



LIBERTY UNION HIGH SCHOOL DISTRICT

Community Education Center

"Creating A Culture Where We Thrive"

High School Learning Center

Student Information Packet and Application

In the following packet, you will find information pertaining to the LUHSD High School Learning Center and how our after-school program may benefit your student.

The curriculum offered through the Learning Center (LC) adheres to the school board-mandated Liberty Union High School District 9th-12th grade courses of study.

IMAGINE EDGENUITY (previously EDGENUITY) is an online video-based credit recovery program. **All students are required to attend the in-person class (LC Lab) twice a week, in addition to work at home.**

Teachers will guide and monitor student progress as the student moves through all course requirements. Students must earn full credits in one course (semester) before moving on to the next (if needed); one course (semester) at a time.

With this model, **"Motivation is key."** In order to complete a semester course (5 credits), students are required to work online a minimum of 30-50 hours. The more hours producing work, the quicker the recovery of credits (e.g. a highly motivated student that puts in 50 hours of quality work could earn 5 credits in 3 months). This is not typical but can be accomplished. The average course completion is 10-12 weeks.

Enrollment Criteria (who can apply)

1. Current full-time LUHSD student
 - Priority student(s) served – 12th grade, 11, 10, 9 (in this order)
 - Priority student(s) needs served –
 1. Credit recovery (previously failed course)
 2. CORE courses (9-12)
 3. Elective credits needed for graduation (12th grade only)
 4. Counselor unable to fit course in current schedule (i.e. student has a full load of 8 periods)
 5. Summer School "NM" earned (9-12)
 6. Grade improvement (improve "D" grades for a-g purposes)

Application Process (to be completed by counselor)

1. Student, parent and counselor have a conference surrounding how LC works, select course(s) and complete application. This includes the Academic Integrity Policy (AIP). **ALL signatures are required (this includes the parent).**
2. Completed application and all required **documents are to be scanned/mailed to the CEC Secretary, Hermelinda Meraz.**
3. Counselor will be notified regarding acceptance and provided a welcome packet that contains starting date, location and teacher information.
4. Counselor will provide all class information (including location, time and room number) to their student and notify parent. **Due to limited space availability, students that are absent to their initial class may be dropped immediately and/or placed on a waiting list.**
5. If there is a need for an additional course, the counselor must email Hermelinda Meraz to begin the process.

Expectations and Additional Information (to be discussed with family)

- Students must adhere to the AIP (policy included).
- Students must attend the scheduled in-person LC Lab(s), be on time and stay the entire time period.
 - **Currently, LC Labs will be held on your site Tuesdays and Thursdays from 3:30-5:00pm.**
- Students are to be working on lessons the entire time period while in the LC Lab.
- Students must leave campus immediately following their LC Lab (no loitering).
- Students are expected to continue to follow all LUHSD behavior guidelines set forth each school year.
- Respect yourself, others and the environment. This includes classroom teacher rules.
- Non-LC Lab students (visitors) are not allowed in the Lab or on campus (no waiting for the student).
- Food or drink is not allowed in the LC Lab (water is permitted).
- Absences and/or lack of progress may result in dismissal from the program (see below).
- **If student will be absent for whatever reason, parent must call 925-634-2589, x1037 (prior to class). Reminder, missed LC Lab hours may result in dismissal from the program.**

* While enrolled in Imagine Edgenuity courses, the parent and home site counselor/administrator will have access to view student progress and will need to be proactive with continuous support and motivation.

Progressive Discipline for Student Challenges (to be discussed with family)

Lack of significant progress, failure to attend Lab or follow rules may result in one or more of the following:

First Offense:

- Teacher phone call home and home site counselor notification.

Second Offense:

- Teacher parent contact and home site counselor/administrator notification.
- If student is deemed in jeopardy of not completing the course, the LC Lead Teacher and/or administration will be notified as well.

Third Offense:

- LC Lead Teacher/administration notification and student inactivated from Imagine Edgenuity and dropped from the LC.
- Home site counselor/administrator communicates the drop with the student and parent.

***If student is dropped for attendance reasons**, they may reapply after a 30-day probationary period. The LC Lead Teacher/Administration will make the final re-activation decision. If LC Lab is full, the student's re-activation application will be put on a waiting list.

Our hope is that every student finds success through inspiration and dedication.

Community Education Center - "Creating a Culture Where We Thrive"

COMMUNITY EDUCATION CENTER - LEARNING CENTER
 “Creating a Culture Where We Thrive”

Students may only take a maximum of 20 credits. One course at a time.

*****On the application, please only identify the COURSE needed*****

LUHSD Courses (Number)	LC Imagine Edgenuity Courses	Codes	
<u>English</u>		HS req.	a-g req.
English 9 (3030)	English Language Arts 9	B	b
English 10 (3040)	English Language Arts 10	C	b
English 11 (3050)	English Language Arts 11	D	b
English 12 (3060)	English Language Arts 12	E	b
<u>Social Studies</u>		HS req.	a-g req.
World History (5240)	World History	J	a
US History (5280)	United States History	K	a
American Government (5330)	American Government	L	a
Economics (5335)	Economics	M	g
<u>Science</u>		HS req.	a-g req.
The Living Earth (5020)	The Living Earth	H	d
Chemistry in the Earth System (5140)	Chemistry in the Earth System	I	d
Physics in the Universe (5165)	Physics in the Universe	I	d
<u>Math</u>		HS req.	a-g req.
Algebra I (4630)	Algebra I	F	c
Geometry (4670)	Geometry	F	c
<u>Math Electives</u> (3 rd yr math requirement only)		HS req.	a-g req.
Algebra 2 (4690)	Algebra 2	F	na
Applied Career Math (4600)	Financial Math	F	na
Personal Finance (4755)	Personal Finance	F	na
<u>Non-Departmental</u>		HS req.	a-g req.
Health (2700)	Health	Q	na
Electives (placement determined by administration) – CORE courses first.			
<u>Electives</u>		HS req.	a-g req.
Music Appreciation (6060)	Fine Arts	P	na
<u>Other Electives</u> (needed for graduation)		HS req.	a-g req.
Non-Dept (7650)	Career Planning and Development	Z	na
Non-Dept (7650)	Strategies for Academic Success	Z	na

Notes:

- Variable credits courses available if needed
- Code explanation = see your site Registrar
- Courses are **not** NCAA eligible.



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High School Learning Center
Student Application and Agreement

Name _____ Grade _____ Student ID# _____

Student Email address: _____

Please print legibly

Parent/Guardian Email address: _____

Please print legibly

Mailing Address _____
Street Number City Zip Code

Phone _____ Birthdate _____ Date _____

Instructions: This form is to be completed by the student, high school counselor and parent. After all parties sign the application, the high school counselor is to submit this application by scan/email to the CEC Secretary, Hermelinda Meraz.

Counselor: _____ **Courses Needed** _____ **Semester** _____ **Credits Needed** _____

Please attach:

☐ Student Transcript 1. _____ ☐ 1 and/or ☐ 2 _____
☐ I.E.P./504
☐ Additional Info 2. _____ ☐ 1 and/or ☐ 2 _____

Fourth Year Limitation - Students may earn no more than 90 units from all sources in the calendar year prior to their graduation (September-June). Appeals for exception to this policy may be approved by the site principal under special circumstances. BP 6146.1

(Additional requests beyond the initial application = Counselor email only; no need for new application)

- Two courses (20 credits) may be indicated, **but student must complete one course (semester) at a time.**
- Students are required to attend their school designated in-person LC Labs twice a week (90 minutes each).
- Labs are held on Tuesday and Thursdays (3:30pm-5:00pm) unless otherwise noted.
- Once approved, student starting dates, locations and teacher information will be provided by the counselor.

***LC Labs are based on teacher/space availability and may be adjusted as needed**

Requirements: (Ed Code 52500.1) To be completed by school counselor

As the above student's high school counselor, I certify that this student is enrolled at _____ High School and I approve the concurrent enrollment as requested. On _____ (date), the parent and student participated in a counseling session in which we reviewed the enrollment criteria, application process, expectations and additional information and understand that acceptance depends upon eligibility and available space and the application does not guarantee space or completion of requested course(s).

Print Counselor's Name _____

Signature _____

Print Student Name _____

Signature _____

Print Parent/Guardian Name _____

Signature _____

CEC Approval:

LC Lead Teacher / Administrator _____ Date _____

Liberty Union High School District

Academic Integrity Policy



Imagine the future of learning with us.

I AM AWARE THAT:

- I may only take **one** course at a time.
- I must attend an in-person lab/class(es) as scheduled while actively producing work online throughout the week.
- I must complete all required coursework by the target date (10-12 week average). If not, I will need to conference with the teacher.
- The pretesting option will be enabled and discussed by the teacher.
- Teachers will support, guide, and monitor my progress as I move independently through course requirements.
- I will be required to take notes for each lesson for quizzes and test. This can be via eNotes or a traditional notebook. If I don't take notes, I may be required to redo the direct instruction lecture.
- I will be given 3 attempts to pass each test with a 60% or higher. If I do not pass after 3 attempts, I will have to conference with the teacher to either earn another attempt or an alternative assessment.
- If there is a concern with possible cheating at any time, assessments will be in class only.
- If a cumulative exam (final) is assigned, it will be administered in class only.

I AM COMMITTED TO:

- Turning off (disabling) and putting away my cell phone and/or unauthorized devices during class.
- Actively participating in the online education program, staying on track and completing the entire course.
- Logging on and actively producing work at least 15 hours per week outside of my scheduled class/lab time.
- Setting a goal for overall achievement of 70%, and passing all tests with at least 60% or higher.
- Communicating with the teacher regarding any challenges I have with the assignments or the program.
- Abiding by the district technology acceptable use requirements.

I PLEDGE THAT I WILL NOT:

- Plagiarize or cheat in Imagine Edgenuity, including allowing others to do my online work.
- Use websites that provide answers to assignments or assessments.
- Give unauthorized assistance on assessments, or allow others to give me assistance on assessments.
- Have additional sites (windows open) on the computer other than Imagine Edgenuity approved sites.
- Use or access any outside resources (including cell phone) during assessments.
- Post assessments, assignments, answers to assessment or assignments, or any other curricular materials on any media that can be seen by other students or other third parties.

My signature below confirms that I have read all expectations and agree to abide by the Academic Integrity Policy. Violations could result in a warning, loss of credit, suspension and/or dismissal from the program.

Student Signature _____

Date _____

Parent Signature _____

Original/copy of this form must be submitted with the application.

Student should keep a copy as well.