

Graduation Lab Syllabus



GRAD LAB



Ms. Bonilla | Room 123 | mbonill3@Houstonisd.org | Best to communicate by TEAMS

Materials

To be successful in this class you will need the following items:

- Composition Book
- Highlighter
- Pen/Pencil
- Your school issued computer device
- Headphones (that plug into your computer) Required for Text to Speech and Online Course Videos

Course Requirements

- Students must attend the Graduation Lab period if assigned on their schedule
- Students must complete assigned activities in online course
- Student must complete a supervised final exam
- Some courses will require teacher scored assignments
- Students must track their course work and completion

Goal Setting: Students must set daily goals to complete their online course in a timely manner. Students will be required to check in with the graduation coach upon request. Students who are enrolled in HCC must provide a copy of their progress when requested by the graduation coach.

HCC Students: Students taking HCCS courses must stay on track with their courses and adhere to the requirements by Houston Community College

Communication: Students may communicate with the Ms. Bonilla via Teams for support. Students are expected to check their HISD email regularly and Teams for information from Ms. Bonilla

Grading for online courses (Apex or Edmentum)

- Attendance and participation: Mandatory
- Online Assignments and activities: 90%
- Online Final exam: 10%

System Access and devices: Students will have access to a device provided by the school. Students will have access to their courses via CANVAS or the HCC MyEagle landing page.

Course Completion Plan: Students may work on their online courses at their own pace. This means students have the opportunity to work fast on lessons they understand and take their time on lessons they need to review longer. This does not mean that students can leave the course unattended and only work when they

want. Students must work daily on their course until completion. Students who are assigned to multiple courses must work on one course at a time. This means students must complete a course in its entirety before starting a new one.

Academic Honesty: Students are expected to adhere to the highest standards of academic honesty. Any instance of plagiarism will result in a failing grade for the course. In the graduation lab plagiarism comes in many forms including but not limited to, submitting the work of another student as your own, sharing answers, and using websites and applications to provide answers. Students must not use cell phones in class while working on their online course.

The following websites and apps are not permitted in the graduation lab:

- Quizlet, Brainly, Course Hero, etc

Restroom/Water Passes: No student will use the restroom during the first 15 mins or last 15 mins of class. Please use your passing period for restroom and water breaks. Only 1 student may go to the restroom at a time. Excessive use of bathroom passes will result in the loss of passes. I may require students to sign in/out when leaving the classroom.

Cell Phone Policy: Cell phones should be always silenced and put away during class time. A cell phone parking lot/cubby may be provided for you if needed. If your family needs to get ahold of you in case of emergency, they can call the main office 713-733-1111. Consequences for using a cell phone in will include verbal warnings, requests to place the cell phone on the teacher's desk, phone call to parents, and finally referral for detention.

Respectful Language and Behavior: All students are expected to behave in a respectful manner and to use proper and respectful language when addressing teachers, staff, and other students. Consequences for failure to be respectful will include, verbal warnings, phone call to parents, and finally referral to detention. .

Support Services: Students who need assistance must request it from the grad coach as soon as possible. Students may request quiz resets after hours by sending a message to Ms. Bonilla on Teams. Resets requests made after 5pm may take longer. Do not worry, review your information, and check the course, the reset will be available by the next morning.

I acknowledge I have read and understood the Graduation Lab Syllabus
Spanish version upon request.

READ, SIGN & RETURN BY 9/8/2023

Student Name: _____ Date: _____

Student ID: _____ Grade Level: _____ Advocacy Teacher: _____

Parent Name : _____ Parent Phone: _____

Parent email: _____ Date: _____