

APEX Learning Program

Student Handbook

2011-2012



West Broward High School
500 NW 209 Avenue
Pembroke Pines, FL 33029
754-323-2600

Principal: Mr. Daniel Traeger
Guidance Director: Mrs. Lisa Albee

Instructor: Mrs. Cindy Grabelsky

APEX Learning Program Student Handbook 2011-2012

This Handbook is provided to guide students and parents with essential information, guidelines, and policies and procedures for the APEX Learning Program at West Broward High. The information in this Handbook is specific to the APEX Learning program. In addition to the program's guidelines all APEX students will follow the School Board of Broward County Student Code of Conduct.

Administration

Principal

Assistant Principal

Assistant Principal

Assistant Principal

Assistant Principal

Daniel Traeger

Jimmy Arrojo

Richard Gonzalez

Wendolynn Mola

Lisa Spencer

APEX Learning Staff

Guidance/Program Director

Instructor

Lisa Albee

Cindy Grabelsky

Contact Information

West Broward High

Program Director

APEX Learning Lab

754-323-2600

754-323-2612

754-323-2600 x3011

lisa.albee@browardschools.com

Cindy.grabelsky@browardschools.com

Program Description

The APEX Learning program is a general studies program designed to provide students an appropriate opportunity to recover curriculum knowledge and skills for which they were initially unsuccessful at the high school level.

APEX Credit Recovery Plan

1. *The WBH - APEX Credit Recovery Program is only offered during regular school day hours. 7:40 am – 2:40 pm*
2. *Appointed educators have completed the District facilitated professional development as required.*
3. *Students can participate in APEX credit recovery courses for courses available through the District's contract with APEX for which the student has previously earned a grade in the same class that qualifies for credit recovery/forgiveness in School Board Policy 6000.1(Pupil Progression).*
4. *ANY FORM OF STUDENT CHEATING ...*
including the obtaining of and/or sharing of usernames and passwords, plagiarism, researching answers on the internet/mobile device, use of a storage device, etc. is strictly prohibited. Students are mandated to follow the 'APEX Student Code of Conduct' rules as agreed to upon activation (pop-up agreement acknowledgement by the student) in every course. Violators will have their virtual seat 'revoked' and additional disciplinary action will be taken in alignment with the SBBC Student Discipline Matrix.
5. *Students must complete a 'MINIMUM' of 1 STUDY GUIDE from each section of a course prior to attempting a quiz. All assessments (quizzes, tests and exams) will be LOCKED for all courses, and must be manually unlocked by the APEX teacher prior to the student attempting to complete the assignment.*
6. *One exception to the above is for the English course curriculum, where students must successfully complete all journal activities.*
7. *MASTERY for assessments is set at 80% including the Final Exam for all courses. A student may move forward in the curriculum with a 70% score however they may have to redo assessments if final average is below 80%.*
8. *Quizzes may be attempted 3 times. If % is less than 70% after 3 attempts the student will be required to submit written study guide notes/practice activities from that unit BEFORE additional attempts will be allowed.*
9. *Students are only required to participate in OBJECTIVE PARTS of unit assessments with the exception of English and Physical Educations courses.*
10. *ALL assessments must be taken on site in the computer lab.*
11. *The student's final grade must reflect the percent earned on all assessments in alignment with School Board Policy 6000.1(Pupil Progression)*
12. *The APEX online grade book reflects actual course content grade which is **NOT visible in Pinnacle**. Pinnacle grade **ONLY** reflects the students' classroom management and participation evaluation by the classroom educator.*

APEX Catalog of Courses

APEX Learning offers multiple course pathways, each designed to meet specific needs of students as they progress toward graduation.

- The program features multiple course pathways to prepare all high school graduates for college and work.
- The courses in these pathways share a common scope and sequence and cover the same rigorous, standards-based content.
- Currently no Honor or Advanced Placement level courses are offered through the APEX Learning program.
- LITERACY ADVANTAGE courses are available which offer extra academic support for students who are reading below proficient. These courses are based on the most current research in adolescent literacy and best practices for instruction and intervention.
- APEX courses offer rich multimedia, scaffolding, and interactivity to keep students motivated and help them succeed. A powerful set of learning-management tools support differentiated instruction and flexibility in meeting student's needs.
- Each semester course offers 60-80 hours of interactive direct instruction, guided practice, and integrated formative, summative and diagnostic assessment.
- Current subjects areas are offered:
 - Math
 - Science
 - English
 - Social Studies
 - World Languages
 - Fine Arts
 - PE/Health

☺Participation&Grades:☺

PARTICIPATION is an essential part of the class to ensure success in the APEX Program....

- *Participation, active engagement and a smile are required daily!!!
- *Students earn a weekly 'participation' grade to be posted in Pinnacle.
- *Content course grade is available 24/7 in the online APEX gradebook.
- * 80% Mastery required to earn the credit upon course completion.
- *Parents are encouraged to review the APEX online grade with their student on a regular basis.

'DAILY' Requirement-Materials and Supplies

1" 3-Ring Binder
Notebook Paper
Pens-Pencils
Personal Earplugs required for audio lessons

Classroom Rules/Guidelines

Be Prompt ~ APEX students are expected to arrive on time and be ready to work in the computer lab.

Be Prepared ~Be prepared with supplies. Check the whiteboard daily for updates and reminders.

Be Productive ~ All technology devices MUST be turned off and out of sight during instructional time. Per SBBC Policy NO TECHNOLOGY devices are permitted in the lab.

Be Positive ~ Respect the feelings, rights and property of others and your teacher.

Be Polite (PLEASE)~ Clean up your workspace and leave the computer station in proper condition for next student.

Rewards:

- Smile/High 5
- Treats
- Awards/Tickets
- and a plethora of much more....

Consequences:

- Warning
- Detention
- Phone Call Home
- Referral
- Removal from the APEX program

Professional Conduct & Behavior Expectations

- Students are expected to follow ALL policies in the Code of Conduct for Broward County Public Schools.
- Students are required to utilize the APEX program to the fullest, be tolerant of others and collaborate with classmates daily.
- The following steps will be taken for disciplinary reasons: Warning, Parent Contact, Detention, and/or Administrative Referral.
- Appropriate language and subject matter should be used at all times.
- Be prepared for class as directed!
- No food, drinks, gum, flashdrives or electronics are permitted in the computer lab. All electronic devices will be taken away and delivered to WBH Administration.
- If students fail to exhibit professional and responsible behavior on a regular basis, a conference with Mrs. Grabelsky and the WBH Guidance staff will be held. Students may be suspended from working in the APEX Learning lab for any designated time period.

Absences/Tardiness

If a student is tardy more than 3 times without a pass, student will be assigned a teacher detention at a designated location. Detentions will be served after school.

If a student has continuous tardies, a phone call home will be made or the student will be referred to administration

APEX students are WBHS students first and expected to follow all WBHS policies. Violations of high school policies will result in a student/teacher conference and could result in suspension from the APEX program.



APEX Learning Student Handbook Acknowledgement Form

2011-2012

I have read and agree to the behaviors and consequences outlined in the APEX Learning Student Handbook. I understand that I am responsible for the decisions I make and the behaviors I exhibit and acknowledge the responsibilities to remain enrolled in this program.

Student's Name (printed)

Date

Student's Signature

Parent's Signature Date

Parent's E-mail Address (printed)

Parent's Contact Number

*** Signatures are required on this form and it must be returned to the teacher PRIOR to activation in the APEX Learning Program.

*** The official YELLOW APEX Student Registration form must also be returned to guidance before the student will be activated in their select online course.

West Broward High Parents,
I look forward to working closely with both you and your student this school year as we collaborate together in assisting your child to achieve their current graduation requirements prior to June of 2012.

Sincerely,

Cynthia Grabelsky

Mrs. Cindy Grabelsky
APEX Instructor
754-323-2600 x3011