

SOUTH EARLY COLLEGE

High School

FAMILY & STUDENT HANDBOOK



Learn the Essentials. Earn the degree.

**7414 St. Lo
Houston, Texas 77033
School: 713-732-3623
Fax: 713-732-3425**

<http://www.houstonisd.org/sechs>

Be encouraged, be inspired, be EMPOWERED!

SOUTH EARLY COLLEGE HS

SECHS is an magnet STEM early college program, established to serve students who have the potential to be academically successful with the right environment, rigorous curriculum, and effective support systems. We are also a POWER UP! one-to-one laptop program. We expect our students to be actively involved in and take responsibility for their learning. They can achieve success at SECHS through a persistent commitment to learning at high levels, behaving as scholars in the classroom environment, self-discipline, good attendance, organization, consistent family support, and quality instruction.

SECHS Vision, Mission and Values

OUR VISION

Upon graduation, our students will earn an Associate degree in a STEM area, make a positive impact on the community, and be prepared to earn a bachelor's degree and beyond.

OUR MISSION

Through a personalized environment, service learning, and blended high school and college curriculum, SECHS will equip students to be effective problem solvers and college graduates who will make a positive impact on their local global communities.

OUR STEM PATHWAYS

Starting with the incoming freshmen of 2014-15, students will take technology - related courses in the following areas to support their exposure to courses and careers of the future.

1. Computer Science
2. Software Engineering
3. Robotics

OUR VALUES – The HABITS of MIND & HEART

We value specific habits of a successful member of our school community. Our teachers and advisors will help students develop in these areas through the class work, advisory sessions, and service learning.

HABITS OF THE MIND

1. **Critical Thinking:** To evaluate information and form logical solutions to complex problems
2. **Communication:** To effectively convey ideas, thoughts, and viewpoints.
3. **Perspective:** To regard situations and facts and judge their relative importance.
4. **Coherency:** To have logical and cohesive patterns of thoughts, viewpoints, etc.

HABITS OF THE HEART

1. **Empathy:** To understand, be aware of, and sensitive to the feelings, thoughts, and experiences of others
2. **Perseverance:** To persist and achieve goals despite difficulties, failure or opposition.
3. **Respect:** To understand that everyone and everything should be treated in an appropriate way.
4. **Responsibility:** To be accountable for tasks, decisions, and actions.
5. **Integrity:** To be honest, trustworthy and stand up for what is right even when others are making poor choices.

Refer to the last page for the Habits Point Average document that will be used to "grade" each students' conduct.

Faculty, Staff & Support

To maintain open lines of communication, we have provided our contact information below. Please remember that **advisors** are the primary contact regarding student academic progress.

NAME	TITLE	EMAIL or CONTACT number
Gourrier, Steven	Principal	sgourrie@houstonisd.org
Brooks, Samantha	Instructional Specialist	sbrooks3@houstonisd.org
Pierce, Efrem	Magnet Coordinator	epierce@houstonisd.org
English Language Arts		
Starks, Cedric	10 th grade Faculty Advisor & English Teacher	cstarks@houstonisd.org
Burroughs, Darci	9 th grade Faculty Advisor & English Teacher	dburroug@houstonisd.org
Science		
Hill, Claudia	11 th grade Faculty Advisor & Science Teacher	chill2@houstonisd.org
LaSalle, April	9 th grade Faculty Advisor & Science Teacher	arasmus@houstonisd.org
Mathematics		
Barnes, Jeff	9 th grade Faculty Advisor & Math Teacher	jbarnes4@houstonisd.org
Soremekun, Ramoni	9 th grade Faculty Advisory & Math Teacher	rsoremek@houstonisd.org
Social Studies		
Paskos-Baker, Karen	12 th grade Faculty Advisory & Social Studies Teacher	kpaskos@houstonisd.org
Languages Other Than English (LOTE)/Social Studies		
Gumiel-Laguna, Diana	Faculty Advisor & Spanish Teacher	dgumiel@houstonisd.org
Other Support Staff		
Officer Trujillo	Police Officer	ntrujill@houstonisd.org
Bullock, Sandra	Office Secretary	sbulloc1@houstonisd.org
Dual Credit Support Services		
Gonzalez, Nina	Enrollment Services <i>correspondence student-to-liaison only, not parents</i>	nina.gonzalez1@hccs.edu
Smith, Monique	Dual Credit	monique.smith4@hccs.edu
Lott, Jette	Disability Student Services	713-718-6164 or 713-718-6165
Hoang, Khang (Vivian)	Testing Office—Willie Gay Hall campus	713-718-6472

If you are unable to reach your family advisor, please contact the following staff:

Services	Contact Person
AP Coordinator	TBD
Attendance	Bullock, Sandra
College Counseling / Tours	Hill, Claudia
Club – student led	Starks, Cedric
Community Service Hours	Brooks, Samantha
Discipline	Gourrier, Steven; Brooks, Samantha
Gifted & Talented	Brooks, Samantha
Sponsor- Class of 2018	TBD
Sponsor – Class of 2017	TBD
Sponsor – Class of 2016	Starks, Cedric
Sponsor – Class of 2015	Paskos, Karen
Graduation Requirements	Advisors; Brooks, Samantha
HCC/ Dual Credit	Brooks, Samantha
ID badges	Pierce, Efrem; Brooks, Samantha
LEP, Title I, LPAC Committee Chairperson	Starks, Cedric
National Honor Society	Gumiel-Laguna, Diana
Progress Reports	Advisors
PTSA (Parent-Teacher-Student-Association) school contact	Bullock, Sandra
Recruitment	Pierce, Efrem
Registrar	Brooks, Samantha
Scholarships	Advisor
Service Learning / Volunteering	Brooks, Samantha
Special Education/504 Chairperson	LaSalle, April
Student Council	Hill, Claudia
Technology Support	Pierce, Efrem
Testing—SAT/ACT, ACCUPLACER, STAAR, TAKS, PSAT, GT	Brooks, Samantha
Textbooks	Garcia, Hector
Title I	Bui, Canary
Transcript Requests (must be requested per email for tracking purposes)	Bullock, Sandra
Tutorials Schedule	Advisors
UIL Competitions	Brooks, Samantha

Our Focus

PERSONALIZATION

The advisor is the primary contact between the school and advisee families. Through our daily advisory sessions, the students build relationships with peers and, with guidance, get extra support to complete their personal growth plan towards high school graduation and an Associate's degree at Houston Community College (HCC).

BLENDED HIGH SCHOOL & COLLEGE CURRICULUM

The core area curricula (math, English, social studies, science, Spanish) aim to prepare students for:

- Research and social action projects
- College Entrance and Placement exams (SAT, ACT, Accuplacer, etc.)
- Advanced Placement (AP) and Dual Credit courses
- College/university acceptance and graduation

SECHS students take Pre-AP, Advanced Placement (AP) and dual credit courses. Per the entrance agreement, students must maintain a **75 average** or above to receive advanced course credit and remain in good standing with our program. Students who do not meet this requirement will be placed on an academic growth plan or behavior contract.

Time is provided during the school day for extra academic support; however, if extra time is needed, the students and family will be notified by the advisor.

SERVICE LEARNING

Each student is enrolled in a research class (fall) and a project class (spring) to develop leadership skills, reflect on Friday internships at community-based organizations, and ensure success with social action projects and exhibitions each semester. Each Friday, the community becomes the classroom as students serve the needs of their volunteer site.

Transportation will be provided to/from the sites. **Each Friday morning**, prior to leaving for the site, students and chaperones participate in team building activities to prepare for service. Students dress in their school uniform AND complete weekly reflections on the habits of mind and/or heart demonstrated on their site. Students **must complete** the following each semester, remembering that the *processes* and *products* associated with the class are equally important:

- Research using **standard citation**
- Successful work in Project Teams
- Positive work experience with the social action internship
- Weekly reflections on service
- Social Action Project that addresses a community issue
- Portfolio and other Artifacts related to internship and project
- Technology Products: PowerPoint (mandatory), newsletters, brochures (optional-see Leadership Teacher)
- Professional Communication for Exhibition

Block Schedule

2013-2014

Mon (A) – Tues (B) – Wed (A) – Thur (B)

<u>PERIOD</u>	<u>TIME</u>
Period 1	8:00 – 9:30
Period 2	9:30 – 11:00
Period 3	11:00 – 12:30
LUNCH	12:30 – 12:55
ADVISORY	1:00 – 2:00
Period 4	2:00 – 3:30

FRIDAY C-DAY SCHEDULE

Modified schedule
will include one or more of the following:

8:00 – 11:00

Service Learning Internships

11:00 – 12:30

Abbreviated Core Classes
Clubs/ Organizations
Mandatory Support Classes/ Study Group
College Tour days
Field Trips

SECHS 2014-2015 Dress Code

PLEASE NOTE: Dress policy is subject to change at the discretion of the SDMC committee. SECHS Dress code policy was developed to ensure safety on and off campus.

Appropriate Bottoms	
<ul style="list-style-type: none"> • Solid colored khaki, black, or navy slacks • Solid colored khaki, black, or navy knee-length shorts • Solid color blue or black jeans 	<ul style="list-style-type: none"> • NO holes, frays, rips, or distressed material • NO writing or designs • NO acid wash/bleached jeans • NO tight-fitting bottoms • NO undergarments should be visible at any time • ALL pants must be worn on natural waistline

Appropriate Skirts	
<ul style="list-style-type: none"> • Solid colored khaki, black, or navy knee-length skirts 	<ul style="list-style-type: none"> • NO holes, frays, rips, or distressed material • NO jean skirts • NO writing or designs • NO tight-fitting skirts • Skirts must be knee-length or longer

Appropriate Tops and Outerwear	
<p>Students must wear an approved school shirt with logo or school name every day. Tops are available for purchase in the main office.</p>	
<ul style="list-style-type: none"> • T-shirt or Polo-style shirt with school logo • Hoodie with school logo • Solid navy, gray or black sweaters with school patch • College tops may be worn on MONDAYS 	<ul style="list-style-type: none"> • SECHS school logo must be visible at all times • NO non-SECHS coats, sweaters, jackets, hoodies, t-shirts, polo style shirts • Non-SECHS coats and jackets must be secured upon arrival to school.

Appropriate Footwear	
<ul style="list-style-type: none"> • Rubber soled shoes • Heels must be closed in 	<ul style="list-style-type: none"> • NO open toe or peek-a-boo shoes • NO flip-flops, house shoes, jellies, or sandals

Service Learning Attire	
<ul style="list-style-type: none"> • MANDATORY SECHS polo style GRAY shirt • Khaki pants with belt • Solid colored belts • SOLID BLACK, WHITE, BROWN, 	<ul style="list-style-type: none"> • Shirt must be tucked in • NO cargo, skinny, capri, or tight-fitting bottoms • NO writing or designs • NO multi-colored belts

or GRAY rubber soled shoes	<ul style="list-style-type: none"> • NO multi-colored shoes. Shoes must be solid black, white, brown or gray
Jewelry/Accessories @ Sites	
<ul style="list-style-type: none"> • Young ladies may wear studs or small earrings 	<ul style="list-style-type: none"> • No body jewelry or piercings • No earrings for males • No large bangles, bracelets and/or necklaces • Necklaces should be small enough to conceal under top

Headwear	
Headwear necessary for religious or medical reasons must be approved by administration.	
<ul style="list-style-type: none"> • All hair must be neat, clean, combed and well groomed • Length of hair must meet laboratory safety requirements 	<ul style="list-style-type: none"> • NO hats, hoods, sweatbands, do-rags, bandanas, scarves, beanies, baseball caps, etc

Exhibition/Presentation Attire	
<ul style="list-style-type: none"> • Exhibition dates require business casual attire • Navy, blue, black, gray, or brown suits, dresses, jackets, and bottoms • White dress shirts • Dark, dress shoes • Hair must be neat, clean, combed and well groomed 	<ul style="list-style-type: none"> • NO jeans • NO heels over 4 inches • NO tight-fitting clothing • NO revealing clothing

PE Attire	
Failure to comply to PE dress code can effect a student's grade in PE	
<ul style="list-style-type: none"> • Blue or black knee-length shorts or warm ups • Blue or black warm ups • Official SECHS PE shirt • Socks • Tennis shoes 	<ul style="list-style-type: none"> • NO jeans shorts. • NO pajama pants • NO non-athletic shoes Exs: flats, sandals, flip-flops, ballet flats, boots, etc. • NO cut-offs • If tights are worn they must be worn under PE shorts.

Approved by SDMC, June 2014



GRADUATION REQUIREMENTS

SECHS will support our students in completing the following high school graduation requirements.

HISD REQUIRED COURSEWORK	<i>Entering 9th Grade: 2011-12 to 2013-14</i>	<i>Entering 9th Grade: 2014-15 Under HB5 guidelines</i>
<u>Course</u>	<u>Credits</u>	<u>Credits</u>
English	4	4
Mathematics <i>Algebra, Geometry, Algebra II, PreCalculus/AP Calculus/ or AP Statistics</i>	4	4
Social Studies <i>World or Human Geo, W. Hist., US History</i>	3	3
US Government	.5	.5
Economics	.5	.5
Science <i>Biology, Chemistry, Physics, AP Sci-Environmental Science or Biology</i>	4 IPC not included	4 IPC not included
Health	.5	.5
Physical Education	1	1
Speech (Communication Applications)	.5	.5
Second Language (LOTE) <i>Must be 3 consecutive years of a Language Other Than English</i>	3	2-3
Technology Applications <i>Princ of Info Tech or Intro to Engineering</i>	*1	<i>Pathway courses if applicable</i>
Fine Arts (Speech may <u>not</u> substitute)	1	1
Electives (including technology courses, College Algebra, etc.)	<u>2.5</u>	<u>3-5</u>
Total Required	26	26
TEST(S)	MEET STAAR EXAM STANDARDS Alg I Biology English I, II U.S. History	MEET STAAR EXAM STANDARDS Alg I Biology English I, II U.S. History

Note: Some academic support classes are elective courses designed to provide additional interventions to promote student success on research exhibitions, standardized tests and/or college-readiness exams.

[for those entering 9th grade up to 2013-14)

DISTINGUISHED ACHIEVEMENT PROGRAM (DAP): Four Advanced Measures are required for the DAP from the following:

- Original research/project judged by a panel of professionals in the field– senior year
- Score of **3** or above on an Advanced Placement exam,
- Score on PSAT that qualifies for recognition as a Commended Scholar or higher
- College Courses with a grade of 3.0 or higher on courses that count for college credit

NOTE: Students who do not meet requirements for the DAP program will graduate under the seal of the Texas Recommended High School Program.

COMMUNITY SERVICE:

The required community service hours will be fulfilled through successful completion of the social action internships each semester, beginning in the 9th grade. Students are encouraged to maintain records of their service on their high school resume.

* **Tech Applications:** Entering 9th graders (2010-11 and 2011-12) who demonstrate proficiency on the 8th grade Tech Literacy Assessment satisfy the graduation requirement of one-full credit of Technology Applications.

ASSOCIATE'S DEGREE: In order to earn an Associate's of Science (AS), students must meet the standards on the college entrance exam and successfully complete the following courses. Also, students must maintain a 3.0 GPA. An Associate's of Arts(AA) is also an option for students wanting to pursue non-STEM education and careers.

ASSOCIATE'S of SCIENCE DEGREE COURSEWORK	Credit hours
English 1301,1302	6
SPCH 1315	3
Math 1314	3
Humanities (Psych or Soci)	3
Natural Science w/ Lab	4
Natural Science (Lab optional)	3
Hist 1301, 1302	6
Govt 2305, 2306	6
Visual/Performing Arts	3
Psychology 2301 or Sociology 1301	3
Spanish 1411 or higher or related humanities course	3
Additional Coursework	
Extra Math (Math 1316)	3
Extra Science w/ lab Ex: Bio 2401	4
Other College Electives: including, not limited to <i>Visual/Performing Arts (3 hrs)</i> <i>Math 2312 (3hrs)</i> <i>Science with lab (4 hrs)</i> <i>Educ 1300</i> <i>Computer Sci, Software Engineering or Robotics/ AI courses</i>	10

STAAR TEST-TAKERS: Students who do not meet the *satisfactory level* (level 2) or higher on the test will be **required** to attend summer school AND mandatory tutorials during the regular school year until the exam standard is met.

YEARLY CLASSIFICATIONS:

A student may earn .5 credit for each course passed per semester. A student may pass a course, yet not receive credit if s/he fails to meet the attendance guidelines. The following is a listing of the number of credits needed to be classified for each grade level.

<u>CLASSIFICATIONS</u>	<u># of Credits required by the students entering 2010-11 or later</u>
FRESHMAN	0.0
SOPHOMORE	6.0
JUNIOR	12.0
SENIOR	18.0
GRADUATE	26.0

GRADING CYCLE:

SECHS report cards will be issued on HISD designated days, between 2:00 and 6:00 p.m., to the student and family at Student – Led Academic Conferences after each six-week period. At that time, follow-up conferences may be scheduled to address any concerns and interventions needed to help the students achieve their goals. **All parents and students must attend each academic conference as part of their entrance agreement contract.**

FINAL EXAM GRADE:

All students will complete a final exam at the end of each semester for every credit-bearing course. The final exam counts as ¼ (25%) of the student’s final grade for the course. The semester grade is calculated by averaging the 3 six weeks’ grades and the final exam grade.

GRADE POINT AVERAGE: The HISD grade point system is as follows:

Numeric Grade (SECHS)	Letter Grade (HCC)	Regular/ Dual Credit Grade Point	A P/ Pre-AP Grade Point
90-100	A	4.0	5.0
80-89	B	3.0	4.0
75-79	C	2.0	3.0
70-74	D	1.0	1.0
0-69	F	0.0	0.0

ATTENDANCE POLICY

Texas Education Code (TEC §25.092) states that "a student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered." **A student in an 18-week per semester every-other-day block schedule may not have more than two unexcused absences per 18-week term to receive class credit.**

A good attendance habit is the responsibility of both the family and the student. All SECHS students are expected to attend school regularly and be on time for all classes and service learning assignments in order to fully benefit from the instructional program offered.

If a student is absent, **within three (3) school days of his/her return,** (s)he must submit an excuse from home or doctor’s note to the school secretary. After the deadline, the absence will be considered unexcused. Excuses should be submitted to the main office before school, **not** during class time.

COLLEGE VISITS -- SENIORS

Seniors will be allowed up to three (3) excused absences to attend college/university visits during the school year. NOTE: Although the absences are excused, the absences will impact the student's eligibility for Final Exam exemptions second semester

LEAVING EARLY

If a student must leave school early for a dentist or doctor's appointment, or for a special appointment, s/he must bring a note from the parent or guardian (before school or early in the day) stating the type of appointment, the time the student is to leave the campus, and a phone number where the parent or guardian may be reached for verification. Upon return, parents must provide medical documentation of the doctor's visit. Students under 18 years of age must be picked up by a parent/guardian unless authorized by the parent/guardian to drive. A student who leaves campus without signing out is in violation of the HISD *Student Code of Conduct* and will be subject to disciplinary action by the administration.

Students with excessive absences will receive notification from the main office, and parents are subject to receive truancy referrals from the City of Houston courts.

SECHS is a **closed** campus; therefore, students are not allowed to leave for lunch. Students at HCC classes during lunch time will eat lunch at the college campus.

Picking up students: Custodial parents of record are permitted to pickup or checkout students. Students may be picked up by another adult, only with written or verbal permission from the parent. The driver must provide photo identification.

TARDIES

Tardies are a disciplinary action and will be addressed according to the *HISD Code of Student Conduct*.

TRANSPORTATION GUIDELINES

Student Drivers: Students must have a **Transportation Waiver** on file permitting him/her to drive to/from HCC, school, and/or an assigned social action site. **No student is permitted to transport other students in his/her vehicle unless written permission is provided from the parent of the student driver AND passenger.** Also, students who drive to sites must arrive to/return from campus by the designated times and check-in with the chaperone.

BUS TRANSPORTATION

As a magnet school, SECHS offers transportation to and from campus. As an early college, we provide shuttle services to/from HCC campus. Please contact Transportation Services-Barnet Stadium at 713-845-5022 AND the campus if you experience any transportation problems. Please have your ROUTE number available when calling.

EARLY DISMISSAL

All students leave school each **FRIDAY** at 1:30 pm, unless it conflicts with standardized testing prep or college tour days. The students are encouraged to meet with study groups or use the HCC support services on Friday.

MEDICATIONS AT SCHOOL

The principal or a designee shall administer medications. Administration of medication is allowed only with physician and parental permission (i.e., asthma, ADD/ADHD, etc.). The parent must complete and sign the HISD form(s), and the physician can sign the form(s) or attach a statement. Forms must be on file **before** medication is administered.

Students are not allowed to have over-the-counter medications at school.

- Form 1211: Policies Governing Administering Medication During School Hours
- Form 317: Policies Governing Self Administration of Prescription Asthma Medicine While on School Property or School Related Activity

IMMUNIZATION RECORDS

All students are required to have up-to-date medical records. This includes *Bacterial Meningitis shots*, which is required for all college class enrollment.

LEAVING CLASS DURING INSTRUCTIONAL TIME

Students are not permitted to leave class during instructional time unless it is an emergency. If a student has an emergency, s/he must notify the teacher to request permission to leave class. Restroom breaks are to be taken **between** classes. **Students may only leave the classroom with their agenda book HALL PASS, signed and dated by the teacher.**

CONDUCT GUIDELINES

SECHS adheres to *The Habits of Mind and Heart AND HISD Code of Student Conduct* guidelines to ensure discipline and promotion of a school culture of decency and respect. Students who violate the rights of others, district policy, and/or school campus rules shall be subject to the disciplinary measures which are recorded on the students' record. **Also student class conduct grades are related to the students' demonstration of the Habits of Mind and Heart.**

VISITORS

Student safety is our first priority. All visitors **must** sign in at the main office and receive a visitors' pass. Student visitors, unless given specific approval from the principal, are not allowed on the SECHS campus.

WITHDRAWALS FROM SCHOOL

The parent must be present to complete required documentation for student withdrawal. The process may take approximately an hour or longer; therefore, it is best to start withdrawal procedures in the morning, rather than in the afternoon. The following must also be completed:

- All school-issued books returned and in good condition
- All outstanding fees and/or debts paid. **NOTE: Personal checks cannot be accepted for withdrawals. Cash, cashier's checks or money orders are the only forms of payment accepted upon withdrawal from school**

PARENT/TEACHER CONFERENCES

Contact your faculty advisor (by phone or email) to arrange an appointment for a parent/teacher conference.

No conferences will be held during instructional time

SCHOOL HOURS

School hours are from 8:00 am – 3:30 pm, Monday - Thursday. Mandatory tutorials and enrichment opportunities are from 3:40 – 4:30 pm, Monday-Thursday

- Early dismissal is at 1:00 pm each Friday.
- Supervision is available for students 7:30 a.m. until 4:30 pm. Students who are scheduled for tutorials after school will receive extra help between 3:30 and 4:00 pm. The campus will close no later than 5:00 pm daily.
- If a student is left at the campus after 5:00 pm, parent(s)/guardian(s) will receive notification in writing.
- On report card days, advisors will schedule conference time between 2:00 and 6:00 pm.

EXTRA HELP AFTER SCHOOL

Students receiving extra help must report directly to their teacher's classroom no later than 3:40 pm.

STUDENT STORAGE/LOCKERS

For the 2014-15 school year, student locker storage is not permitted.

STUDENT ID BADGES

All South Early College students are required to have a school ID badge. Newly enrolled students will receive on badge free of charge. Replacement badges cost \$5.00. Each dual credit student must obtain an HCC student identification card from HCC Central Campus. It must be in the student's possession at an HCC campus at all times.

MEALS

Breakfast is available in the Jones HS Cafeteria between 7:45 and 8:00am. Lunchtime schedule is as 12:30 – 12:55, Mon- Fri.:

EXTRA CURRICULAR ACTIVITIES/ CLUBS & ORGANIZATIONS

SECHS does not provide extracurricular activities such as band, cheerleading, etc., because our primary focus is academics. Students may, however, contact their zoned school to participate in UIL Athletic activities. Our students do participate in the UIL-Academic and other school-wide competitions that relate to our academic focus.

Student Clubs & Organizations meet every other Friday. Students are eligible to participate if they are in good academic standing and have not received any discipline referrals within the two-week period.

TEXTBOOKS AND DEAR BOOK CHECK-IN/OUTS

Students will checkout DEAR books, between 7:45 – 8:00 am, beginning the first week of school. Students are responsible for keeping DEAR books until they are returned to the school or DEAR book library. The replacement cost of books may be provided to families upon request. **All Textbooks** must be returned before final exams.

Textbooks are available for checkout on the first two weeks of school, **before and/or after school**, or by appointment if those times are not convenient. The rental fee for HCC books is \$25 per *course*. Installment payments are acceptable. All rental payments must be cleared prior to receiving any other rental books.

VOLUNTEERING

As a small school, we rely on our families to help support the mission and vision of South Early College. Therefore, an adult family representative may volunteer as a chaperone at least once per semester. All volunteers must first submit a copy of their driver's license, then register with VIPS and finally complete the HISD screening process. Sign-ups may be completed within the first six weeks of school. Families are also encouraged to join the PTSA. Annual dues are \$10.00 per person.

These are some areas in which you as a parent/guardian could help **all** students fulfill the mission of SECHS.

- Assist with textbook distribution
- Chaperone fieldtrips, special events
- Clerical/reception work
- Collating mass mail-outs
- College Connections
- Courtesy committee
- Decorations – classrooms and/or special events
- Fundraising
- Provide SECHS website updates/pictures
- PTSA active membership
- Solicit community assistance (partner with community organizations, network with potential supporters)
- Speaker
- Translator
- Tutorials

SENIOR EXEMPTION POLICY

Seniors are eligible for exemption from their final exams in **May ONLY**. Exemptions do not apply to dual credit courses. The following criteria must be met:

- Senior Classification
- 85 average or better in course – second semester
- S or E conduct average
- No more than 3 total absences for the school year.
- **Senior AP students:** must meet the above criteria AND take their AP exam

COLLEGE PREP TIMELINES

Below is a listing of some helpful reminders to get you closer to college. Parents and students will get extra support from the Go Center and advisors.

August/September

- Update resume—list of accomplishments, involvements, and work experiences—with senior year activities. The resume will help seniors complete applications and essays more effectively.

Start working on college essays. Texas Common Application topics are below:

Topic A: Write an essay in which you tell us about someone who has made an impact on your life and explain how and why this person is important to you.

Topic B: Choose an issue of importance to you—the issue could be personal, school related, local, political, or international in scope—and write an essay in which you explain the significance of that issue to yourself, your family, your community, or your generation.

Topic C: There may be personal information that you want considered as part of your admissions application. Write an essay describing that information. You might include exceptional hardships, challenges, or opportunities that have shaped or impacted your abilities or academic credentials, personal responsibilities, exceptional achievements or talents, educational goals, or ways in which you might contribute to an institution committed to creating a diverse learning environment.

HOW TO PREPARE FOR COLLEGE?

Freshman Checklist

<http://www.actstudent.org/college/9.html>

Sophomore Checklist

<http://www.actstudent.org/college/10.html>

Junior Checklist

<http://www.actstudent.org/college/11.html>

Senior Checklist

<http://www.actstudent.org/college/12.html>

WAIVERS

All students who qualify for Free/ Reduced Lunch are eligible for certain fee waivers their junior and/or senior year. See Ms. Brooks if you are a qualifying junior or senior:

Waiver for	Total allowable
SAT	2
ACT	2
College admissions application	4 from approved colleges/universities on the College Board listing)
Other college admissions applications	<i>Some 4-year institutions will allow Free/Reduced students to get a waiver with a letter sent from the school counselor on school letterhead</i>

HOUSTON COMMUNITY COLLEGE



DUAL CREDIT PROGRAM

Students will begin taking dual credit elective classes as early as 9th grade. By the end of the 10th grade year, all students should meet college entrance qualifications to enroll in most core-area dual credit classes at Houston Community College. After completion of high school Algebra II, all students should meet the math requirement so they can enroll in College Algebra or higher.

These are very rigorous courses that require the students to complete readings and other assignments outside of the regular school day. All students will receive a course syllabus from their HCC professor and MUST follow their course syllabus and be responsible for all assignments given.

Please refer to notes below:

9th grade

Students complete HCC application

Students take the college entrance ACCUPLACER and PSAT exams in the fall semester

10th grade

Students retake the college entrance ACCUPLACER and PSAT exams in the fall semester if needed

Note that the following support services are offered to ensure student success: extra-help time & mandatory tutorials: SLIP sessions, English and Math tutorials, advising

ATTENDANCE - HCC

Students must arrive to class on time. Those who miss more than 2 classes per semester may be administratively dropped from the course and **not** receive college or high school credit. **Withdrawals from HCC will negatively impact a student's ability to be granted financial aid after high school graduation.**

WITHDRAWALS FROM DUAL CREDIT COURSE

Students are NOT permitted to automatically withdraw themselves from dual credit courses. Permission must be granted by SECHS administration.

STUDENTS WITH DISABILITIES- HCC

Students with disabilities who require reasonable accommodation must register their request with the Central Ability Services Department (713-718-6164/5) prior to the beginning of the semester. This is a separate process from the high school notification. Please contact Jette E. Lott for further information.

It is recommended that students meet with an ADA Counselor at least 60 days prior to the beginning of each term. Faculty is authorized to provide only the accommodations requested by the ADA Counselor.

ID CARDS- HCC

Students may purchase an HCC student identification card which must be in the student's possession at all times on the HCC campus. The HCC ID card allows students access to all HCC facilities and services.

TEXTBOOKS- HCC

It is the responsibility of the family to purchase/rent textbooks for each course. Textbooks may be rented from our campus on a first-come-first-serve basis. The rental fee is \$25 per course. Most college books cost more than \$100 each. Students are responsible for the full cost of each textbook if lost or damaged beyond use. A fee ranging from \$10 - \$20 must be paid if the student damages a book that can still be used.

DUAL CREDIT GUIDELINES & EXPECTATIONS

Expectations: South Early College students are considered HCC students and are held to the standards, expectations and regulations of HCC. Students are expected to be able to follow a course syllabus, work independently, behave appropriately, and complete assignments without reminders. The student, not parents, must communicate with the college instructor when experiencing academic difficulty. These expectations are outlined in the student dual credit contract.

Behavior: South Early College students must follow the Houston ISD Student Code of Conduct and the regulations and procedures concerning behavior, attendance and academic dishonesty as outlined by HCC. South Early College students are subject to school discipline according to the Houston ISD Code of Conduct. If an infraction leads to an Alternative Education Placement or suspension, these absences will count against those allowed by HCC. The student is responsible for discussing the situation with the instructor to determine whether or not arrangements can be made to continue in the class.

Attendance: HCC does not accept parent or student excuses for absences; an absence is an absence. A student may be dropped from a college class after the student accumulates absences in excess of 12.5% of the hours of instruction. A student may be dropped after missing **six hours** (not days) of a class.

Dual Credit: Many courses required for high school graduation are **only** available through the dual credit option. **Students who fail a dual credit course must retake the course and pay full**

tuition for the course. If a student elects to withdraw from a dual credit course, he or she is still required to earn applicable credit towards graduation. Withdrawal is only allowed through administrative approval

Grades: Grade reports and progress reports are not issued during the course of the semester for dual credit courses. It is the student’s responsibility to monitor grades throughout the semester. Instructors will only communicate with the student about their grade status, so parents must communicate with their son or daughter about academic progress. A student’s high school grade for the course will be reported on his or her high school report card at the end of each semester; the college grade, on the student’s college transcript. Different grading scales at HCC and in HISD require that grades be converted. The following table demonstrates this conversion:

Letter Grade (HCC)	Numeric Grade (HCC)	Numeric Conversion from HCC scores to SECHS
A	90-100	98-100
B	80-89	89
C	70-79	79
D	60-69	74
F	59 and below	69

High School Diploma/ Graduation: No student may graduate from South Early College unless he or she meets all requirements for graduation prior to the graduation date.

Transfer of College Credit: The State of Texas requires core college-level courses to transfer to state public institutions, but not necessarily to private or out-of-state institutions. It is the student’s responsibility to ask the registrar’s office at the intended university if the college accepts HCC college-level credit in transfer. Generally, a “C” average or better is required for the course credit to transfer to other post-secondary educational institutions. Students must request a copy of their *Official College Transcript* (at cost) and have it sent to colleges of their choice.

Complaints: Students who have complaints are encouraged to attempt to resolve the matter with their college instructor. If the student is uncomfortable speaking with the instructor or is dissatisfied with the result of the conversation, the students should be directed to the instructor’s department chair. The names and contact information of the Central College Department Chairs are listed below.

Summer Course Enrollment: Dual credit students are eligible to take summer HCC courses. First, The student must first obtain a Dual Credit Approval Form signed by Mr. Gourrier or Ms. Brooks, then s/he will complete the registration process with the HCC Enrollment Office contact, Monique Smith. Refer to other contact information below. Although students may be eligible for many courses, all courses are not recommended. SECHS does not provide scheduled academic support for dual credit students during the summer.

CONTACT INFORMATION- HCC

English Chair	Syble Simon	713-718-6671
Mathematics Chair	Tim Sever	713-718-6441
Behavioral & Social Sciences Chair	TBA	713-718-6860
Science Chair	TBA	713-718-6050/1
Enrollment Office	Nina Gonzalez	713-718-6115
Testing Office	Khang (Vivian) Hoang	713-718-6472
Disability Student Services	Jaime Torres	713-718-6165
Transcript Requests	Office of Student Records	713-718-6111/See to HCC link below

HCC Transcript Request website:

http://www.hccs.edu/hcc/System%20Home/Departments/Admissions_and_Registration/Forms/Transcript-Release-Form.pdf

COLLEGE BOARD'S Advanced Placement Courses: AP Courses and/or Exams available to our students are also available on our campus as another opportunity to earn college credit, transferrable to HCC towards the student's Associate's Degree.

Students will be given a course syllabus for the year to follow and are expected to keep up with assignments and readings based on the syllabus provided.

Transfer Credit to College/University: It is the student's responsibility to contact his or her college/university in order to see if their AP scores meet the criteria for transfer of credit. Each institution is different and the score accepted varies across campuses. Many accept an AP score of 3 or above for college credit.

Students must also submit an official transcript from Houston Community College. Refer to the website above. The cost is \$5.00 in person, \$7.00 online.

South Early College High School
RESPONSIBLE TECHNOLOGY USE POLICY- page 1

South Early College HS is participating in the one-to-one laptop program, POWER UP! Through this initiative, all students will checkout a laptop for use during the school year. This year's policy details the technology use policy to ensure instruction and quality teaching and learning remain the priority on our early college campus.

LAPTOP RENTAL PROCESS

Laptops will become available for every student in late winter. Prior to renting laptops, parents/guardians and students will (1) complete a mandatory training and orientation session and (2) read and sign the *Code of Student Conduct* and SECHS Responsible Technology Use Policy to ensure all policies and procedures are followed. Also, the annual rental fee of \$25 is due no later than **October 31, 2014**.

MONITORING

All HISD and school-related activity is monitored by the Houston Independent School District.

AUTHORIZED / UNAUTHORIZED USE

As a POWER UP! campus, technology is used to enhance quality classroom instruction, which helps to ensure student success and support student achievement. As a result, the unauthorized use of electronic devices that disrupts teaching and learning is not permitted. Unauthorized use (i.e., cell phones, tablets, smartphones, etc.) will result in confiscation of the device and a \$15.00 fee for its return. Students are to keep cell phones on **silent** and out of sight during the school day, unless permitted use for instructional purposes.

Specific expectations of the teacher will be stated on his/her classroom usage policy located on the teacher's syllabus. **Personal use of electronic devices is restricted to before school, after school, and lunchtime. Irresponsible use of the device during this time may result in denial of this privilege to students.**

If a student refuses to put away and silence an electronic device after being directed to do so, s/he will be disciplined according to the *HISD Code of Student Conduct*.

HONOR CODE

Demonstrating the habits of *respect and responsibility* includes following our technology honor code. If any electronic device is found that does not belong to the student, s/he must turn it in to the main office. Also, all SECHS students will respect all property, and not cause any damage to one's own or others' electronic device(s).

PLAGIARISM

Student papers will be submitted to *TurnItIn.com*, a website that helps determine plagiarism. The penalty for plagiarism may result in an F on the assignment and decrease in conduct grade. All documents, digital images, etc. that are retrieved from an online source **MUST** be properly acknowledged to avoid plagiarism.

South Early College High School
RESPONSIBLE TECHNOLOGY USE POLICY- page 2

SOCIAL NETWORKING & ACADEMICS AT SECHS

SECHS encourages students to use academically legitimate resources available to them that will support their academic success. These resources include Facebook (FB) and/or other social networking tools to create online study groups or discussion boards. These network tools must adhere to the following guidelines:

- The teacher(s) associated with the course which is the focus of the FB/other study group **MUST** be invited to join the group.
- The student who moderates and/or initiates the study group **MUST** receive teacher approval *prior* to creating the group. If the group must be private, not open to all students in the course, the teacher(s) must still give prior approval **AND** be invited to join. Also, the group must provide their actual name according to school records, e-mail addresses, and any other methods of contact to the teacher(s) associated with the subject matter being studied.
- Any unauthorized discussion or sharing of assessment content over electronic devices and/or social media will be considered cheating.
- No derogatory and/or inappropriate language is tolerated on online/electronic communication tools.
- Failure to comply with these rules will result in dismissal of students from the site and possible further disciplinary action according to the *Code of Student Conduct*

PARAMETERS

Students are not permitted to engage in the following activities with technology which may threaten safety, security, confidentiality of information and communication:

- gain unauthorized access to any school system/program.
- violate another's right to privacy by recording pictures, sound or images of or related to others.
- use profanity, obscenity, or other offensive language.
- share passwords with anyone other than school personnel or permit anyone else to access the school computer(s).
- misrepresent other users on the network.
- access, view, download, or transmit unauthorized, obscene or other inappropriate material.
- post malicious messages or commit other acts of harassment, threats, intimidation, discrimination, or other antisocial expression.
- violate trade secrets or copyright laws.
- damage software/data.
- use the network for social networking, financial gain, commercial activity, political lobbying, or any illegal activity.
- use electronic devices for phone calls during the school day, including lunchtime.
- download information or save information to the school computer hard drives for permanent storage; student will store information only on their personal device (i.e. USB drive) or other storage areas indicated by the SECHS technology staff.

Following one warning, further attempts to violate the *Responsible Technology Use Policy* may result in the student's loss of technology use privileges indefinitely.

Students permit SECHS to use individual or group pictures, videos, or school work on its website.

MONITORING STUDENT PROGRESS

To monitor students' learning of the intended material and objectives, SECHS will provide frequent assessments of student learning. Supports such as extra-help/peer assistance during advisory and mandatory tutorials after-school will be available for those experiencing difficulties.

Student-Led Academic Conferences

Academic Conferences take place each day report cards are issued. Parent(s)/Guardian(s) and the student are required to attend each six week. The academic conferences are established for the STUDENT to:

- discuss habits demonstrated this six weeks and habits to work on
- review his/her academic progress and report card this 6 weeks' period
- discuss his/her books read to-date
- follow up on intervention needs and plans to improve
- discuss progress toward research/social action exhibition

REMINDER: The student is responsible for keeping his/her returned and signed progress reports and work samples in an advisory binder. Also, on conference days, the PTSA will have an information table set up.

ADVISORY

The advisor helps support a cohort of students through four years of high school. S/he ensures the following occurs regularly in advisory so students are ready for the challenge of college classes:

- Daily DEAR (Drop Everything and Read)—sustained silent reading
 - Goal: to read 15 or more books each year
- Connections/Team Building Activities/ Celebrations
- Academic Support/College Advising/ Enrichment
- Maintain regular contact with parents regarding student progress

STAAR TESTING

The following are the STAAR exams to be administered during the school year. These exams are graduation requirements. All students are present on testing days.

ELA	MATH	SCIENCE	SOCIAL STUDIES
English I	ALG I	BIO	U.S. History
English II			

SOUTH EARLY COLLEGE HIGH SCHOOL ANNUAL ENTRANCE AGREEMENT

Last Name (please print)	First Name	HISD ID #	Grade entering in Fall
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MISSION STATEMENT

Through a personalized environment, service learning, and blended high school and college curriculum, SECHS will equip students to be effective problem solvers and college graduates who will make a positive impact on the local and global communities.

STUDENT EXPECTATIONS

Expectations exceeding the HISD Graduation Requirements:

- Social action research and project coursework in freshman and senior years.
- 3 years of the same Language other than English (LOTE)
- Coursework in STEM fields (i.e., Introduction to Engineering)

SECHS student expectations:

- Submit “official” documentation prior to student enrollment of middle or high school final report card, TAKS/STAAR and Stanford documentation, and any special education or 504 services provided in my previous school
- Maintain a minimum **75%** in each advanced academics HISD course (Pre-AP, AP) and GPA minimum of **3.0** at HCC and SECHS. If necessary the student will attend *Mandatorials* weekly as *required for academic probation*. *Failure to adhere to these expectations may require the student's transfer be denied for the upcoming school year.*
- Be seated and prepared to learn at the assigned start time of each class; tardiness will result in missed knowledge and disciplinary action.
- Pass all sections of the college entrance exam by the end of 10th grade, or pay for and successfully complete developmental coursework at HCC in the summer in appropriate subject areas.
- Demonstrate the *Habits of Mind & Heart* (critical thinking, communication, perspective, coherency, empathy, perseverance, respect, responsibility, integrity) which represent the attributes of a successful SECHS student.
- Maintain satisfactory attendance in keeping with Houston Independent School District and Houston Community College policies, Ninety five (95%) percent or better.
- Maintain satisfactory (S) conduct in accordance with the HISD Code of Student Conduct and Habits Points Average document.
- Replace lost or destroyed property: Example: school equipment, textbooks and supplies
- Honor the rules and accept the consequences listed in the SECHS Student Handbook
- Abide by the SECHS standard dress code
- Remain informed of all SECHS requirements and policies (copies of policies may be found in the SECHS administrative offices, advisory classrooms, and school website).
- Any discipline infraction(s) of a Level 4 or higher of the Student Code of Conduct will result in an automatic non-renewal of the student's transfer and an assignment to an alternative educational program for the remainder of the current school year.
- Parents/Guardians must agree to meet with faculty/administration/staff if asked for scheduled meetings at each progress report and report card to review student progress.

As a SECHS parent:

- I understand the commitment my child and I have made, and I support his/her efforts in attending South Early College High School
- I understand that there is a textbook usage fee required for each concurrent college class.
- I understand that it is my responsibility to ensure that my child arrive to school no later than 7:50 a.m. and depart school by 4:30 p.m. daily as there is no assigned adult supervision for students before 7:30 a.m. and after 4:30 p.m.

Failure to meet the stated expectations will result in placement of the student on the SECHS Academic Growth Plan. This determination will be made each grading period. Multiple grading periods under the SECHS Academic Growth Plan may result in a student losing his/her placement at SECHS. The student's parent/guardian will be notified by mail and a mandatory conference will be scheduled. If the student has not made reasonable progress by the end of the year, he/she may be denied a transfer and returned to his/her zoned school at the close of the school year.

HABITS OF THE MIND	
Critical Thinking: To evaluate information and form logical solutions to complex problems	Score: _____
<ul style="list-style-type: none"> Asks relevant and well-formed questions Gathers and evaluates accurate information from academic sources and observations to support well-reasoned conclusions and solutions Reflects on diverse points of view to challenge the status quo and counteract stereotypes (ethnocentrism and sociocentrism). Communicates well with others to resolve problems Engages in self-corrective thinking 	
Communication: To effectively convey ideas, thoughts, viewpoints	Score: _____
<ul style="list-style-type: none"> Uses appropriate verbal communication in the academic setting Uses appropriate nonverbal communication in the academic setting Writes effectively and on topic Uses proper conventions Uses effective communication skills to address conflict or challenging situations 	
Perspective: To regard situations and facts and judge their relative importance	Score: _____
<ul style="list-style-type: none"> Evaluates problems, issues and/or conflicts from the viewpoints of others Adjusts and adapts one's thinking to different disciplines and environments 	
Coherency: To have logical and cohesive patterns of thoughts, viewpoints, etc.	Score: _____
<ul style="list-style-type: none"> Creates products where each essential component is evident (essays, projects, short answer responses, etc.) Explains logical connections among tasks, events, concepts, etc. 	
HABITS OF THE HEART	
Empathy: To understand, be aware of, and sensitive to the feelings, thoughts, and experiences of others	Score: _____
<ul style="list-style-type: none"> Is helpful to peers Leads positively and by example Listens openly without judgment and without interruptions Has a tone of decency and respect when interacting with others 	
Perseverance: To persist and achieve goals despite difficulties, failure or opposition	Score: _____
<ul style="list-style-type: none"> Bears difficulties calmly and with continued effort Makes effort before asking for help Continues efforts until time and resources are exhausted 	
Respect: To understand that everyone and everything should be treated in an appropriate way	Score: _____
<ul style="list-style-type: none"> Uses appropriate language and tone Considers other people's feelings and opinions Actively listens to others Does not insult others Follows policies and procedures embedded in the organization Is courteous and polite Exercises care and concern when using other people's property. 	
Responsibility: To be accountable for tasks, decisions, and actions.	Score: _____
<ul style="list-style-type: none"> Practices and displays self control Uses time wisely and completes work on time Is accountable for choices and/or behavior and accepts/understands consequences Follows through on commitments (i.e. group work, tutorials, service learning, etc.) Thinks things through and uses good judgment Sets goals and advocates for him/herself Comes to school well prepared(i.e. homework, supplies, studied for assessments, etc.) 	
Integrity: To be honest, trustworthy and stand up for what is right even when others are making poor choices.	Score: _____
<ul style="list-style-type: none"> Asks for help when you needed instead of cheating or plagiarizing. Removes self from negative situations and report violations to the proper authorities Is honest and admits mistakes. Does not take other people's belongings without permission Goes appropriately to source with concerns with adult facilitation if necessary 	

SOUTH EARLY COLLEGE HIGH SCHOOL
Dual Credit Contract
For
Houston Community College

All students and parents/guardians will receive this contract detailing expectations of a dual credit student.

It is mandatory that all students and parents are aware of the academic and behavior expectations during classes at HCC for this school year. All students and their parent(s)/guardian(s) must then sign and return this signature page by the **second day of school**. By signing this page, you are agreeing to follow the requirements as set forth by the administration of SECHS and HCC in order to remain a student in good standing at this school. You are also affirming that you will abide by the rules and policies of the Houston Community College campus.

All students must:

- Have a photo ID with them at all times.
- Read and follow the syllabus provided by the instructor.
- Arrive to class on time daily and leave when dismissed by the instructor.
- Communicate effectively and appropriately while on HCC campus.
- Complete all work on time *without making excuses*.
- Ask for help from the provided SECHS and HCC resources when needed.
- Neither give nor receive help from others on tests or graded work.
- Not utilize a cell phone or other unauthorized electronic device during class.
- Pay attention when an adult is speaking.
- Come to class prepared daily.
- Not go to unauthorized areas of the campus.
- Behave and dress appropriately at all times on campus and/or along the perimeter.
- Keep the campus clean and not deface or remove property of others.
- Pay book rental fees, and return books and ancillary materials in good condition, unmarked.
- Maintain regular communication with your professor(s) to follow up on your own academic progress (email, phone, face-to-face, etc.)
- Contact the school immediately if you are aware of a class cancellation, transportation problem, or emergency situation.
- Obey the rules, regulations, and policies of SECHS **and** the Houston Community College campus.

NOTE: To maintain good academic standing at HCC, dual credit students must maintain a minimum 2.0 GPA; however, many colleges only accept transfer students with a 3.0 or higher college GPA. **The family must pay the full tuition cost of the course if a student fails a class.**

SCHOOL FEES

Item	Cost
POWER UP! Rental	\$25.00
School t-shirt	
• S,M,L,XL	\$ 15.00
• 2XL, 3XL	\$ 17.00
School polo shirt	
• S,M,L,XL	\$10.00
• 2XL, 3XL	\$12.00
PE shirt	\$5.00
ACT	\$54.50 <i>2 free exams to Free/Reduced students</i>
AP Exam Fees <i>free if student is enrolled in course</i>	Approx \$90 Free/Reduced lunch (approx. \$50)
College Application Fees	-varies- 4 free if free/reduced lunch
Decal for school parking	
HCC Book Rentals	\$25.00 per course
HCC Transcript request fee	\$7.00 each
ID badge replacement	\$5.00
SAT	\$42.00 <i>2 free exams to Free/Reduced students</i>
SECHS Transcript request(s) <i>After 5 free requests</i>	
Senior dues	\$500
Yearbook (1st historical archive 2014-15)	\$40.00