

Stubblefield Learning Center

Student Handbook

2017-18

Student Centered School - Future Ready Students

www.hudsonisd.org

BETH AND HORACE STUBBLEFIELD LEARNING CENTER

“THE KEY TO YOUR FUTURE”

In April 1991, the Texas Board of Education adopted rules under which a school district could outline a private or community-based organization to provide education for students who have dropped out of school or are at-risk of dropping out of school. This new rationale for learning was implemented (1996) in Angelina County through a countywide non-traditional campus for high school students under the direction of the Angelina County Chamber of Commerce Foundation Board (an advisory board of county superintendents and area business/industry executives). This approach brings together existing community, education and business-based interests that are conscientiously attempting to assist with today’s educational problems, but are often fragmented and isolated from one another.

Stubblefield reflects hope, persistence, patience, hard work, teamwork, commitment and success for all students. It is helping to shape the educational system in Angelina County into a center of learning that prepares all students to be contributing members of society. The school provides an encouraging and positive environment with high expectations for each student. It represents a powerful partnership that brings together the community, education and business. This unique center was named in loving memory of two Angelina County citizens who were involved in community and educational activities over forty years – Beth and Horace Stubblefield.

PURPOSE

It is the vision of Stubblefield Learning Center to serve the academic and social needs of all of its students with purpose and professionalism. The Learning Center will strive to seek the best academic options for each student enrolled, to fulfill their graduation requirements and post-secondary goals. Service to the participating school districts will be of high priority in order to preserve the ongoing partnership between each member of the co-op.

Students attending SLC will:

- Become more committed to school and learning. Students are responsible for their learning in this setting.
- Maintain attendance and increase achievement and academic success.
- Receive on campus counseling and crisis intervention.
- Promote increased levels of self-confidence and self-esteem.
- Graduate with a high school diploma from their home school.

Beth and Horace Stubblefield Learning Center is designed for secondary students who have been identified as having personal, economic, or academic hardships that put them at risk of not progressing in a regular high school setting. Once a student has enrolled, they cannot transfer back to their home campus or to any participating district.

STUDENT ELIGIBILITY

Certain requirements must be met for students to be eligible to attend SLC. Individuals must:

- Live in one of the five participating school districts in this Angelina County co-op (Central, Diboll, Hudson, Lufkin and Zavalla).
- Be between the ages of 16 and 21 years of age who are no longer in an accredited high school or who have been determined to be at-risk of dropping out of school by their current home campus referral committee.
- Be granted a referral from their home campus by their Principal or Counselor.

A referral from the home school Counselor, Principal, or Superintendent, a current high school transcript (including documentation of or EOC scores), an up-to-date immunization record, and a completed SLC application are reviewed by the Stubblefield director.

Prior to the interview, the student must submit copies of his/her:

- Referral from their home school (signed by Counselor)
- A current high school transcript
- STAAR EOC scores
- Immunization records
- Stubblefield application (completed)
- Birth Certificate
- Social Security card
- Driver's license (if applicable)
- Proof of residency (2 items)

When the student meets the criteria set forth, the Director conducts a comprehensive interview with the student and the parent(s) to determine eligibility. Upon the completion of the interview, a determination will be made to then qualify the student for enrollment. No student will be automatically enrolled, or granted automatic admission.

ENROLLMENT PROCEDURES

Once approved for enrollment in the SLC program, the student must return to their home campus to withdraw/transfer. Before a student is officially enrolled, documentation of withdrawal must be returned to the Director. The transcript from the previous school will be used to determine which courses need to be completed in order to meet graduation requirements. Students will be assigned to classes according to individual needs and preferences. Course load will be assigned on an individualized basis in order to effectively meet graduation requirements.

WITHDRAWING FROM SCHOOL

Children who are under age 18 will not be permitted to withdraw from school unless a parent, legal guardian, or other adult with responsibility for the child comes to the school to complete the necessary forms. Students who are age 18 or older, who are legally married, or who have ever been legally married are adults and can withdraw themselves from school.

ATTENDANCE

Absences will be considered on an individual basis. Students must notify the office each day they are not in attendance. A student who is absent more than ten (10) consecutive days without notifying the office may be withdrawn for non-attendance. When returning to school, a conference with the director will take place before the student is re-enrolled. All absences are reported to the home school. When a student accumulates excessive absences, violations are handled through truancy prevention measures and the truancy court system.

- Absences for appointments with doctors, dentists, orthodontists, physical therapists, and other healthcare professionals will be classified as excused absences if the student returns to school on the same day as the appointment and the time the student left the doctor's office.
- Absences for required court appearances will be classified as excused if prior approval from the director.
- We must have documentation if a child is absent due to illness. **Full-time students who want a Social Security or VOE (TxDOT) form signed by the director validating full-time attendance must be within the 90% of school days offered set by the state of Texas compulsory attendance laws.**

SCHEDULING

Stubblefield institutes a schedule that is more flexible than a traditional school. Students are able to coordinate their work schedule and family duties with their schooling. This scheduling allows optimum contact between a limited staff and the greatest number of students. Morning and afternoon sessions are advantageous for the students and the program. School hours for students vary according to work schedules and available modes of transportation.

The operating hours of the campus during the regular school year are Monday through Thursday: 7:45 a.m. to 3:45 p.m., Friday: 7:45 a.m. to 3:00 p.m. Summer school operating hours are 7:30 a.m. to 4:30 p.m. Monday through Thursday, and off on Fridays. Students must attend classes four hours per school day to meet the attendance requirements.

Typically, students are scheduled in three courses and four (4) hours of instruction a day; the student must pace himself/herself to an 80 minute (one hour and 20 minutes) class period. This arrangement allows a student to fulfill some course requirements in several weeks while other courses may require several months. The student is required to attend each class each day, unless permission is granted through the teacher with permission from the Director.

The educational program includes the core courses required for graduation; students must meet the minimal state requirements and satisfactory/approaches results on the EOC (End-Of-Course) test. The courses are TEA approved and taught by teachers certified in their teaching fields.

Guidelines for student classifications:

- **FRESHMAN**
- **SOPHOMORE**
- **JUNIOR**
- **SENIOR**

Credit Earned:

- 0 - 5.5**
- 6 - 12.5**
- 13 - 18.5**
- 19 or more***

Progress:

- Little or no progress during a three week grading period will be considered in violation of campus policy and may result in academic probation.
- Teachers/staff meet weekly to discuss student progress and/or dismissal actions. Student and/or parent conferences may be requested by the Director to discuss issues of concern. These conferences will involve teachers to verify attendance, grades, attitudes and progress.

Semester Completions:

- A student is expected to complete 2-3 credits within 90 days of enrollment on the SLC campus.
- The completion form (grade and date of completion) will remain in the student file to document credits earned. A grade of 80 or above is required for all courses. A comprehensive exam over the previous modules will be required to document student mastery.
- When a criterion has been met for course completions, grades are sent to the home school registrar and the counseling office to be added to the student's official transcript.
- When students need an official transcript, requests must be made to the home school campus.

CURRICULUM

Curriculum at SLC is self-paced. As soon as a student completes a course, a new course is assigned. Deadlines are removed, but we suggest that a student set a realistic goal of completing at least two modules (unit/chapter) in each class each week. There will be no six weeks grading periods and no semesters. The student, upon completion of unit assignments, selects his/her test day. Courses offered will be English, communication applications, math, science, social studies, physical education, health, vocational education, principles of information technology, psychology, accounting, keyboarding, chemistry, physics, music history, art, etc. (Complete list of courses on page 15)

The curriculum design is based on performance, need, aptitude and interest of those students enrolled. Attention is focused on skill development and demonstrated proficiencies and is not time or content driven. Subjects offered are determined by those students' individual needs through the development of a Student Education Plan (SEP). The SEP is determined after analysis of each student's level of development in essential skill areas.

Each student has a file containing examples of work that demonstrate proficiencies attained in each course of study. The portfolio serves as one basis of assessment for the student. These files are maintained by the teacher.

A student portfolio maintained by the Director contains:

- Referral from home district
- Application/eligibility data
- Student profile, showing aptitudes, areas of interests and academic strengths
- Testing information (EOC); transcript
- Documentation of credits earned at SLC

COUNSELING PROGRAM

A counseling program is implemented that accurately and effectively monitors student progress and allows for regular conference sessions with students and parents. Counseling responsibilities address two major areas: career development and special populations. The counseling program promotes goal setting and builds self-esteem. Students engage in activities that foster communication, goal setting, decision-making, self-concept, responsibility and effective study skills and habits. The social worker is available for academic and individual/family counseling needs.

STAFFING

Staffing selection has been the most important component at Stubblefield. Teachers are certified in their teaching assignments and are required to teach every level of his/her major area. One certified teacher is required for each of the four major subject areas: Science, English-Language Arts, Social Studies and Mathematics. A technical/vocational teacher is responsible for elective credits in vocational education classes.

The Director serves as the campus administrator/principal. The role and purpose of this position is to supervise the instructional program and support operations at the campus level. The major functions of this position addresses: positive school climate, school improvement, management of instruction, personnel, students, administrative and fiscal/facilities management, professional growth and development and school/community/business relations.

STUBBLEFIELD STAFF

Director: JEFF WALKER

B.S.: Hardin-Simmons University

M. Ed.: Stephen F. Austin State University

Certifications: Texas Principal Certification, EC-12 Physical Education

Experience: 9 years (3 as a teacher and 6 as an administrator)

Social Worker: ROBERT HAMILTON

B.S.: Stephen F. Austin University

Certifications: Licensed Social Worker and Anger Therapist

Experience: 15 years (2 as a Special Education Teacher and 13 years as a Social Worker)

Teacher: MAURICE PEUGH

B.S.: Stephen F. Austin State University

M.S.: Stephen F. Austin State University

Certifications: Science (8 – 12), Math (6-12); Special Education

Experience: 5 years

Teacher: BRENT MCCLAIN

B.B.A/M.Ed.: Stephen F. Austin State University

Certifications: Business, English Language Arts, Principal Certification

Experience: 13 years

Teacher: DAVID LACKEY
B.B.A.: Stephen F. Austin State University
Certification: Math
Experience: 2 years

Teacher: TREY AINSWORTH
B.A.: Texas A. & M. University
Lamar University
Certifications: Special Education (E.C. – 12), English Language Arts, Speech Communications
Experience: 4 years

Teacher: JASPER LEE
B.S.: Stephen F. Austin State University
Associate of Arts: Angelina College
Certifications: History, Political Science, Social Studies Composite, P.E., Art, Health
12 credit hours toward Masters' Degree
Experience: 8 years

Administrative Secretary: Linda Payne
Experience: 34 years in secretarial field

P.E.I.M.S. Coordinator: Becky Ordaz
Experience: 36 years

CAMPUS RULES

As Beth and Horace Stubblefield Learning Center is an accredited high school in the State of Texas and an extension campus of the five county schools, students are under the rules established by the State of Texas and the United States Government. It is state law that every child under 18 years of age should attend school in the district in which he/she lives. Every effort is made to make every child a success. We expect every child to come to school every day and to make appropriate progress. If a child is experiencing difficulty in a designated course of study, it is the child's responsibility to be resourceful and seek assistance from a teacher.

Due to a **NO TOLERANCE** discipline policy on our campus, offenses listed below can lead to disciplinary action, and may lead to permanent removal from the campus.

Harassment (Bullying & Harassment)

- Any bullying or harassment as defined by the Texas Education Code

ATTENDANCE

- Students must be in full attendance according to TEA rules
- Students must attend 4 hours per day to meet the alternative school attendance requirements.
- All students must clock their own time cards in and out.
- If a student cannot attend school, the parent or guardian is expected to call and report the reason for the student's absence. The State of Texas requires official documentation to excuse any absence. To excuse the absence, a parent or guardian will deliver a note to the front desk/staff when the student returns to school. After 3 parent/guardian notes (supporting illness only), a **doctor's** note will be required or the absence will be documented as **unexcused**.
- Absences will result in telephone calls to parents/guardian at home and/or work, probation officers, recruiters, employers and Judge (if student has been court ordered to attend school). Student absences will lead to conferences with director and appropriate supporters: student, parent(s)/guardian, teachers, etc.
- After three consecutive **unexcused** absences, a student may be withdrawn from school and the home school will be notified.
- It is a state law that a child under 18 must be in school in the district in which he/she lives. A student under the age of 18 commits the offense of THWARTING COMPULSORY SCHOOL ATTENDANCE as specified under Section 25.093 of the Texas Education Code if the student misses:
 - Ten (10) or more days, or parts of days, within a six (6) month period; or
 - Three (3) or more days, or parts of days, within a four (4) week period
- Judge Billy Ball (Precinct #1) handles violations for all 5 participating districts. The judge will summon the student and parent/guardian to appear in court.
- Excessive absences will result in a court hearing and a fine assessed by the court.
- Students who violate court orders will be identified and weekly reports will be faxed to the Judge.

When students are sent home and they qualify to return, a conference with the director is required. Parent(s) and/or guardian must attend conference.

CHEATING

Scholastic dishonesty, which includes but is not limited to, cheating on a test, and/or plagiarism in preparing written work, or participating in a breach of coursework material confidentiality. Parent(s)/guardian(s) will be notified. Students caught cheating must repeat the section of coursework noted to be invalidated from cheating. A conference to discuss removal for a repeated offenses will be held and formal removal from the learning center will be at the discretion of the campus director .

DESTRUCTION OF SCHOOL PROPERTY

Damaging or vandalizing school property is unacceptable. The student will be held responsible and restitution must be made. Discretion will be used by the campus director principal depending on the severity of a potential incident. The range of discipline to be used may consist of community service, suspension, or permanent removal from the campus.

DISRUPTION OF CLASS

The teacher is in charge of the classroom. Students are in charge of their learning. Students are expected to respond to a request made by the teacher. Mutual respect will be exhibited by all in the classroom.

Classroom disruption can result in a student being removed from the class. If a student is sent home for the remainder of the day, the student will receive an absence. Before a student can return to a classroom, a conference between student, parent(s)/guardian, director, teacher and/or the student's outside supporters will occur.

DRESS CODE: CLOTHING AND ACCESSORIES

Casual but conservative apparel (not offensive or disruptive) is expected of students and staff. The following clothing and accessories are prohibited:

- Obscene or offensive slogans that promotes disruptions or violence
- Showing of cleavage or midriff will not be allowed
- Clothing or accessories displaying alcohol, tobacco, or drugs of any kind
- Clothing or accessories that could display gang colors or symbols
- Facial jewelry - examples include but not limited to lip/eyebrow/cheek rings - the only exception will be a nose ring stud
- Chains or other jewelry that are excessively large or that make noise
- Tights, leggings, or other skin tight material. This material must be covered by other garments no shorter than the knee.
- Sagging pants - no undergarments are to be seen and all pants/shorts are expected to be worn at waist level as designed
- Unnatural hair colors - including but not limited to pink, red, blue, green, orange, yellow, etc. are prohibited
- Hair must be kept in a neat and reasonable manner. Extreme hair styles will not be allowed such as, but not limited to...mohawks, obscene designs, physically distracting or obstructive items attached to the hair, etc.

PERSONAL ITEMS

- Zippered notebooks, large purses, backpacks and book bags are not permitted at SLC. If a student must bring a change of clothing for work or extra items, these items are to be turned in at the front desk upon arrival. To insure that these items are not misplaced, it is the student's responsibility to take them home at the end of the day.
- Other personal items are maintained by the student. Keeping up with them while on campus is the student's responsibility. Stubblefield and its staff are not responsible for loss or potential theft of any item while on campus.

CELL PHONES

There is a **ZERO** tolerance policy on the campus for personal use of a cell phone by a student. If a student uses a cell phone anywhere in the building or if the phone is heard ringing, vibrating and/or an alarm goes off, the phone will be taken up. The student will be charged \$15 and can pay the fee and pick it up at the end of the day. If the student prefers not to pay a fee, he/she can leave the phone for seven calendar days and pick it up at no charge.

FIGHTING

Fighting will not be tolerated. The police will be contacted and persons involved will be reported to authorities. Suspension and potential permanent removal will be issued at the discretion of the campus principal.

WEAPONS

Students are prohibited from possessing or using a weapon of any kind while on campus grounds. A weapon is defined in this handbook as a knife, firearm, club, or device that could be used to inflict bodily harm. Possession or use of any such will result in disciplinary action at the discretion of the campus principal.

PROFANITY

The use of profanity towards other students, or staff, is prohibited. The student will be immediately addressed and discipline may range from conference, community service, suspension, and up to permanent removal depending on the severity of the incident.

SEARCHES OF STUDENTS AND VEHICLES ON SCHOOL PROPERTY

The principal or other school administrator can search a student's outer clothing, pockets, or property if he or she has a reasonable basis to suspect that the search will reveal evidence that the student has violated a school rule. The scope of the search will be related to the suspected violation.

Vehicles parked on school property are also subject to search by the principal or other school administrators if the administrator has a reasonable basis to suspect that there may be contraband of any kind, such as weapons, alcohol, drugs, or any other prohibited substance, in the vehicle.

ADMINISTERING MEDICINE AT SCHOOL

Often, students have to take prescription medication for a certain period of time as treatment for a medical condition. If possible, we ask that you schedule the timing of the doses so that the child takes the medicine at home prior to attending school. S.L.C. will not provide or administer over-the-counter medicines at school. Students will not be allowed to carry over-the-counter medication for personal use. If the student **must** take medication, it is the responsibility of the parent or guardian to provide and administer any medication during school hours.

GENERAL INFORMATION

FOOD

Food and/or drinks are not allowed in the classrooms. A student is allowed to bring such items, but must be maintained up front and consumed during the scheduled break time of the day. Snack and beverage machines are also made accessible for student use at designated breaks times. Certain medical conditions may require alterations of this section and will be accommodated for on a case-by-case basis with appropriate medical documentation presented.

TRANSPORTATION

Students and their parent/guardian are responsible for transportation to and from SLC unless provided by the home school district.

GRADUATION

Upon completion, of course credits & EOC requirements, students will participate in the Stubblefield Learning Center Commencement. The commencement will recognize all students who have completed requirements set by the State of Texas Education Agency and will be held as a formal graduation ceremony.