

**Phoenix High School**  
Student/Parent Handbook  
2021-2022



**Phoenix High School**

512-281-9774  
14000 County Line Road  
Elgin, TX 78621  
[www.elginisd.net](http://www.elginisd.net)

Phoenix High School provides structure and a flexible schedule to those students in danger of dropping out of school or are in need of recovering credits for graduation. The goal is also to recover those students who may have already left the traditional school system. Phoenix High School serves approximately 50 students throughout the school year. The purpose of this student/parent handbook is to document the rules, policies, procedures, and systems that direct our work.

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## About Phoenix High School

Phoenix High School began over 25 years ago as the Alternative Learning Center for Elgin ISD. Since that time, it has undergone many changes and continues to grow and improve every year. Phoenix High School instructs students with a blended model of instruction that includes online coursework through Edgenuity and small group instruction led by the teacher. Students attend an EOC review section each day as part of the master schedule based on which EOC's the student needs to pass, in addition to the courses online in which they still need credit. Condensed YAGs (Year-At-Glance) are used at Phoenix due to the shortened time frame in which students retake their EOCs. This assists in better preparing students for the assessments that are a barrier to their graduation. Phoenix utilizes TEKS Resource System and the district's instructional planning process consistent with the other campuses in the district.

There is a flexible schedule to accommodate those who need to work, are young parents, or have outside obstacles which may interfere with the traditional school setting. Phoenix High School meets the needs of the at-risk learner by delivering the most effective and appropriate curriculum. The self-paced curriculum allows teachers to work more one-on-one, develop good rapport and build positive, trusting relationships, all while creating an environment of learning and personal growth.

Phoenix High School is an accredited high school and all students will receive their diploma based on the State of Texas guidelines. Students must fulfill the requirements for graduation as described by the State of Texas; including successful completion of End of Course testing.

PHS is selective about student enrollment. Students must apply and, if admitted, both parent and student must commit to higher standards. First, the student and parent complete an application that can be found online or at Elgin High School. The home campus counselor then completes the final section, adds appropriate documentation, and submits the application to Phoenix High School. The application is then reviewed by PHS staff, to ensure the students' needs can best be served by our campus, the student is interested in making a change, and the student has acceptable discipline and attendance. Students who qualify are notified and invited to attend a personal interview. Final acceptance is determined by the campus Principal. Students are admitted on a space-available basis. If there are no openings, the student will be placed on a waiting list and parents will be notified.

## Entrance Criteria

1. Students must be coded At-Risk
2. Minimum age 16 years old
3. 6 or more credits behind their cohort
4. Attendance – minimum 80% at High School, 90% at PHS to stay in the program
5. Discipline reports – no referrals during a six-week period once recommended

According to state criteria, a student in grades K-12 is classified as At-Risk of dropping out of school if they meet one or more of the following:

1. A pre-K, K, or grade 1, 2 or 3 student who did not perform satisfactorily on a readiness test
2. Did not maintain a 70 average on a scale of 100 in grades 7-12 in 2 or more core subjects during a semester
3. Did not advance from one grade to the next
4. Did not perform satisfactorily on a state assessment instrument
5. Pregnant or a parent
6. Has been in Disciplinary Alternative Educational Placement (DAEP) during the past or current school year
7. Has been expelled during the preceding or current school year
8. Currently on parole, probation, deferred prosecution, or other conditional release
9. Was previously reported as a drop out
10. A student of Limited English Proficiency
11. Is in the custody of CPS or during this school year been referred to CPS by school, court or law enforcement
12. Homeless
13. Resided in residential placement the preceding or current school year

Many other factors can cause a student to have difficulty in a regular school setting and we review all applications received.

**If accepted to PHS, it is understood that once the student starts PHS they may return to their home campus, be withdrawn, or enroll at ACC for their GED if they cannot follow the rules as outlined in the student contract.**

## Elgin Independent School District 2021-2022 Instructional Calendar

July 2021						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
Su	M	Tu	W	Th	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
Su	M	Tu	W	Th	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
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January 2022						
Su	M	Tu	W	Th	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
Su	M	Tu	W	Th	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18*	19
20	21	22	23	24	25	26
27	28					

March 2022						
Su	M	Tu	W	Th	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	(21	22	23	24	25	26
27	28	29	30	31		

April 2022						
Su	M	Tu	W	Th	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18*	19	20	21	22	23
24	25	26	27	28	29	30

May 2022						
Su	M	Tu	W	Th	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26*	27*	28
29	30	31				

June 2022						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**Instructional Minutes for Elem/Sec:**  
 Semester 1: 35,850/35,700 (80 days)  
 Semester 2: 41,100/40,950 (92 days)  
**Total: 76,950/76,650**

**Hours of Operation:** 7:30-3:00 (EES)  
 7:35-3:05 (BTW/NES)  
 8:20-3:50 (EIS)  
 8:30-4:00 (EMS)  
 8:35-4:05 (EHS)

**Graduation:** May 27, 2022 7:00 pm @ EHS  
 (Indoor location TBD in the event of inclement weather)

- Teacher Staff Development;  
\* Bad Weather Make-up Day
- Early Release for Secondary Students Only (2.5 Hours)
- Early Release for All Students (2.5 Hours)
- Jump Start Academy

- School Closed/Holiday
- First and Last Day of School  
\* Early Release (All)
- New Teacher Academy
- Jump Start Academy Teacher Work Day

- Offices Closed
- (9-Week Grading Period)
- Teacher Workday:  
\* Early Release

## **Campus Directory**

<b>Name</b>	<b>Position</b>	<b>Email Address</b>	<b>Ext.</b>
Michelle Ruthven	Principal	michelle.ruthven@elginisd.net	1904
Tara Ubelhor	Counselor/Campus Title IX Liaison	tubelhor@elginisd.net	1912
Alicia Woehl	Administrative Assistant	awoehl@elginisd.net	1905
Reagan Castillo	Teacher Social Studies	reagan.castillo@elginisd.net	1926
Matthew Russell	Teacher Math	matthew.russell@elginisd.net	1940
Jay Webster	Teacher English	jay.webster@elginisd.net	1945
Angie Kennedy	Teacher Science	angelina.kennedy@elginisd.net	1931

## **Office & Campus Hours**

Office hours – Monday - Friday: 7:30 a.m. – 4:30 p.m.

Campus hours – Monday – Friday

Session 1: 8:00 a.m. – 12:30 p.m.

Session 2: 10:00 a.m. – 3:00 p.m.

## **Breakfast & Lunch**

Phoenix High School does not have a cafeteria on site. However, we still provide the same breakfast and lunch options offered to the other Secondary campuses. Menus are posted monthly for students. Students will sign up every morning for breakfast which will be delivered from Elgin High School the following day. Lunch sign up will occur at the same time and will be delivered to the campus by 12:30 p.m. Students may take their breakfast to the classrooms, but must remain in the cafeteria for lunch. Teachers have a 30 minute duty-free lunch, during this time administrators will be on site to monitor all students. Students will need to keep their accounts current with Child Nutrition to avoid interruption of meals. Paperwork must be filled out annually for free or reduced lunch. These forms may be found online at

<http://www.schoolnutritionandfitness.com/index.php?sid=2109091816032813&page=lunchapps>.

## **Transportation**

Transportation is provided for Phoenix High School students. In the mornings, students ride the bus to the respective campuses first to drop off those students and then are dropped off at PHS. In the afternoons PHS students are picked up first and will ride to the other campuses to pick up all bus riders before the route is completed.

Parents/students will need to select mode of transportation during the online back to school registration. If you need assistance with bus numbers and routes, you can look online at

<https://versatransweb04.tylertech.com/elginisd/elinkrp/Students/BasicTransBoundarySearch.aspx>

Enter the grade, address, street, zip and click the search button. You may also call the campus at 512- 281-9774 for further guidance. PHS students who want to take advantage of the flexible schedule must provide their own transportation in the morning sessions due to the flexibility in

school hours which prevents the availability of transportation in the middle of the day. Students who attend by bus understand buses are only available mornings and afternoons. Students may also provide their own transportation to and from campus.

### **Attendance Policy – Prospective Students**

Students who apply to Phoenix High School must demonstrate good attendance on their previous campus. Any applicant with 10 or more absences in one 6 week period will be required to show improved attendance for at least one 6-week grading period before their application will be considered. PHS students MUST attend 20 hours per week (4 hours daily). All previous attendance violations carry over. Students accepted to PHS recognize that acceptance is a privilege and agree to attend the required hours as set by compulsory attendance laws set forth by the Texas Education Agency and abide by the rules and regulations as described in the Elgin ISD Student Code of Conduct and policies defined by the Elgin Board of Trustees.

### **Attendance Policy – Current Students**

Phoenix High School students are expected to follow the district and state attendance policy. At Phoenix, all work is done in class on computers, aside from EOC preparations. EOC content is often taught in a more hands-on, lab, or cooperative learning setting. If a student is not in attendance regularly, they cannot benefit from the program and master the curriculum being taught. For this reason, we have developed an attendance policy required for our students

Parents/guardians/students are expected to call the campus at 512-281-9774 if the student is going to be absent. Parents/guardians/students must provide a note within 3 school days to excuse an absence. Emails and phone calls cannot be accepted for excuses. Students must attend at least 90% of all school days or their class credit will be withheld.

Students whose attendance falls below the 90% minimum will be placed on probation for attendance at PHS. Excessive absences may result in a student being withdrawn and returned to Elgin High School.

PHS operates two sessions each day. Sessions run from 8:00 – 12:30 PM and 10:00 – 3:00 PM. Students are encouraged to attend both sessions to accelerate their instruction and graduate on time. PHS staff is available to students for both sessions.

### **Tardy Policy**

Students with excessive tardies (more than 5 total tardies during a 6-week period) will be referred to the Principal for discipline. 3 consecutive tardies will result in an absence. Please refer to the District parent/student handbook on absences.

❖ Excessive absences and/or tardies may result in a student being returned their home campus. Tardy totals are cleared each 6-weeks.

### **Other Information**

- Tardies are not excused.
- No Verification of Enrollment (VOE) will be issued if a student has missed more than 10% of the semester (usually 8 or 9 days).
- Five (5) consecutive absences require a doctor's note.
- After three (3) unexcused absences, your student will be referred to the truancy officer.

### **Students Arriving and Leaving**

Once a student gets on an Elgin ISD bus or steps onto an Elgin ISD campus, they are the responsibility of Elgin ISD. They may not leave campus for any reason without following district policy which includes being checked out through the front office. Due to safety precautions, students are not allowed to leave campus to visit their vehicles once they have entered the building. If they leave campus they will not be allowed back in the building and it will be considered an absence. Phoenix High School is a closed campus and students will not be allowed to leave for lunch or trips to the corner store at any part of the day without prior approval of the Principal. If a student becomes ill during the day and cannot remain in class, they must report to front office for assistance

**Special Note: Any unique or special circumstances should be brought to the attention of the Principal.**

### **Student Parking**

Students may park in the lot besides the building, near the entrance. Students are expected to park in the spaces provided and drive slowly and safely in the parking lot. Reports of unsafe driving or violations of traffic laws may result in the loss of driving/parking privileges. Once students have arrived on the campus, they should park and head directly into the building. Students are not allowed to loiter in their cars, or return to their vehicles once inside the building.

## **Electronics Policy**

It is expected that all students will exhibit digital citizenship and follow all district policies.

❖ Cell phones are not allowed during the instructional day

If cell phones or any other non-approved electronics are out and observed:

- First offense – warning and cell phone must be put away
- Second offense – phone will be turned into the office to be returned at the end of the day
- Third offense or if not compliant earlier – Discipline may be assigned, parent notified.

❖ Students are expected to bring their district provided chrome books to school fully charged every day

❖ Only district provided equipment may be charged while at school.

❖ Using any device that permits recording the voice or image of another in any way that either disrupts the educational environment, invades the privacy of others, or is made without the prior consent of the individual(s) being recorded is prohibited.

❖ All electronics used in the classroom should be for educational purposes only.

## **Student Chromebooks**

Each student will be issued a Chromebook computer to either use at school or checked out for home use. If a student wishes to take the chrome book home, a district form is required. The form must be signed by a parent if student is under the age of 18. A driver's license number is required to protect families against having to pay the full cost of the computer should it be lost, stolen or damaged. This computer should be brought to school each day fully charged as students will be using them daily. If the computer is not working properly or is lost, stolen or damaged, please report it to the campus right away. It is not required for students to check out a Chrome book to use at home if they have their own device. However, home computers/devices will not be allowed to be used on campus for coursework or testing.

## **Student Technological Resources and Log-On Conventions –**

### **Elgin ISD Chromebooks**

Login – Students six-digit ID number

Password – six-digit ID number plus last 3 numbers

Once the student logs into the windows account they will log into Edgenuity for their instruction.

### **Edgenuity**

Login – Capital First initial, Last initial, six-digit ID number

Password – six-digit ID number

Students log into Edgenuity through a secure browser and will not have access to any other websites

## **Campus Expectations**

Attending Phoenix High School requires a commitment on the part of all students and their families. In order to be successful, the following must occur:

### **Students will come to class on time and ready to learn.**

- Attend school regularly
- Be on time
- Bring charged chrome book and needed supplies to class
- Be in dress code
- Students will sign themselves in and out each day through the chrome book and on paper

### **Students will never stop trying to learn more.**

- Complete .5 a credit every 3 weeks or 3 credits per semester
- Fully participate in all class activities/Boot camp (if required) Students will be respectful to the school, all staff, and students.
- No profanity
- No disrespectful or hurtful comments or language
- Keep hands and feet to one's self
- Use school materials and facilities appropriately
- Control emotions

### **Students will strive to improve their character by demonstrating trustworthiness, respect, responsibility, fairness, caring, and citizenship.**

- Be honest
- Be courteous
- Be impartial and consistent
- Be kind and compassionate
- Follow rules and help create a positive environment for all

We expect all students, staff, family members and community visitors to rise to these expectations every day.

## **Academic Integrity**

Phoenix High School students found to have engaged in academic dishonesty shall be subject to disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating, having other students complete your required work, sharing of answers or allowing someone else to see one's work during an exam, test or quiz. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students.

*Elgin ISD Board Policy EIA (LOCAL)*

The PHS Student/Parent Handbook defines cheating in the following manner:

### **Behaviors defined as cheating:**

- A. Giving or receiving information, looking on someone else's work or allowing someone else to see one's work during an exam, test or quiz.
- B. Taking an exam, producing a project, paper or assignment for another student or asking someone to take an exam or produce a project, paper or assignment for an individual.
- C. Copying work assigned to be done independently or letting others copy one's work.
- D. Using any unauthorized websites to answer questions for a quiz, test, exam while working on courses in Edgenuity.

## **Student Probation**

Phoenix High School expects that all students with attendance issues and/or failing grades will put in the extra time until their grades are passing and all assignments are completed. Students who have been absent more than 10% of the semester (usually 8 to 10 days depending on the length of the semester) must make up these hours by attending school longer or coming in earlier than their scheduled time.

Students with behavior, attendance, and/or classroom participation issues will be placed on probation and parents will be notified. If the problem is not corrected, students will be removed from the campus and directed to return to Elgin High School.

## **Disciplinary Removal**

Students and parents should review reasons for which students may be removed to the district DAEP, Elgin ISD's Alternative School, located in the Elgin ISD Student Code of Conduct. In the case of a disciplinary removal to the district DAEP, the student may be in jeopardy of losing their enrollment slot at Phoenix High School. Each case will be reviewed individually and space available in the program may be an issue.

A student with repeated discipline or attendance issues may also be returned to Elgin High School.



## Student Dress Code 2020-2021

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

- Sunglasses, hats, scarves, bandanas, hoods, or other head coverings may not be worn at school except for approved medical or religious reasons.
- Spaghetti straps, halter tops, and other clothing that reveals cleavage are inappropriate for school.
- Apparel with inappropriate writing, inappropriate drawings, or inappropriate advertisements, to include but not limited to drugs, alcohol, tobacco, violence, prison activities, gang activities, sexual innuendoes, cultural divisiveness, and racial intolerance may not be worn.
- Clothing must conceal skin and undergarments from the top of the shoulders to where the students' fingertips rest at his or her thigh.
- Oversized or excessively baggy shirts or pants are not permitted.
- Pants must be properly pulled up and neat in appearance. Pants must be worn at the waistline.
- Shoes must be worn at all times. No house shoes are allowed.
- Pajama wear of any type, except on campus designated days are not permitted.
- Ear piercing is the only visible body piercing allowed. Other visible body piercing is not permitted.
- Jackets and coats should be worn as appropriate to the environment.
- Trench coats, capes, robes and any other outerwear deemed by administration to be a distraction or potential safety hazard will not be permitted. Campus administration has the authority to impose additional standards for outerwear.
- Accessories (such as distracting jewelry, wallet/pocket chains, spiked or studded rings and collars, mouth grills, etc.) which can be deemed dangerous or inappropriate are not allowed.

**The school District cannot anticipate every style change, thus each campus administrator has the authority to interpret the violation of these policies.** The general policy will be to notify the parent(s) of the student considered to be dressing or making up improperly. The principal will take disciplinary action suiting the offense.

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school.

Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct. Such action may include: a conference, demerits, In-School Suspension, DAEP, suspension from school, or expulsion (in accordance with the Student Code of Conduct.)

## **Student Core Values - REACH**

As an Alternative school, Phoenix High School has high expectations for its students in the areas of academics, attendance, and behavior. It is our goal that students, faculty, staff, and parents will strive to demonstrate the District's Core Values in all that they do. As a campus, we will work to teach the meaning of each Core Value, demonstrate the Core Values through our actions, and hold all individuals enrolled accountable for modeling these values.

We expect to see those values demonstrated in the following ways:

### **RESPECT – Every voice matters**

- Treat your peers and the staff with courtesy and good manners
- Use appropriate language, tone, and body language while at school
- Handle disagreements in a peaceful and appropriate manner
- Do not engage in activities which are demeaning or hurtful to yourself or others

### **ELGIN PRIDE – Embracing our diversity, community, and shared history**

- Appreciate diversity and difference
- Be understanding of others differences and difficulties
- Demonstrate appropriate behavior at all times
- Think before you act and consider the consequences
- Represent Phoenix in a positive manner on and off campus
- Do not engage in inappropriate or illegal activities

### **ACCOUNTABILITY – Shared responsibility for success**

- Admit mistakes and accept consequences
- Have good and prompt attendance
- Follow campus and district policy for all electronics (including phones)
- Remain on campus once you arrive until the school day is over
- Use self-control

### **COLLABORATION – One Town, One Team, One Family**

- Follow campus and district rules and Student Code of Conduct
- Do not disrupt the learning of others
- Do not engage in words or deeds that affect others in a negative way
- Help others when possible
- If you see a problem, work to fix it

### **HIGH EXPECTATIONS – Working hard and having fun**

- Be an example to others
- Always give your best effort; keep trying!
- Participate fully in all classroom activities giving your best effort
- Work together cooperatively
- Be involved in campus and community activities – be a team player

Failure to demonstrate these values will result in student conferences, parent contact, in-school suspension, out-of-school suspension, being placed on probation, assignment to DAEP, or removal from the program. Fighting, bringing controlled substances on campus, gambling, not participating in classroom learning, excessive absences, or persistent misbehavior may result in placement in DAEP or removal from Phoenix High School.

### **Parent/Guardian Commitment**

1. I understand that Phoenix High School is an accredited High School and I want my child to be enrolled in this program.
2. I understand that attending Phoenix requires an additional commitment from our family and I am willing to make that commitment.
3. I understand that my student must be in attendance to learn. I am responsible for my child attending school a minimum of 90% of the total days per semester (only 8 days may be missed each semester without losing credit) and will make appointments for my child outside of school hours.
4. I understand that my student must follow the Elgin ISD Student Code of Conduct and the PHS Student Enrollment Contract. If not, I will support the teachers and administration in their disciplinary efforts.
5. I understand that my student must comply with the Elgin ISD dress code as specified in the Student Code of Conduct and the PHS Dress Code. If not, I know that I will be expected to bring my student a change of clothes that morning. I will also support the administration in their disciplinary efforts.
6. I understand that I am expected to attend with my child for Registration/Verification interview with the campus Principal when it is scheduled.
7. I understand that I may contact my child's teachers at any time by phone or email and check on my child's progress.
8. I understand it is my responsibility to attend all ARD and 504 meetings as requested by the campus.
9. I understand that I should contact the school either by phone or email if I have any questions
10. I understand that if my student is having difficulty due to attendance, discipline or academics, a meeting with parent/guardian, student, and staff will be held and my attendance is required.

## **Student Guidance & Counseling Services**

Our first priority is our students. The counselor at Phoenix High School readily makes herself available to students in need of guidance and counseling throughout the school day. To ensure all students are well-served with the time and attention they deserve, we ask that parents/guardians make an appointment if they would like to speak to the counselor regarding their child's graduation plan, schedule, or other pertinent information. 512-281-9774 ext. 1912

Phoenix High School is committed to providing our students with a comprehensive guidance and counseling program to include:

**Guidance curriculum** to assist students with the development of essential core values and self-management/social skills needed to enhance their personal-social, educational, and career growth. Topics included are:

- Bullying Prevention
- Core Values
- Cultural Diversity
- Dating Violence
- Drug and Alcohol Awareness
- Suicide Prevention

**Responsive services** to intervene on behalf of those students whose immediate personal concerns or problems put their continued personal-social, career, and/or educational development at risk.

**Individual planning** to guide all students as they plan, monitor, and manage their own educational, career, and personal-social development.

### **Graduation Plan**

The Elgin ISD four-year plan is a tool that is re-visited each year in the spring semester to help students map out and plan to ensure they are meeting the graduation requirements for his/her chosen endorsement. The Phoenix High School counselor will work with students each spring to revise and update their plans.

### **College Readiness Testing**

The Texas Higher Education Coordinating Board, through the Texas Success Initiative (TSI), requires that all institutes of higher learning assess the academic skills of each entering undergraduate student to determine the student's readiness to enroll in freshman-level academic coursework by taking the Texas Success Initiative Assessment (TSIA). Students will have to meet criteria on the math, reading, and writing portions of the TSIA before they are eligible to enroll in certain college level courses. Students who do not meet the appropriate criteria for college level courses are required to pursue remediation and to retest.

### Grade-level advancement

Grade level advancement for students in grades 9–12 shall be earned by course credits (see table below). Changes in grade-level classification can be made throughout the school year with appropriate reclassification for students who were retained or, as needed, for students who are eligible for graduation including early graduates. Students are classified according to the number of state credits they have earned.

Depending on the student's Graduation plan they are eligible once they reach the proper 26 credits. Some students are on a different plan and will graduate with 22 credits. Because Phoenix High School is a self-paced school; it is possible for students to graduate early. They may receive initial credit as well as credit-recovery once enrolled.

<b>Classification</b>	<b>Grade</b>	<b>Credits</b>
Sophomore	(10th)	6
Junior	(11th)	12
Senior	(12th)	18

### Graduation

Phoenix High School graduation is held near the conclusion of the academic school year. Typically it is one or two days prior to Elgin High School graduation, however, in certain circumstances, it will be in conjunction with EHS. Academic success at Phoenix High School is achieved through small class sizes, lessons designed to meet student's learning styles, options for tutoring and effective use of technology. The smaller size of this learning community allows students to thrive and receive the academic and emotional supports they need to be successful in high school. Students are held to high standards and all district curriculum and testing requirements still apply. PHS offers courses to help students achieve the distinguished, recommended, or minimum graduation plan, or the foundation program diploma with endorsement.

# Student/Parent Handbook Receipt

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

I hereby acknowledge receipt of a copy of the PHS Student/Parent Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Students/Parents have the option of receiving the handbook in electronic format or hard copy.

Please indicate your choice by checking the appropriate box below:

I choose to receive the handbook in electronic format and accept responsibility for accessing it. My email is \_\_\_\_\_

I choose to receive a hard copy of the handbook and accept responsibility for reading it in its entirety and will call the campus if I have questions.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this book. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes. I understand that no modifications to contractual relationships or alterations of student/parent relationships are intended by this handbook. I understand that I have an obligation to inform the campus principal of any changes in personal information such as phone number, address, etc. I also accept responsibility for contacting the campus if I have questions or concerns or need further explanation.

\_\_\_\_\_  
Student Printed Name                      Student Signature                      Date

\_\_\_\_\_  
Parent Printed Name                      Parent Signature                      Date