



Parent-Student Handbook

Lydia Patterson Institute
517 S. Florence St.
El Paso, TX 79901
(915) 533-8286

Website: www.lpi-elp.org

Email: info@lpi-elp.org

TABLE OF CONTENTS

SCHOOL INFORMATION	3
EDUCATIONAL PHILOSOPHY	3
INSTRUCTIONAL PROGRAM	4
HIGH STANDARDS	6
CHARACTER EDUCATION	8
BULLYING PREVENTION	10
ATTENDANCE	13
STUDENT EVALUATION	16
STUDENT ACADEMIC SUPPORTS AND INTERVENTIONS	17
PARENTS & STAFF INVOLVEMENT	20
COMMUNICATION	21
HEALTH AND SAFETY	22
ENROLLMENT	26
MEAL PROGRAM	27
PARENT-STUDENT HANDBOOK SIGN-OFF SHEET	28

Lydia Patterson Institute School Day

School Hours (M-F):

8:30 a.m. - 3:00 p.m.

Office Hours:

8:00 a.m. - 4:30 p.m.

EDUCATIONAL PHILOSOPHY

Mission

Lydia Patterson Institute is committed to providing an environment in which Christian faith, values, and knowledge converge to give students a cross-cultural, academic, and state-of-the-art education, by creating opportunities to develop skills to succeed and transform a changing world.

Collegiate-Focused

Lydia Patterson Institute's collegiate-inspired environment is designed to motivate our students to not only attend school, but also to excel.

INSTRUCTIONAL PROGRAM

Overview

Lydia Patterson Institute's curriculum is aligned with the Texas Essential Knowledge and Skills. As necessary, teachers supplement the curriculum to meet student needs.

Special emphasis is given to the four core curricular areas of English Language Arts, Mathematics, Science, and Social Studies. LPI provides a challenging program that is structured for high academic achievement and long-term success.

Project-Based Learning

Lydia Patterson Institute utilizes a Project-Based Learning model to guide and monitor student learning. LPI teachers utilize digital content and instructional technology to create a unique classroom environment, which allows students to grow as independent learners while the teacher focuses on group and targeted, differentiated instruction.

PBL is a teaching strategy that uses real-world learning activities to engage student interest and motivation. In PBL, students collaborate, problem-solve, make decisions along their journey, create something new, and present their work. Projects are designed to address essential questions or problems that represent experiences people encounter in the world outside a traditional classroom. Teachers are the facilitators of learning, guiding students through a structured project plan, incorporating multiple learning methods.

One of the goals of PBL is to engage students' deeper learning, asking them to grapple with concepts from many different perspectives. PBL is an effective vehicle to teach students 21st Century skills, like communication, collaboration, organization, time management, research, self-assessment, and reflection skills.

Electives: Athletics & Arts

Lydia Patterson Institute aims to create scholarship pathways for our students utilizing rigorous and high quality instruction in academics, athletics, and the arts. All students choose electives in athletics and/or arts to participate in during their school day that align to their interests and talents. We believe that all students have innate talents and through our electives program, they have the opportunity to refine and enhance their skills. Electives may include soccer, basketball, art, music/orchestra, and more. From one year to the next, students may decide to try their hand at a new athletic or art endeavor.

Research has shown that physical activity is associated with improved academic achievement, including grades and standardized test scores. Further, such activity can affect cognitive skills, attitudes and academic behavior, including enhanced concentration, attention, and improved classroom behavior. The same is true for the arts. Participation in arts-based activities helps students to approach subjects more analytically and creatively, eliciting higher levels of engagement in classroom learning and therefore increased academic achievement.

Foreign Language Instruction – Spanish/French

Learning a foreign language is a key component to the uniqueness of our instructional program.

Lydia Patterson Institute understands the necessity of foreign language acquisition from the global perspective. Therefore, to ensure our students have the greatest opportunities to compete in the global economy of the 21st century, our selected foreign languages are Spanish and French. Spanish is the most spoken non-English language in the United States, with nearly 35 million more speakers than Chinese (the next highest). We adhere to a culturally responsive pedagogy and Spanish and French instruction can be crucial to meeting the needs of the community.

Technology

Students at Lydia Patterson Institute will have access to technology. In order to be able to access and continue using technology, students and their families will be required to submit a *Student Tablet and Computer Contract* each school year.

Acceptable Use of Technology

Students at Lydia Patterson Institute are expected to use school technology and all electronic devices responsibly and in the manner intended. The *Student Tablet and Computer Contract* is included in the registration packet each year, providing the guidelines by which students are bound when using school technology.

All students are expected to:

- Use the LPI-approved applications (apps) only;
- Never install any software or applications without permission or change the system already installed on the device in any way without permission;
- Access, post, submit, publish, communicate, transfer, send, receive or display appropriate content only;
- Keep personal account numbers, passwords, and personal information private;
- Use only personal usernames, passwords, and electronic mail (e-mail) or files;
- Act responsibly according to the Behavior Policy;
- Keep food and beverages away from Technology;
- Use the device only as it was intended; and
- Store and use Technology safely to avoid loss or damage.
- Students assume full responsibility for reporting any security and/or maintenance of their own electronic device. Should electronic devices be lost, stolen, damaged, or defaced after issuance to a student, that student will be required to pay a replacement fee before a new device is issued or at the end of the academic year.

HIGH STANDARDS

Lydia Patterson Institute establishes a positive, caring atmosphere where students feel safe and successful while being held to high standards of behavior at all times. A strong school culture of high expectations is the foundation of student success.

All students are expected to follow school dress code and practice common courtesies (please, thank you, and proper greetings) and learn how to converse respectfully with their peers and with adults. All of the school's high expectations are explicitly taught, constantly modeled, and appropriately reinforced to our students.

Dress Code

It is the intent of Lydia Patterson Institute that students be dressed and groomed in an appropriate manner that will not interfere with, or detract from, the school environment or disrupt the educational process.

The expectation for student attire and grooming is based on a desire for safety and respect for other students' right to learn. Student attire is based on our school dress code and should reflect pride and attention to personal cleanliness.

Please take note of the following highlights:

- Girls will wear dark navy blue pants with polo blouse with school logo.
- Only knee black shoes or all black tennis-shoes.
- Boys will wear straight navy blue pants and a belt, polo shirt with the school logo.
- White socks will be worn at all times with black shoes or all black tennis shoes.
- All students must have the blouse/shirt tucked in at all times.
- Regulation school sweaters must be worn with the uniform. If a sweater is lost, students will purchase the sweater for whatever price is in effect at the time.
- All Students will wear navy blue jackets or navy blue wind breakers. (No other type of Jackets will be permitted.)
- Students will not be allowed to do any alterations to the school shirt or wear another type of shirt to school. Those students, who come to school with the school shirt already altered or wearing another type of shirt will, be sent to the Business Office to obtain another one and it will be charged to their account. (The school Polo Shirt is required to be bought in the business office) The Polo Shirts from other uniforms stores (Juarez or El Paso) will not be allowed.
- If a student comes to school with the pants already altered, he/she will be sent home and he/she will be able to come back the following day with the correct uniform pants. The same applies to both, boys and girls, if they bring their pants ragged especially at the bottom area around the feet.
- Clothing worn must not be suggestive or indecent.
- Clothing or appearance is not to be the type that would cause a disturbance or interfere with the instructional program.
- Clothing and general appearance must enhance personal hygiene and to be such as not to constitute a health or safety hazard.

- Articles of clothing that the Administration construes as unacceptable in school are:
 - Male students will not be allowed to wear headbands or other objects to support the hair.

- Pants that hang down below the waist and around the buttocks area will not be allowed.
- Hair length must be clean cut. No spiking or hair tints will be allowed. (Parents must make sure that their sons have the proper haircut). All boys must have a conservative short haircut. An example is the crew cut (See Image 1). Other type of crew cut is the Ivy league haircut (See Image 2 and 3).



Image 1



Image 2



Image 3

- Caps, hats, arm bands, necklaces, pierced earrings, and tattoos of any shape or size will not be worn or carried and should not be on campus at all.
- Girls must have their hair neatly kept and always groomed.
- No facial jewelry, make-up, nail polish, body piercing nor related jewelry may be worn at school. This includes tongue piercing, gauges, and eyebrow piercing. Tattoos are not allowed.

- Free dress activity:
 - Sleeveless shirts will not be worn as an outer garment. Tank tops or half t-shirts will not be allowed.
 - Any combination, which exposes a bare midriff when standing or seated, will not be worn.
 - Short shorts for girls and blue jean cutoffs for both male and female students are not allowed.
- If student's dress or grooming is objectionable under these provisions, the Principal shall request that the student make appropriate corrections.
- If the student refuses, the Principal shall notify the student's parent and request that person to make the necessary corrections. If both the student and parent refuse, the Principal shall take disciplinary action.
- Students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded from the extracurricular activity for such a period as the Principal or sponsor may determine.

Vandalism and Damages to School Property

Students shall not vandalize or otherwise damage or deface any property including furniture and other equipment belonging or used by *Lydia Patterson Institute*. Parents of students guilty of damaging school property shall be liable for damages in accordance with the law and the student will be assessed disciplinary action leading to possible expulsion.

Academic Integrity

Lydia Patterson Institute faculty and administration believe in academic integrity and the principle of the honor code. Students are expected to do their own homework, to test without external resources, and to submit original work for all assignments.

Examples of Academic Integrity Violations include, but are not limited to the following:

1. Downloading information from the internet and not citing appropriate sources
2. Unauthorized assistance from a peer on an exam
3. Using a non-permitted device (calculator or cell phone) on an exam
4. Copying
5. Requests to copy from peers to copy their own work

Academic Integrity violators will receive disciplinary repercussions such as an office referral and/or suspension at the discretion of the principal.

CHARACTER EDUCATION

Character Consequences

Lydia Patterson Institute has a discipline plan in place that may include day-to-day discipline such as community service, suspensions, and guidelines for suspension and expulsion.

Disciplinary options available to the teachers include but are not limited to: student reminder, parent-teacher communication, counseling referral, and discipline referral to the Principal.

Teachers are responsible for the day-to-day discipline in their classrooms within the understanding that teachers have many different roles beyond just disciplinarian. Teachers work with their students to meet their individual needs and work together to find a common ground in the classroom, to ensure that learning can take place.

A student who misbehaves in a classroom (is disrespectful to teacher, uses offensive language, interrupts instructions, etc.) will receive a warning and detention by their teacher to be served before or after school. This will be documented in praxi. Detention takes precedence over any extra-curricular activity. It is the responsibility of the student to inform teachers and/or coaches, and their parent or guardian of the detention received. Failure to attend detentions will be corrected with another detention by the teacher for missing the previous detention. Failure to attend the second detention will receive a referral for habitual misconduct or refusal to obey reasonable directives.

Disciplinary Referrals: Referrals may be issued to students by teachers and administrators for repeated infractions of school rules or for infraction of major regulations. This will be documented on praxi by the teacher/administrator who will contact the parent or guardian through an email or phone call about the infraction. Administration will also be contacted and will follow up accordingly.

School Jurisdiction

The school has jurisdiction over its students during the regular school day. The school's jurisdiction includes any activity during the school day on school grounds, attendance at any school - related activity regardless of time or location, and any school related misconduct regardless of time or location. The school also has jurisdiction over its students on any social media platform regardless of time or location if the behavior disrupts the school environment and/or if the student is wearing the school uniform.

Students will be expected to conduct themselves in a manner becoming of young adults from the time they arrive on campus until they leave. There shall be no necking, petting or any other display of affection in the building or on campus.

Any student involved in serious misbehavior will be subject to disciplinary measures and must appear before the Principal accompanied by a parent.

All teachers are expected to enforce school policies with any students involved in an infraction of rules. A student who refuses to comply will be subject to disciplinary measures. If a student feels he/she has been treated unfairly, the matter should be discussed with an administrator after complying with the teacher's direction.

Suspension & Expulsion

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at any time, including but not limited to: a) while on school grounds; b) while going to or coming from school; c) during the lunch period; d) during, going to, or coming from a school-sponsored activity.

Suspension

Suspension is intended to remove the student from peers and the class environment. This separation provides the student time to reflect on his or her behavior and a possible pattern of behavior that will be more positive, as well as to protect the student body as a whole from dangerous and disruptive behavior.

Suspension length is determined by the administrator based on the infraction and the maximum number of consecutive days a student may be suspended is five (5) days, unless the suspension is extended pending an expulsion hearing. Students on suspension pending an expulsion hearing may request that academic work be made available through Schoology.

Expulsion

A student may be expelled upon the recommendation of the Principal and approval of the President.

Personal Property

Lydia Patterson Institute is not responsible for any loss or damage to personal items.

Lost or Stolen Items

Students are responsible for any personal items they bring to school and must watch their belongings carefully.

Lost and Found

Items that have been found should be returned to the office. Students who have lost an item at school may go to the lost/found area and to check lost and found articles.

School Property

LPI authorities may inspect and search school property and equipment owned or controlled by LPI (such as lockers, desks and parking lots), without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas.

Seizure of Property

If a search conducted in accordance with this policy produces evidence that the student has violated or is violating either the law or the school's rules, such evidence may be seized and impounded by administrators, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

BULLYING PREVENTION

Lydia Patterson Institute is committed to providing a safe educational environment for all students. We are undertaking efforts to reduce and prevent incidents of bullying between students in the educational environment, as well as intervene and correct behavior that is determined to be in violation of school policies.

Bullying, however, is not a problem that happens only on school property or during the school day. It is also a family and community problem that can exist outside of school and have widespread consequences. Therefore, it is important that parents play an active role in their students' lives to help educate about and prevent bullying.

What Is Bullying?

Lydia Patterson Institute's Anti-Bullying/Hazing policy prohibits bullying. School policy and state regulations state that bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or –related activity, or in a school operated vehicle, and the behavior:

- Results in harm to the student or the student's property,
- Places a student in reasonable fear of physical harm or of damage to the student's property, or
- Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student's education or substantially disrupts the operation of the school.

Bullying is prohibited by Lydia Patterson Institute and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism. In some cases, bullying can occur through electronic methods, called "cyber bullying."

The principal/assistant principal may, in response to an identified case of bullying, decide to suspend a student found to have engaged in bullying to another student at the campus. In consultation with the student's parent, the student may also be expelled.

Parent-Staff Interactions

Lydia Patterson Institute expects that parents/guardians will communicate with staff members in a respectful and non-harassing manner.

Investigation

Parents and students can rely on staff to promptly investigate each complaint in a thorough and confidential manner. Upon receiving the report, the principal or designee will conduct an investigation using the information provided. After a report or complaint is made, the principal or designee shall determine whether interim measures are necessary to stop, prevent or address the effects of bullying or intimidation, including retaliation, harassment or bullying during and pending any informal resolution and/or investigation.

The principal or designee shall interview individuals who have information relevant to the investigation, including but not limited to, the subject of the complaint and, where appropriate, his or her parents/guardians, the person accused of bullying or intimidation, anyone who witnessed the reported conduct, and anyone mentioned as having relevant information. At no time should the alleged perpetrator and victim be interviewed together.

Prevention Resources for Parents

As cyberbullying can also take place at home, parents play an important role in preventing cyberbullying. The following are some strategies that can be helpful in cyberbullying prevention:

- Provide guidance to children on appropriate behavior using technology, which may include:

- Never give out personal information online, whether on blogs, messaging services, social media sites, or personal websites.
- Never tell anyone but your parents your password, even friends.
- If someone sends a mean or threatening message, don't respond. Save it or print it out and show it to an adult.
- Don't put anything online that you wouldn't want your classmates to see, even in email.
- Don't send messages or make posts when you're angry. Before clicking "send," ask yourself how you would feel if you received the message.
- Help other students who are bullied online by not joining in and showing bullying messages to an adult.
- Know the sites your children visit and their online activities. Ask where they're going, what they're doing, and who they're doing it with.
- Learn about the sites and applications your children use, so you can better monitor their use.
- Discuss cyberbullying with your children and ask if they have ever experienced it or seen it happen to someone.
- Ask for their passwords, and if necessary tell them you'll only use them in case of emergency.
- Ask to "friend" or "follow" your kids on social media sites or ask another trusted adult to do so.
- Tell your children that you won't blame them if they are cyberbullied. Emphasize that you won't take away their computer/phone privileges - this is one of the main reasons students don't tell adults when they are cyberbullied.

The following are links to websites that feature additional information and resources, which may be helpful to our families:

National Crime Prevention Council: <https://www.ncpc.org/resources/cyberbullying>

Stop Bullying: <https://www.stopbullying.gov/cyberbullying/index.html>

Cyberbullying Research Center: <http://cyberbullying.org/resources>

Cyber Bully Help: <http://cyberbullyhelp.com>

Safe Kids: <http://www.safekids.com>

A Thin Line: <http://www.athinline.org>

DAILY REGULATIONS

Areas Requiring Faculty Supervision: Students are forbidden to be in the following areas without faculty supervision: classrooms, chapel, gyms, school patios, parking lots, and cafeteria.

Lunch: LPI is a closed campus for lunch. Students may not leave the campus at lunchtime. For safety purposes, food delivery services of any kind (Uber Eats, Grub Hub, etc) are not allowed to deliver food on campus. Parents, relatives, friends, etc. may not meet a student in the parking lot in order to drop off food. Any person dropping off food for a student is considered a visitor and must first sign in at the front office. Students will not be notified that a parent has dropped off lunch in the office. Students may gather only in the cafeteria during their lunch period. Students are responsible for neatness, cleanliness, and orderliness when eating in the cafeteria and patio area.

Food is not to be consumed in any of the buildings. Water may be brought but must be in non-breakable containers. The cafeteria is the only area where food and beverages are allowed. Chewing gum in school is always prohibited.

Permissible Devices

Laptops and iPads are to be used for instructional purposes only.

Cell phones must be turned off on campus, from 8:30 AM to 3:30 PM.

Smart watches should be on silent mode and should not be synced to a cell phone. Smart watches causing disruptions in class or used for any form of cheating will be confiscated.

If a cell phone or smart watch is confiscated during school hours, a \$15 fine will be charged for the return of a cell phone or smart watch. Payment will only be accepted before and after school by the Business Office. Confiscated phones/smart watches can be picked up before or after school from the Business Office.

Items NOT Allowed in School

The following are forbidden on school grounds:

- Electronics not authorized by the administration or faculty, or otherwise causing distractions, will be confiscated. This includes any form of headphones, earbuds, etc.
- Books, magazines or any images which feature any sexual material.
- Incendiary devices (i.e., fireworks, matches, explosives, lighters, etc.).
- Water guns, water balloons, cap guns, whistles, pellet guns, Rubber band guns, Splatr Guns, stink bombs and any kind of noisemakers.

Lost and Found

LPI provides a lost and found by the main office. The school is not responsible for lost items. LPI is not responsible for lost, damaged or stolen property. The Lost and Found box will be periodically cleaned out. Any items not claimed by the time of the cleaning will be thrown away or donated to charity.

Participation in Religious Exercises

Students are required to respectfully participate in the religious exercises of the school. This includes, but is not limited to, class retreats.

ATTENDANCE

At Lydia Patterson Institute, we view every day as an essential learning opportunity and recognize that student attendance directly contributes to academic achievement. When a student misses school, a student's educational progress is disrupted and missed work can become a burden to complete while staying caught up on current assignments. Regular attendance helps to ensure each student can reach his/her full educational potential and shows a commitment by the family to the school and to the student's education.

Therefore, we expect excellent attendance from all of our students.

If a student misses school or any class and parents fail to call, the absence is considered unexcused.

If the student is present during the morning classes and will not be back for the afternoon classes, the student must notify the Principal's Office and/or bring a written statement from parents or guardian stating the reason for the absence. Students who do not return to school after lunch without notifying

the Principal's Office will be counted as truant, the student will be suspended. Parents or guardian must telephone the Principal's Office as early as 7:45 a.m. to 2:00 p.m. each day that there is an absence. This will assure that the Principal's Secretary will record the absence as excused for the day.

Student attendance is a key factor in student achievement and any absence from school represents educational loss to the student. Excessive tardiness also represents an educational loss to the student. Lydia Patterson recognizes that some absences are unavoidable.

The procedures in the regulation are designed to minimize student absenteeism and tardiness, and provide students the opportunity to make up schoolwork missed due to unavoidable absences.

- Definitions of Student Absences.

- Excused Absence.

Temporary absences are excused when they result from personal illness, sickness or death in the family, quarantine, weather or road conditions making travel hazardous, or extenuating circumstances acceptable to the Principal.

Absences due to observation of specific religious holidays which are not school holidays shall be excused by the Principal upon receipt of advanced written notice from the parent/guardian.

Students participating in school-sponsored activities receive excused absences and are counted as present for attendance purposes.

No student is to be absent from any class for more than 10 days (excused or unexcused). Failure to comply may result in the loss of credit(s) or school year.

- Unexcused Absences.

- An unexcused absence is one which may or may not be known and may not be approved by the parent, and cannot be classified as excused according to item one below. Unexcused absences will include but are not limited to the following:
 - Activities of non-school clubs and organizations.
 - Baby sitting not related to family emergency.
 - Family trips not related to family emergency.
 - Truancy.

- Effects of Absences on Grades.

- Work missed during excused absences.
- Teachers are to provide make-up work for excused absences when the student is in compliance with attendance requirements. Make up work will be allowed for any excused absences. It is the responsibility of the student to make up school work within a reasonable time to be determined by a teacher-student conference. A minimum of one school day for makeup time is allowed for each day's absences.

- Three minutes are allowed between class periods. This is plenty of time to go from any point on campus to another.
 - Excused Tardies.
 - An excused tardy is one which is justified by authorized school personnel.
 - Unexcused Tardies.
 - A tardy will be unexcused if the student is not inside the room or at the area designated for class when the tardy bell rings unless he/she has an authorized excuse.
- Effects of Unexcused Tardies.
 - Students will be referred to the Principal's Office for unexcused tardies in a given class. The student will be warned about his/her tardies and parent contact will be made.
 - If the student continues to be tardy referrals may be issued.
- Truancy.
 - A student will be given an unexcused absence for truancy.
 - Truancy - First Offense.
 - Student is suspended from classes for three days and absences are unexcused.
 - Parent conference must be held in school before student is readmitted to classes.
 - Truancy – Second Offenses.
 - Student will be dismissed from school.

14

Procedure for Early Dismissal

After their arrival on campus in the morning, students may NOT leave campus until dismissal time unless signed out by the parent through the school's front office. Students leaving campus without permission will be considered truant. If a student requests an early dismissal (for example, if a parent/guardian is picking him/her up for a doctor's appointment), the parent/guardian reports to the office to sign out the student. Requests for early pickup should be made 24 hours prior to dismissal if possible. Parents may not enter the classroom without approval from the office. Students may not call parents directly to request to be picked up. If students need to leave school they must first report to main office. Main office will contact parents. In the case of excessive early dismissals, the parent and/or guardian may be required to meet with school administration.

STUDENT EVALUATION

Grading and Reporting Student Progress

Parents will receive report cards every six weeks. Teachers will conduct parent conferences four times a year so that parents have regular opportunities to discuss their child's academic progress, work habits, and social skills personally with his or her teacher.

15

Ongoing Assessment

Teachers will collect data in the areas of mathematics, language arts, science, and social studies using formal assessments to track individual student success and to provide a profile of the overall success and development of achievement at the school. Data from these assessments will be uploaded using a data management system and will be analyzed by grade, classroom, sub-groups, etc. to enable teachers and staff to identify trends and to address specific instructional needs.

STUDENT ACADEMIC SUPPORTS AND INTERVENTIONS

Students showing difficulty with mastery of standards will be identified through data from assessments. Students are targeted for additional academic support based on their progress, assessment performance, or other methods of identification deemed appropriate in order to ensure success.

Despite the significant amount of individualization and interventions, some students may need additional attention and/or services. LPI will implement intervention plans to address students requiring additional assistance as needed. They will include, but are not limited to tutoring and individualized help from teacher's aide.

Retention/Promotion

In the semester system, students are enrolled in each course for a minimum of 45 minutes a day, five days per week and for 18 weeks. Students are awarded credits and students are awarded one-half credit per class period of instruction for a semester in the class which the student receives a passing final grade (70).

All credits earned at *Lydia Patterson Institute* are based on the semester system. Students having earned credit under any other system must have their credits evaluated and converted to semester credits for calculation toward graduation.

High School Graduation Requirements

Lydia Patterson Institute high school graduation requirements comply with the requirement stipulated by the *Texas Education Agency* to cover all subjects required by law. *The Board of Trustees approves Lydia Patterson Institute requirements*. Effective fall of 2011, students entering Grade 9 in the high school program, are required to complete twenty-six approved credits for graduation. Requirements for graduation are as follows:

<u>Subject</u>	<u>Credit</u>
English Language Arts	4
Mathematics	4
Science	4
Social Studies	3 ½
Economics	1/2
Language other than English	2 (same language)
Physical Education	1
Speech	1/2

Fine Arts	1
Religion	2
Elective course	3 ½

Course Credit Determination

A student failing a course must repeat that course before credit may be earned. In sequenced courses where continuity from one course to the other is required, we recommend that students complete (pass) these courses before consideration is given for taking the next higher-level course.

Grades will be determined individually. The basic consideration for evaluation is that of assessing the individual student's ability to function in relation to performance objectives established for the various academic areas and grade levels. The following notations are important:

- Grades earned in a school not accredited by a State or regional accrediting agency with the Texas law will not be included in the computation of the student Grade Point Average when determining rank in class or honors.
- Numerical scores are used in determining student academic achievement. Daily grades, homework, tests, and similar student work are recorded numerically in the teacher's grade book. Numerical scores are used in determining promotion and course credit. Maintenance of a grade of 70 in each course is required for participation in extracurricular and other activities. Numerical scores are used on all academic achievement records (transcripts) and maintained on the permanent record.
- If a student repeats a course, the last numerical score is also recorded. In computing grade point average, both scores are used.
- Students completing requirements for graduation at the end of the fall semester will be ranked with the following spring semester class.
- Those completing requirements during the summer will be ranked with the preceding spring semester class. Duplicate ranks may occur.
- Students are to be informed of all numerical scores recorded by the teachers. Papers for which numerical scores have been recorded must be returned to the student for review.

Basis for Grade

State regulation and the Board of Trustees of *Lydia Patterson Institute* rules mandate a certain basis for grades, which include the following:

- Numerical scores for each secondary course will be based on performance on examinations, essays or papers, performance, projects, and/or other measures appropriate to the subject matter, but may also include consideration of other criteria appropriate to the subject area. Class work, homework and class participation are specific examples of such criteria.
- Grades will reflect academic achievement and will not be based on or adjusted for non-academic criteria as discipline, tardies, and participation in extra-curricular activities or attendance.
- Mastery of the essential elements, as well as mastery criteria set by the teacher which are above the essential elements, will be demonstrated by a student's mastering 70% of the course work.
- The following score is utilized in grade determination.

93 – 100 =	A
85 – 92 =	B

76 – 84 = C
70 – 75 = D
69 and below = F

Examinations

The weight given to each six weeks grade in determining the final semester grade shall be as follows:

First Six Weeks Grade = 20% of Semester Grade
Second Six Weeks Grade = 20% of Semester Grade
Third Six Weeks Grade = 20% of Semester Grade

Student Classification

The chart below lists the number of credits required for the grade classification indicated:

<u>Credit Earn</u>	<u>Classification</u>
0 – 6.5	Grade 9
7 – 13.0	Grade 10
13.5 – 19.5	Grade 11
20 +	Grade 12

PARENTS & STAFF INVOLVEMENT

Research has shown that parental participation in their child's education has a positive impact on student academic success. Parents of children attending Lydia Patterson Institute will understand the importance of their role and involvement in their child's education. Some of the ways in which parents will be able to participate in their child's education, as well as supporting the success of the school, are explained below.

Participation/Volunteering

There are a number of ways parents can volunteer and demonstrate their commitment to the school. Parent participation/volunteer hours directly support the school and your child academically.

Possible activities to support the school include:

- School Events (Open House)
- Fundraising activities
- Breakfast and/or lunch distribution
- Special events assistance
- Arrival and dismissal supervision
- Yard supervision
- Donating school supplies
- Completion of stakeholder feedback surveys
- Leadership activities such as serving as the parent representatives for the Campus Improvement Plan

COMMUNICATION

Lydia Patterson Institute believes that communication between parents/guardians and the school is integral to the success of a student. Our combined success depends on frequent and timely dissemination of important information. We are committed to working diligently with parents to answer and resolve all questions, and believe that the school has the responsibility to develop policies and procedures in the best interest of the student. Parents can expect that all communication will receive a response within 48 hours or two (2) school days whenever possible.

School – Home Communication

Teachers Contacting Parents

The only way to assure your child is on track is to communicate with your child's teachers by phone, email, or by scheduling an appointment. If your phone number changes during the school year, be sure to notify the office so that we can always maintain your updated phone and contact information.

Automated Communication System

The school will primarily use email to remind parents of schedule changes, holidays, or other important announcements. Please make sure that you provide the office with the phone number and email that is best for receiving such communication. Should you wish to change this contact number or email address during the school year, please provide the office with the change.

Home- School Communication

Change of Contact Information

Parents will be asked at the beginning of each school year to provide the school with current contact and emergency information. If your contact information changes during the school year (including all telephone numbers), it is the responsibility of each parent/guardian to provide the Main Office with this new information. The school cannot assume responsibility for missed communications in the event that the contact information is misreported or not updated by the parent or guardian.

Parents Contacting Teachers

All teachers and staff members have email accounts where they can be easily contacted. You may also contact teachers by leaving a message with the main office.

Messages and deliveries to students

Students may not use the school telephones except for school business or emergencies approved by the administration. In an effort to limit classroom disturbances, staff will only deliver urgent messages to students during the instructional periods.

HEALTH AND SAFETY

Healthy Choices

At Lydia Patterson Institute we believe in educating the whole child. One aspect of holistic education is teaching healthy lifestyle choices. Good nutrition is vital to a child's physical, emotional, and academic development.

Administration of Medication during Onsite Learning

LPI may not furnish any medications. School personnel are prohibited by law from giving any medication (i.e., prescriptions, cold tablets, vitamins, Tylenol, etc.) to a student unless the student's physician has given written instructions and the student's parent has provided written consent.

In order for a designated school personnel to assist a student in taking a medication, including insulin to diabetic students, LPI shall obtain both a written statement from the physician detailing the name of medication, method, and time schedules by which the medication is to be taken and a written statement from the parent or guardian of the pupil indicating the desire that the school assist the pupil in the matters set forth in the statement of the physician.

All medications require a physician and parent/guardian authorization. Once authorization is obtained, the medication must be given to the Office in original containers, labeled with the name of the medication, dosage, name of the student, and frequency of administration. Over the counter medications should be in original sealed packages with directions for administration.

Students may not carry or use medication without written consent. However, students may carry and self-administer certain medication (e.g., inhaled asthma medications or Epi-pens) if the school receives the proper documentation.

Injury or Medical Emergencies During Onsite Learning

All injuries and illnesses MUST be reported to the nearest faculty member in charge or to the office. Most injuries are avoidable if safety rules are observed.

In case of injury, LPI staff will contact the appropriate agency for assistance (police, fire, etc.) An ambulance will be called in case of serious injury. The school will immediately notify parents or other adults listed on the emergency form.

If the student is running a fever or has severe illness symptoms, a parent will be notified. Students cannot be released until a parent or guardian (*listed on the emergency card*) makes transportation arrangements. Students with fever or have vomited are not recommended to attend school until their symptoms dissipate.

Injuries During Onsite Learning

If your child sustains any type of major injury (e.g., a broken bone), a note from your doctor is required before your child may return to school. Students needing any supportive appliances (crutches, cast, wheelchair, etc.) must also have a written order from the prescribing physician. Call the office for details. Children with a cast or splints are not allowed to participate in physical education activities, but alternative activities may be arranged until the cast or splint is removed.

Emergency Preparedness During Onsite Learning

The schools' emergency policies and procedures are formulated with the guidance of local law enforcement and LPI in order to prepare for:

1. Fires

2. Terrorist (bomb, chemical) threats
3. Power Outages

Scholarship Prep staff will implement and maintain the following:

- A crisis response preparedness plan.
- Training for all staff on the elements of the plan, as well as an instructional program in first-aid and CPR.
- Emergency and medical supplies
- Placards posted in classrooms and offices, which indicate evacuation routes.
- Established policy on the release of students to parents or guardian.
- Clearly understood policy on the release of school, district staff, and their emergency assignments.

In the event of an emergency, the school will implement its plan. Students, teachers, and staff will follow emergency procedures and remain with students in a safe area until the threat has passed.

Emergency Contact Information

[Emergency Contact and Medical Release Form](#)

Every student must have a completed and up-to-date Emergency Contact and Medical Release Form to be filled out during registration.

Closed Campus

LPI is a closed campus. All students are required to remain on school grounds during the regularly scheduled school day, including the lunch period. It is unlawful for anyone to take a student away from school during the regular school day without obtaining proper permission from a school official.

Visitor Policy

LPI is a closed campus. All students are required to remain on school grounds during the regularly scheduled school day, including the lunch period. It is unlawful for anyone to take a student away from school during the regular school day without obtaining proper permission from a school official. Students who leave school without authorization shall be classified truant and subject to disciplinary action.

Visitors and volunteers are welcome in our school. It is important that the presence of visitors and volunteers does not contribute to safety or security issues for students and staff members or for the visitors themselves.

All visitors, volunteers, school board members, parents, and other support personnel are expected to comply with the procedures outlined in this policy.

Procedures:

The principal or designee will:

- Require all parents, visitors, and volunteers to report to the main office of the school immediately upon entrance. This will allow the principal and school staff to account for all persons on campus;

- Provide all parents, visitors, and volunteers with a visitor's badge to wear during their stay at the school. No one is to be permitted to visit or volunteer without a badge.
- Inform parents and school staff of the procedures outlined in these procedures and any additional procedures instituted, at the school level, to manage visitor involvement in the school.

Principal's Authority:

The Principal or designee may refuse to register a visitor if s/he has a reasonable basis for concluding that the visitor's presence or acts would disrupt the school, its students, its teachers, or its other employees; would result in damage to property; or would result in the distribution or use of unlawful or controlled substances.

The Principal or designee may ask any parents, visitors or volunteers who refuse to conform to visitors' procedures to exit the campus/building.

Parents, visitors, and volunteers are not permitted to make impromptu visits to classrooms during the school day without previously checking in with the office staff.

Child Abuse Reporting

Texas Law requires that any teacher or other staff members who have a reasonable suspicion that a student has been physically, sexually, or emotionally abused or neglected must make an immediate report to the proper authorities.

Banned Substances

Smoking

All visitors are asked to please refrain from smoking on campus or at any school event or activity.

Drugs and Alcohol

LPI is a drug and alcohol-free campus. Administration has the discretion to recommend expulsion for students involved with drugs/alcohol or enter such students into a disciplinary probation period.

Mental Health Resources

Parents/guardians and students may initiate access to available mental health resources on campus by contacting the School Counselor.

ENROLLMENT

Lydia Patterson Institute does not discriminate on the basis of race, ethnicity, national origin, religion, gender, sexual orientation, perceived sexual orientation, home language, or disability. LPI abides by all applicable state and federal guidelines regarding admissions and enrollment procedures.

MEAL PROGRAM

Lydia Patterson Institute provides healthy breakfasts and lunches each day at no charge for all students.

Dietary Needs

Any students with food allergies must let administration know.

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

These policies and rules will be covered by school counselor during orientation meeting. This orientation will be with parents/guardians and students who are new to the institution. If policies and regulations are changed a new handbook and orientation will be provided.