



2017 - 2018

Student Handbook

Supplement to LISD Student Handbook

Amended as of 10/23/2017

*****This Handbook is a supplement to the District Student Handbook. All LHSA students will be held accountable to the district Student Handbook policies, rules and guidelines for all students within Livingston ISD.***

Student Attendance:

- LHSA students are scheduled on an AM or PM schedule. Some students may be approved to complete an 8 hour day.
- Students may choose between an AM and a PM schedule depending on individual plans. The AM schedule will be from 7:15 - 11:00 and the PM schedule will be from 11:15 - 3:00.
- Student attendance will be monitored through time cards and within the GradeBook Program.
- Students will follow the district and state guidelines for compulsory and ADA attendance requirements.
- Students should also submit the appropriate documentation for an absence as outlined in the district student handbook. All documentation should be submitted to Mrs. Smith the day a student returns from an absence.

Graduation Plans / Course Completions / Transcripts:

- Graduation Plans will be developed with Mrs. Smith
- Teachers will receive a copy of a Course Review that will indicate the courses that each student should be enrolled in as well as any EOC exams that are needed.
- Course Completion Sheets should be submitted to Mrs. Smith as soon as the course is complete so that the grades may be entered into TxEIS and transcripts are kept up to date.
- All students must complete an Exit Interview with Mrs. Smith before they can withdraw from the program after completing all state mandated courses.

Curriculum:

- Students will need a spiral or notebook paper, pens/pencils and ear buds daily for class.
- LHSA will utilize the Edmentum Curriculum.
- These courses are self-paced, meaning that individual students determine the length of time it will require to complete a course. However, students are required to complete a minimum of $\frac{1}{2}$ credit each week.
- Students will attend a tutorial session for STAAR EOC support.
- Students will have access to the curriculum at home so that courses may remain on a self-paced schedule.

- Most LHSA students are completing a Foundation Graduation Plan and may not require elective courses. However, if a student is requesting to enroll in an elective course, it must be approved by Mrs. Smith. Elective courses must be state approved in order to receive credit and not all of the Edmentum courses are approved electives by the state of Texas.
- Students are required to pass End of Course (EOC) Exams for Biology, Algebra I, English I, English II, and US History.
- Students that are still needing to take EOC exams should complete those courses first so that they are provided every testing opportunity provided by the state. Students must be enrolled in the course or have completed the course for which an EOC exam is designed before they are allowed to take the test.
- The Edmentum Curriculum provides tutorial modules (Pathways) for the EOC exams for students that are testing and re-testing. Students may access the Pathways courses online at home.
- The EOC Testing Dates are set by the state and are as follows:

Re-Testing:

English I	Dec. 4
English II	Dec. 6
Algebra, Biology, US History	Week of Dec. 4 - Dec. 8

Testing:

English I	April 10
English II	April 12
Algebra, Biology, US History	Week of May 7 - May 11

English I	June 25
English II	June 27
Algebra, Biology, US History	Week of June 25 - 29

Graduation:

- Students may walk in the LISD graduation ceremony in June provided they have met graduation requirements, are graduating within four years and with his/her graduation cohort.
- Students who choose to receive their diploma when they complete their coursework may not participate in the LISD Graduation Ceremony.

- Graduating students are responsible for ordering the correct cap and gown for the ceremony as well as attending the graduation practice. Graduation caps and gowns are ordered from Balfour.

Grading:

- Teachers will utilize the Edmentum Grade Tracker program to determine grades and course completion.
- Students are required to take notes during each course.
- When students complete a course, they should let the teacher know and complete a Grade Report Form for the course they completed.
- A LHSA Grade Report Form and a copy of the Grade Tracker “Detailed Grade Report” must be submitted to Mrs.Smith for each course a student completes.
- The final course grade will be based on the following:

Discussion	10%
EOS Test	25%
Mastery Test	15%
Post Test	30%
Tutorials	5%
Notes	15%

Classroom Behavior:

- The LHS Academy will follow the LISD Student Code of Conduct as outlined in the Student Handbook. We will review Student Code of Conduct in the district handbook for students.
- Teachers may utilize cooling off time, after school detention, Saturday detention, student conferencing, parent contacts, and approved incentive programs to manage classroom behavior. The previous strategies should be considered before a formal discipline referral is submitted.
- Teachers will utilize the Love and Logic Strategies in managing student behavior.
- Students are to utilize class time wisely. The use of cellphones will be limited and social media websites, gaming websites, YouTube, etc, are not allowed because it interferes with the educational process.
- Students are to demonstrate respectful behavior towards themselves, fellow students and all staff.

Extra-Curricular Activities:

- LHSA students do not participate in Extracurricular/UIIL Activities.

Progress Reports:

- Progress reports will be sent home every 3 weeks.
- Students and Parents may monitor progress and grades at any time through the Edmentum Website.

Dress Code:

- LHSA will follow the district dress code for students.

Emergency Drills:

- LHSA will participate in emergency drills with the high school. Emergency Procedures Binders will be provided.

Location in the Building:

- LHSA students are not allowed to interact with the high school students.
- When LHSA students enter the building, regardless of transportation, they are to report to the classroom immediately.
- Students may not enter the commons area in the mornings.
- Students may not linger in the hallways, bus loading areas, or car rider areas in the mornings or during dismissal.
- At no time are students allowed in the high school classrooms, hallways, gym, band hall, or CTE buildings.
- Students may use the restrooms in the main hallway only. If these restrooms are not available, let your teacher know and a new location will be determined.

I have received and reviewed a copy of the 2017- 2018 Livingston High School Academy Supplemental Handbook. I understand the expectations outlined in the handbook and I agree to follow the guidelines that will allow me to reach those expectations.

Student Signature

Date

- It is important that we are able to contact parents/guardians and students throughout the school year. Please provide the current information listed below. It is the responsibility for the student and/or parent/guardian to provide update information in the event that any contact information changes. Change forms may be obtained from the LHSA Principal.

Student Name : _____ **ID #** _____

Parent/Guardian Name: _____

Physical Address: _____

Mailing Address: _____

Student Phone Number: _____

Parent/Guardian Phone Number: _____

Student Email: _____

Parent/Guardian Email: _____

Any information that the teachers' need to know:

