

Matthews Alternative High School



**Building a Legacy of Excellence...
One Student at a Time**

Mentor Friday Curriculum Guide

2020-2021

(Achieving Expectations, 2.1)

Table of Contents

District Calendar	4
Faculty/Staff Directory	5
Curriculum Choices	7
Attendance	8
Tardies	8
Bell Schedule	9
EOC Review Classes and Language Live.....	9
Cell Phone Policy.....	9
Dress Code.....	10
Discipline.....	10
ID Badges.....	11
Grades.....	11
Progress Reports.....	12
Semester Course Completions.....	12
Flex Friday.....	12
Signing In and Out (Leaving Early).....	12
Parking.....	13
Bus Transportation.....	13
Cafeteria.....	13
Early Learning Center (Daycare) Procedures.....	14
Night School.....	15
Graduation Attire Rental.....	15
Special Services Provided by Nurse.....	15
Important Phone Numbers.....	15

Our **MISSION** is to provide each student an individualized approach to learning in a diverse, safe, and positive environment.

Our **VISION** is to be the district model for blended, digital, flexible, learning opportunities to ensure that each student is academically and socially prepared to become a responsible, productive leader in any environment.

Our **BELIEF** is that all students are capable of learning when provided a safe, nurturing environment free of distractions, built on trust and relationships.

Administration

Carolyn K. Thompson	Principal
Jamie Duncan	Assistant Principal
Duke Holmes	Building Facilitator
Amber Slater	Counselor

This Student Handbook is a supplemental document to the Lubbock ISD Student Code of Conduct (available online at lubbockisd.org). The information enclosed in this document is not meant to replace or contradict any rules, regulations, or procedures covered in the Lubbock ISD Student Code of Conduct. Students at Matthews AHS are expected to adhere to all provisions in both documents. This Handbook is exclusive to students on the Matthews AHS campus, and students may be held to different standards at other campuses.

Approved Academic Calendar | 2020-2021

10 Staff On Duty
17 First Day of Class

AUGUST '20						
S	M	T	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					

FEBRUARY '21						
S	M	T	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						

15 President's Day Holiday

7 Labor Day Holiday
24 Elementary Early Dismissal- Goals Day
30 Elementary – Early Dismissal Goals Day

SEPTEMBER '20						
S	M	T	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			

MARCH '21						
S	M	T	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			

1 Professional Development Student Holiday
15-19 Spring Break
22 Start of 4th 9 Weeks

5 Professional Development Student Holiday
12 Columbus Day Holiday
19 Start of 2nd 9 Weeks

OCTOBER '20						
S	M	T	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

APRIL '21						
S	M	T	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	

2 Good Friday Holiday
6-9, 13-16 STAAR

23-24 Flex Days – Student Holidays
25-27 Thanksgiving Holiday

NOVEMBER '20						
S	M	T	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					

MAY '21						
S	M	T	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					

4-7, 11-14, 18-21 STAAR
27 Early Dismissal-Secondary
28 Early Dismissal-ALL Last Day of School

8-11 STAAR (Alg I, Biology, US History, Eng I, Eng II)
17 Early Dismissal-Secondary
18 Early Dismissal- ALL
21-31 Winter Holiday

DECEMBER '20						
S	M	T	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		

JUNE '21						
S	M	T	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			

22-25 STAAR

1 Holiday
4-5 Professional Development/Student Holiday
6 Start of 3rd 9 Weeks
18 MLK Holiday

JANUARY '21						
S	M	T	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						

174 Student
187 Staff

Revised 12/11/19

School Calendar Template © calendarlabs.com

Faculty/Staff Directory

Departments:		Email Address:	Extension:
Administrators			
Carolyn Thompson	Principal	carolyn.thompson@lubbockisd.org	806-219-2600
Jamie Duncan	Assistant Principal	jamie.duncan@lubbockisd.org	806-219-2630
Duke Holmes	Building Facilitator	duke.holmes@lubbockisd.org	806-219-2612
Amber Slater	Counselor	amber.slater@lubbockisd.org	806-219-2623
Aleida Cooper	Diagnostician	aleida.cooper@lubbockisd.org	806-219-0954
Office Staff			
Michael Delgado	Clerk	michael.delgado@lubbockisd.org	806-219-2632
Cynthia Gatewood	Attendance Clerk	cynthia.gatewood@lubbockisd.org	806-219-2610
Lequita Johson	Records Clerk	lequita.johnson	806-219-2626
Nancy Rios	Secretary	nancy.rios@lubbocksid.org	806-219-2620
English			
Casey Clements	Language Live	casey.clements@lubbockisd.org	806-219-2604
Amber Joyce	English EOC English I English II	amber.joyce@lubbockisd.org	806-219-2631
Reena Johns	English EOC English III English IV	reena.johns@lubbockisd.org	806-219-2613
Valarie Morris	English III English IV	valarie.morris@lubbockisd.org	806-219-2637
Math			
Raymond Falcon	Algebra I EOC Algebra II Geometry Spanish I Spanish II	raymond.falcon@lubbockisd.org	806-219-2628
Jonathan Falcon	Algebra I EOC Algebra I Financial Math Math Models	jonathan.falcon@lubbockisd.org	806-219-2616

Science			
Anna Montemayor	Biology EOC Biology IPC Physics	anna.montemayor@lubbockisd.org	806-219-2600
Andrew Vierling	Biology EOC Chemistry Earth Space Science Environmental Systems	andrew.vierling@lubbockisd.org	806-219-2614
Social Studies			
Cosby Morton	Government Economics U.S. History EOC U.S. History World History	cosby.morton@lubbockisd.org	806-219-2602
Blended Learning Labs/Electives			
Danny Jones	Blended Learning Lab	danny.jones@lubbockisd.org	806-219-2631
Mary Spencer	Child Development Nutrition	mary.spencer@lubbockisd.org	806-219-2624
Patrice Thomas	Blended Learning Lab	patrice.thomas@lubbockisd.org	806-219-2619
Special Services			
Regina Butler	CEHI	regina.butler@lubbockisd.org	806-219-2602
Glenda Rodgers	CEHI	glenda.rodgers@lubbockisd.org	806-219-2600
Roxalynn Shirley	Special Education	roxalynn.shirley@lubbockisd.org	806-219-2622
Jaquese Johns	Support Facilitator	jaquese.johns@lubbockisd.org	806-219-2607
Special Ed Aide	Support Facilitation		806-219-2607

Curriculum Choices

- Language Arts
 - *English I*
 - *English II*
 - *English III*
 - *English IV*
- Mathematics
 - *Algebra I*
 - *Algebra II*
 - *Geometry*
 - *Math Models*
 - *Financial Math*
 - *Pre-Calculus*
- Science
 - *Biology*
 - *Chemistry*
 - *Integrated Science and Chemistry (IPC)*
 - *Physics*
 - *Earth/Space Science*
 - *Environmental Systems*
- Social Studies
 - *US History*
 - *World Geography*
 - *World History*
 - *Government*
 - *Economics*
- Electives
 - *BIM*
 - *Child Development*
 - Foreign Language
 - *Spanish I*
 - *Spanish II*
 - *Health*
 - *Lifetime Nutrition and Wellness*
 - *Physical Education*
 - *Professional Communication*
 - *Psychology/Sociology*
 - *Student Leadership*
- Test Prep Courses
 - *Algebra I STAAR EOC*
 - *Biology STAAR EOC*
 - *English I STAAR EOC*
 - *English II STAAR EOC*
 - *US History STAAR EOC*
 - *PSAT*
 - *SAT*
 - *ACT*
 - *TSI*

8th Grade course offerings will be made available as needed.

Attendance

Attendance is a critical factor of their achievement. The school day begins at 8:30 A.M. Students will be considered tardy if they are not in the classroom before the bell. Please schedule appointments for your student outside of instructional time.

If a student will be absent, a parent or guardian must call the school at (806) 219-2610 to report and give reason for the absence. Upon return to school, the student should provide documentation in the form of a doctor's note, WIC appointment paperwork, or funeral program, etc. to the attendance clerk (Ms. Gatewood) in room 108.

Covid-19 Attendance Accounting

6th -12th

Synchronous

1. Students will receive instruction from their teacher through a live google meet at their scheduled class time.
2. Students will be assigned asynchronous learning on your Seesaw or Google Classroom.
3. Students must complete the daily work that equates to the minutes assigned for your grade.
4. Students will be marked present based on the completion of their work by the end of the school day.
5. Students must have 240 minutes per day in order to be counted present for the entire day.

Edgenuity:

Students will be evaluate based on whether the student:

1. Completed % of session minutes
2. Completed % of activity minutes
3. Completed % of daily progress via teacher and student interaction

Based on the above information a grade must be given for session/activity/daily progress learned.

Tardies

Students should make every effort to arrive at school on time in the morning. Passing period times should be used wisely to prevent students from getting to classes late. Teachers will record all tardies in TEAMS.

Bell Schedule

Students should note the Matthews 2020 - 2021 Bell Schedule in order to avoid unnecessary tardies:

1 st Period	8:30 -- 9:24
2 nd Period	9:28 -- 10:17
3 rd Period	10:21 – 11:10
4 th Period	11:14 -- 12:02
Lunch	
5 th Period	12:38 – 1:26
6 th Period	1:30 – 2:19
7 th Period	2:23 – 3:12
8 th Period	3:16 – 4:10

EOC Review Classes and Language Live Classes

Students needing to take any STAAR EOC test will be placed in a mandatory EOC Review class to prepare the student to pass the required STAAR test. Students will also be benchmarked and placed in mandatory Language Live classes if there is a reading issue. These classes are mandatory.

Cell Phone Policy

Students should refer to the Lubbock ISD Student Code of Conduct for district policies on cell phone and electronic device use during school hours. Cell phones are not to be used or visible in class. Students may use their phones before school, during passing periods, during the lunch period, and after school.

Upon entering the classroom, students will place their cell phone away, or in a designated location away from the student. If a student is using his/her cell phone during instructional time, the teacher will instruct the student to turn in his/her cell phone to be placed in the designated location. Any refusal will result in an office referral to Mr. Holmes.

Students needing to use the phone during the school day may use the phone in the office designated for that purpose. Students should not ask a teacher to leave class in order to use the office phone except in cases of an emergency. Students should also ask permission of the office staff before using the office phone.

Dress Code

Students at Matthews are held to the same standards of dress code as outlined in the Lubbock ISD Student Code of Conduct. Wearing apparel that distracts from the classroom atmosphere is considered inappropriate. Dress should be clean, neat, and appropriate in materials and styles for a school atmosphere.

- Masks
- Pajamas and slippers would be considered inappropriate.
- Students may not wear items that advertise or insinuate alcohol, drugs, tobacco, nudity, sex, obscene language, or allude to topics inappropriate for school.
- Clothing should not expose areas of the stomach, side, or back. See-through attire may be worn layered over appropriate shirts.
- Shirts must have an appropriate neckline.
- Shoes must be worn at all times.
- Clothes should not expose undergarments (boxer shorts, underwear, bra straps).
- Halter tops, tube tops, and spaghetti strap shirts do not fit our standard.
- Pants/Skirts/Shorts are to be worn at the waistline. No sagging will be permitted.
- Clothes lengths and slits that go above the mid-thigh are inappropriate at school.
- Large holes in clothes above mid-thigh will not be permitted.
- Head coverings of any type, hats, stocking caps, visors, bandannas, hair nets, and hoods are not to be worn during the regular school day.
- Sunglasses are not allowed in the classroom.

If a student is unsure if an item that they are wearing is appropriate, they should take caution and not wear the item to school. Students with questions about dress code should ask Ms. Duncan for clarification.

Discipline

The opportunity to attend Matthews AHS should be considered a privilege. Persistent discipline problems will not be tolerated.

Students are expected to adhere to ALL classroom, campus, and district rules and regulations.

Failure to comply with school rules may result in expulsion from Matthews AHS, and the student will be sent back to his/her home campus.

Automatic Office Referral

The following behaviors will result in an automatic office referral:

- Fighting
- Threat – verbal or physical
- Profanity directed toward staff members or use of excessive profanity
- Use or possession of illegal drugs
- Persistent class disruption
- Use or possession of weapons
- Failure to comply with cell phone policy

ID Badges

The student I.D. badges must be worn on an approved LISD lanyard around the neck. Student I.D. badges are considered school property and are not to be defaced or destroyed. Badges will be scanned for attendance for mentor time, assemblies, and other school activities.

The first student I.D. badge is free, and the second issuance of an I.D. badge will cost the student \$5.00. If a student loses or forgets his/her I.D. badge, then the student will report to the principal and an "I.D. Pass" will be issued to the student. The student will then have a temporary or new I. D. badge issued.

Grades

Matthews Grading Regulations:

Grading for Edgenuity:

- Progress reports will be sent home on the district reporting schedule.
- Edgenuity teachers will not enter grades into TEAMS Gradebook. Traditional class grades will continue to be entered into TEAMS Gradebook.
- Students will receive a three-week, a six-week progress report and a nine-week progress or a report card.
- The counselor will continue to enter the course completion grades into TEAMS Gradebook to award credit.

Daily Grades in Traditional Classes:

- Students will receive two grades per week based on taking notes and progress.
- Absent students will receive an "E" for excused absences.
- Teachers will record these daily grades for students with their daily plans.
- Daily grades will range from a 50 to a 70.
- Daily grades will be used in consideration to change a completion grade.

Progress Report:

- Students will receive a progress report every three weeks.
- Progress reports will reflect the overall grade of the course and the percentage of completion of the course for Edgenuity courses.

Semester Course Completion:

- At the end of the semester, students will receive a course completion record reflecting all course work completed during the semester.
- The counselor will be responsible for entering the course completion grades into TEAMS Gradebook to award credit.

Flex Friday

Flex Friday is a time for students to select their space and place of working. Students must be in blue or green in their progress to have this privilege. Any student in red in their progress will not be allowed to flex out of that class.

Students will not flex out of traditional classes (EOC Review, Language Live, Nutrition, or Child Development) and no student will flex into traditional classes.

Signing In and Out (Leaving Early)

Students needing to check out early during the school day for appointments, etc. will need to be signed out in the office. Parents or guardians must come into the main office in order to sign out an under-age student who will be leaving early. The person picking up the student must be listed on the enrollment paperwork. Students will not be released to anyone that is not listed by the parent or guardian.

Married students or students over the age of 18 are considered adults and are permitted to sign themselves out at the main office. Students requesting to sign themselves out for the day should provide documentation for the reason that they are leaving early.

Students arriving to school in the middle of the school day or returning after an appointment should check back in with the main office.

Parking

Students are welcome to drive themselves to school if they have their own vehicles. There are two designated areas for students to park:

- Tennis court parking lots located west of the building and outside the daycare doors
- In front of the building on Akron

Students should never park in the parking lot behind the school that is designated as faculty/staff parking. Guajardo Funeral Home is not to be used for parking.

For more information about parking procedures at Matthews, please see Mr. Holmes.

Bus Transportation

Bus transportation is available for all students enrolled at Matthews. Students may ride the bus to and from their home campus. Even parenting students will be provided bus transportation with their children if their children are enrolled in the ELC Daycare on campus.

Bus schedules are available in the main office.

Cafeteria (Meal Options)

At Matthews, breakfast and lunch are provided free of charge to any enrolled student. Matthews is a closed campus for lunch. Students will not be permitted to leave the school grounds during the lunch break.

Early Learning Center (Daycare) Procedures

ELC is a United Way Agency daycare located on MAHS campus. Students pay a reduced fee for childcare so that they may continue going to school while parenting. CCS is also accepted for students who qualify for reduced daycare fees.

Students who wish to have their children enrolled in the ELC Daycare should adhere to the rules governing the daycare center. Students are not permitted in the ELC area of the building unless they actually have children enrolled in the daycare. This means that non-parenting students are not permitted to walk a parenting student to the daycare in the morning or after school.

Once a child is checked into the ELC for the day, the parent may not enter the daycare center unless the daycare calls for them. Students are not permitted to enter the ELC area to visit or check on their children, even during lunch.

If it becomes necessary for a student to enter the ELC area during the school day in order to administer medication, to attend to a sick child, or for feeding, the daycare will contact the front office to send the student to the daycare. Students should never leave class to go to the ELC area unsolicited.

Rates: Subject to change

- CCS will provide a sliding scale rate for parents that qualify
- \$37 per week—full time (six or more hours a day)
- \$24.05 per week—part time (less than six hours a day)
- Formula and meals are provided!

To enroll your child, please provide:

- Well check
- Shot records
- Doctor and hospital information (name, address, phone number, etc.)
- Proof of income
- TANIF and/or food stamp case numbers

For more information, please contact the ELC director, Monica Pendgraft at 806-765-9126.

Night School

Matthews has a Night School program on campus Monday thru Wednesday from 5:00 pm to 8:00 pm. Matthews AHS Night School is an option available to certain students who meet specific qualifications.

Graduation Attire Rental

Students completing requirements for graduation at Matthews will graduate in the ceremony for their respective home schools. Matthews AHS office has several graduation gowns available for rental. Interested students should see Mr. Holmes for more information.

Special Services Provided by Nurse

The school nurse provides many special services for our parenting students. There is a required childbirth class held twice a month where students learn from guest speakers about what to expect during the childbirth process. The nurse also arranges field trips as needed. Prenatal monitoring is provided for pregnant students enrolled at Matthews.

Important Phone Numbers

Matthew AHS	Main Number	219-2600
Attendance Clerk	Mrs. Gatewood	219-2610
Nurse	Ms. Mackenzie	219-2615
Counselor	Ms. Slater	219-2623
Records Clerk	Ms. Johnson	219-2600
ELC (Daycare)	Ms. Pendgraft	765-9126
Diagnostician	Mrs. Cooper	219-0954
Night School	Ms. Montemayor	219-2633

