

# HOUSTON ISD GRADUATION LAB STUDENT CONTRACT

## Milby High School Campus

Student Name \_\_\_\_\_

**PRINT**

The Houston ISD Online Credit Recovery Initiative is an internet-based instructional program which offers a district-approved digital curriculum on a flexible, self-paced schedule. Students are expected to complete a minimum of half a credit every 9 weeks in order to remain in the program. Students are expected to follow the Houston ISD Code of Student Conduct, including attendance expectations as well as any rules specific to the Graduation Lab. Enrollment in the program is a privileged opportunity. Violation(s) of the rules will result in removal from the program.

### Rules Specific to the Graduation Lab:

- Students must complete their own course work without dishonest or unauthorized assistance from other students, adults, the internet or other resources.
- Computers are to be used only for completion of assigned coursework.
- No unauthorized internet usage is allowed.
- When listening to course-related audio files, headphones must be used.
- Students must follow expectations regarding noise levels and respect the learning and testing environment.
- No materials or equipment may be removed from the Credit Recovery Lab without the permission of the Graduation Coach or Lab Monitor.
- Coursework and quizzes may be accessed and completed outside of the lab, but unit tests and final exams must be taken in the lab.
- Students must have permission from the lab monitor to print any material.
- Student login identification and passwords are to be kept confidential.
- Students must not modify, endanger or damage lab equipment through carelessness or intentional activity, including leaving a laptop unattended.
- Students must refrain from using cell phones and music listening devices while in the lab without the consent of the Graduation Coach or Lab Monitor.
- Students must request permission to leave the lab and must secure the laptops before leaving the lab for any reason.
- Student must report any misuse or damage to the laptops or other lab materials to the Graduation Coach or Lab Monitor in a timely manner or the student will be held accountable for the damaged materials.
- Students must maintain a professional email address for use in the lab and for communication with the Graduation Coach or Lab Monitor and must update the student profile within APEX Learning to reflect this email address.
- Students taking original credit courses are bound by semester deadlines. Failure to complete the course within the assigned deadlines may result in failing grade placed on the transcript.

I agree to abide by these rules and procedures while in the Graduation Lab.

I understand that violation(s) of these rules will result in my removal from the program.

I understand that my success in this program depends on my seriousness and dedication to completing the required assignments and courses to earn credits towards graduation.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Houston Independent School District



Creating a College-Bound Culture