationary period, it is the student's responsibility to refund the Department of Tribal Empowerment and assume any costs for extension and/or future re-enrollment.

PAYMENT

Career Online High School is funded by the Department of Tribal Empowerment. Once the student completes the 30 day probationary period of Part 2, the Department of Tribal Empowerment will submit a payment in the amount of \$1,295.00 for the student's initial 18-month enrollment.

REFUND POLICY

As mentioned in the "Consequences of Not Fulfilling Hours or Completing Coursework" section (page 5), if the student does not complete the alternative action plan, the student will be responsible for refunding the Department of Tribal Empowerment for the initial enrollment cost of \$1,295.00.

Exemptions from the Refund Policy will include justifiable conditions, such as a death in the family, a verifiable family emergency, or medical condition. Supporting documents must be submitted to the Academic Success Advisor.

REFUND PROCEDURES

The Refund Procedure pertains to students who do not complete Career Online High School. Student may repay the \$1,295.00 in one of the following manners:

1. Full Payment: Student can make a full refund payment by making a check or money order payable to the Ysleta Del Sur Pueblo and submitting to the Department of Finance (located at 119 S. Old Pueblo Rd., Ysleta Del Sur Pueblo, TX 79907). The Department of Finance will issue a receipt for payment at the time payment is rendered.

2. **Installment Payment Plan:** Student can set up an installment payment plan with the Academic Success Advisor. A signed promissory note must be executed, and the student must keep current on payments in order to qualify for future Department of Tribal Empowerment assistance. Payments must be made to the Department of Finance.
3. **Payroll Deduction:** Student can set up a payroll deduction agreement through the Academic Success Advisor and the Department of Finance if they are a regular employee of Ysleta Del Sur Pueblo.

Failure to comply with refund procedures will affect future Department of Tribal Empowerment funding and/or assistance and any non-refunded monies are subject to judicial review by Tribal Court.

APPEAL PROCESS

An appeal process is available to any student who is unsatisfied with a decision, to include application denial, negotiation of hours and lessons per week, and/or removal from Career Online High School. In order to be considered for an appeal, student must demonstrate unusual/extenuating circumstance(s) that affected ability to uphold requirements and/or academic performance standards while a student of Career Online High School and led to the decision.

A student seeking an appeal may use the following provisions:

1. Student must schedule an appointment with Academic Success Advisor to obtain an appeal form.
2. Student must attach and submit the following to the Academic Success Advisor within three business days of receiving appeal form:
 - i. A typed statement of the circumstance(s) that affected the student's ability to uphold requirements and/or academic performance and led to the decision. Include how circumstance(s) have been resolved or no longer exist.
 - ii. Supporting documentation relevant to the explanation. (Examples: doctor or hospital statements, police reports, statements from a third party that knows the situation well.)
3. Appeals submitted to the Academic Success Advisor will be forwarded to the Department of Tribal Empowerment Management Appeal Team, who will review the forms at their next bi-weekly meeting and make a final decision. **Decisions are final.**

Once the appeal has been reviewed and decided upon, student will be notified via email and phone call. Results of an appeal must be picked up by student from the Academic Success Advisor at the Department of Tribal Empowerment (located at 11100 Santos Sanchez St., Ysleta Del Sur Pueblo, TX 79927).