

## Synopsis

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The Graduation Lab is designed to offer students the opportunity to work in a virtual classroom before, during and afterschool at their own pace, anywhere with an internet connection to complete courses for original credit, credit recovery, or attendance appeals as well as test preparation for EOC, TSI, SAT.

## Attendance

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Attendance is mandatory for all students that are scheduled to a virtual course regardless if they have a scheduled Grad Lab Class period or not. Therefore, if you have a 99 listed on the bottom of your schedule you need to check in with me daily.

*Remember the end of chapter Teacher Scored Test (TST) are mandatory!*

## Student Course Participation Expectations

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- Students **MUST** complete 1 Apex unit per week
- Pretest:
  - The pretest is your best friend! - Take your time and do NOT guess/rush through it!
  - The better you do on the pretest, the less work you must complete within the unit.
- If a student is locked out of a lesson or quiz, you must complete a Cornell note sheet before receiving a reset.
- Students are expected to follow the due date schedule in their course and as such should strive to submit their assignments before or on the assigned due date. **After 15 days of inactivity, students may be withdrawn without notice.**

## Submitting Homework

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There are two kinds of assignments to be completed:

1. Computer scored activities (quizzes and CST's) which are completed and graded online.
2. Teacher scored activities and test should be downloaded and completed electronically and the completed assignment **MUST** be submitted electronically.

***Credit recovery students only have to complete quizzes, CST, and TST's***

***Original Credit students must complete everything within Apex: Journals, Practice, Discussions, Quizzes, CST and TST's***

## Communicating with Your Teachers and Others

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Your Graduation Coach and Virtual Content Teacher will communicate with you via Teams, Email, and/or through the Apex Message Center.

Students have a messages page for communicating with teachers and submitting assignments and activities. To access:

1. On the dashboard, click the New Message button (+ sign). A New Message Dialog opens
2. Use the dropdown list to select a teacher to contact.
3. Enter a subject and your message (Please include Course, semester, unit and assignment (For example: Alg 2B 3.1.4)
4. Click the send button. The dialog closes and a copy of your message is displayed on the message screen.

***Students must maintain open and frequent communication with their Graduation Coach and plan to conference with me regularly. (I will send a calendar invite to have scheduled 15-minute conferences via Teams once a month)***

#### Academic Integrity

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The principles of academic integrity are a cornerstone upon which the intellectual integrity of this class rests. In order to maintain academic integrity, Houston ISD requires that all work be entirely the result of one's own effort. Plagiarism, cheating or any other form of academic dishonesty will not be tolerated, and teachers will not accept work that is copied or plagiarized.

It is my goal that a student never puts himself or herself in a situation where they compromise their integrity. Please reach out to me or your virtual content teacher so that we can either assist you or help you find assistance.

#### Student Information

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Student Name: \_\_\_\_\_ Id number: \_\_\_\_\_

Personal Email Address: \_\_\_\_\_ Cell #: \_\_\_\_\_

#### Parent/Legal Guardian

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In an effort to streamline communication with all stakeholders who have the best interest of our students at heart, I promise to hold them accountable for their online coursework by checking their activity score report weekly.

Parent's Email Address: \_\_\_\_\_