

SOUTH EARLY COLLEGE

High School

FAMILY & STUDENT HANDBOOK
2016-2017



Learn the Essentials. Earn the degree.

**1930 Airport Blvd.
Houston, Texas 77051
School: 713-732-3623
Fax: 713-732-3425**

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

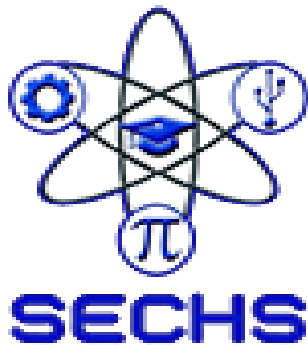
SCHOOL INFORMATION

School CEEB (College Board) Code
443621

School Colors
Navy, Silver & White

School Mascot
Panther

School Crest



School Motto
Learn the Essentials. Earn the Degree.

GOALS: To ensure that our classroom practice, whole school practice, culture and climate support the mission of our school.

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

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

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. Our students will 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 PATHWAYS/ ENDORSEMENTS

Starting with the incoming freshmen of 2014-15, students can take technology -related courses (computer science, software engineering, robotics) to support their exposure to courses and careers of the future.

Entering ninth-graders (fall 2011 and after) are now required to pass five End-of-Course (EOC) exams to graduate.

Required End-of-Course (EOC) Exams

Algebra I	English I	English II	Biology	U.S. History
-----------	-----------	------------	---------	--------------

The English I and II exams combine reading and writing into one five-hour test.

For 2014 and after entering ninth-graders:

Students will enter under the new 26-credit Foundation High School Program with an endorsement – and take Algebra II and higher level math courses at the appropriate time – which will allow them to earn a Distinguished Level of Achievement and become eligible for automatic admission into state universities if they graduate in the top 10% of their class.

Endorsement Plans

With the help of teachers, counselors, and parents, students will decide on one or more endorsement plans:



ARTS & HUMANITIES



S.T.E.M.

(SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS)



MULTIDISCIPLINARY STUDIES

These endorsements will help create a personalized learning plan in line with a student's career interests and goals. Families will be given a school-by-school breakdown of student options well in advance, to assist them in selecting a high school endorsement and career pathway that meets the student's career interests and post-secondary goals.

Performance Acknowledgements

Students may the following performance acknowledgements, which will be displayed on diplomas and transcripts:

Dual credit courses	PSAT/SAT/ACT exams

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.

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.

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	Dean of Instruction	sbrooks3@houstonisd.org
Starks, Cedric	Magnet Coordinator	cstarks@houstonisd.org
Pierce, Efrem	STEM Instructional Specialist	epierce@houstonisd.org
English Language Arts		
Syes, Victoria	Faculty Advisor & English Teacher	vsys@houstonisd.org
Duchatellier, Knickiesha	Faculty Advisor & English Teacher	kduchate@houstonisd.org
TBA	Faculty Advisor & Dual Credit English teacher	
Science		
Hill, Claudia	Faculty Advisor & Biology Teacher	chill2@houstonisd.org
Raghav, Sudha	Faculty Advisor & Chemistry Teacher	sraghav@houstonisd.org
Valladolid, Evelyn	Faculty Advisor & Physics Teacher	Evelyn.Valladolid@houstonisd.org
Mathematics		
Hoang, Canary	Faculty Advisory & Algebra Teacher	ybui@houstonisd.org
Soremekun, Ramoni	Faculty Advisory & Geometry/Pre-Calculus Teacher	rsoremek@houstonisd.org
Burrus, Charlie	Faculty Advisory & Algebra Teacher	Charles.Burrus@houstonisd.org
Social Studies		
Paskos-Baker, Karen	Senior Faculty Advisory & AP World History Teacher	kpaskos@houstonisd.org
Langley, Dustin	Faculty Advisor & World Geo/AP Human Geo. Teacher	jbarnes4@houstonisd.org
Comer, James	Faculty Advisor & US Hist/US Govt teacher	JCOMER@houstonisd.org
Art		
Garcia, Hector	Faculty Advisor & Art I/AVID Teacher	Hector.Garcia1286@houstonisd.org
Other Support Staff		
Bullock, Sandra	Office Secretary	sbulloc1@houstonisd.org
Foster, Barbara	Long Term Sub, Office support staff	bfoster1@houstonisd.org
Gibbs, Grady	Associate teacher/ College, Textbook support/ PE	ggibbs@houstonisd.org
Portillo, Veronica	Receptionist (bilingual); Attendance clerk	VPORTILL@houstonisd.org
Taylor, Linda	Magnet support/ Advisor/ Textbook Operations	lpatric1@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	Director- HCC Central:P-16/ Dual Credit Programming	monique.smith4@hccs.edu

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

Services	Contact Person
AP Coordinator	Brooks, Samantha
Attendance	Portillo, Veronica
College Counseling / Tours	Berry, Krystal
Clubs – student led	Paskos-Baker, Karen
Community Service Hours	TBA
Discipline:	11 th /12 th : Pierce, Efrem 9 th /10 th : Starks, Cedric
Facilities	Piere, Efrem
Gifted & Talented	Brooks, Samantha
Sponsor- Class of 2019	TBD
Sponsor- Class of 2018	Pierce, Efrem
Sponsor – Class of 2017	Starks, Cedric
Graduation Requirements	Advisors; Brooks, Samantha
HCC/ Dual Credit	Brooks, Samantha
ID badges	Pierce, Efrem
LEP, LPAC Administrator	Starks, Cedric
LPAC Chairperson	Syes, Victoria
Title I	Taylor, Linda
National Honor Society	Syes, Victoria
Progress Reports (every 3 weeks)	Advisors
PTSA (Parent-Teacher-Student-Association) school contact	Bullock, Sandra
Recruitment	Starks, Cedric
Registrar	Brooks, Samantha
Scholarships	Faculty Advisor
STEM Service Learning Program	Pierce, Efrem
Special Education contact /504 Chairperson	Starks, Cedric
Special Education chairperson	Jacquet, Angelise
Student Council	Hill, Claudia
Technology (IT) support	Lopez, Juan
Testing—SAT/ACT, ACCUPLACER, STAAR, TAKS, PSAT, GT, TSI	Brooks, Samantha
Textbook Operations	Taylor, Linda
Transcript Requests (submitted via email for tracking purposes)	Brooks, Samantha
Tutorials Schedule	Brooks, Samantha
VIPS – Volunteers in Public Schools	Taylor, Linda

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.

“Bell” Schedule

2016-2017

TIME	MON/WED	TUES/THUR
8:00 - 9:30	1A	1B
9:33 - 11:03	2A	2B
11:00-12:30	MA (HCC)	MB (HCC)
12:00-1:30	MA3 (HCC)	MB3 (HCC)
11:06-11:51	ADVISORY	ADVISORY
11:55 - 12:30	LUNCH	LUNCH
12:35-2:05	3A	3B
2:08-3:40	4A	4B
3:45 - 4:30	ZERO PD	ZERO PD

FRIDAY	PERIOD
8:00 - 8:45	1C
8:48-9:33	2C
9:36-10:21	3C
10:24-11:09	4C
11:12-11:57	5C
12:00-12:35	LUNCH
12:36-1:21	CLUBS
1:23-2:08	6C
2:10-2:55	7C
2:57-3:40	8C

On Fridays, or C-days, students go to all 8 classes and have clubs after lunch.

Classes 1C – 4C are the 1A – 4A classes.

Classes 5C-8C are the 1B – 4B classes.

SECHS 2016-2017 Dress Code

PLEASE NOTE: Dress policy is subject to change each year at the discretion of the Shared Decision-Making Committee (SDMC). SECHS Dress code policy was developed to ensure safety on and off campus.

Appropriate Bottoms	
<ul style="list-style-type: none"> Any color slacks Any color knee-length shorts Jeans including knee-length shorts NO undergarments should be visible at any time 	<ul style="list-style-type: none"> NO holes, frays, rips, or distressed material NO writing or designs NO tight-fitting bottoms NO pajama pants or joggers ALL pants must be worn on natural waistline
Appropriate Skirts	
<ul style="list-style-type: none"> Any color knee-length skirts Skirts must be knee-length or longer NO see-through material 	<ul style="list-style-type: none"> NO holes, frays, rips, or distressed material NO writing or designs NO tight-fitting skirts
Appropriate Tops and Outerwear	
<p>Monday is college day at SECHS. Students should wear a college shirt since we are promoting a college environment. Friday is SECHS School Spirit Day. Approved shirts are listed below.</p>	
<ul style="list-style-type: none"> College tops may be worn on MONDAYS School spirit tops may be worn on FRIDAYS (SECHS shirts, advisory shirts, approved club/organization shirts, class (2017, 2018, 2019, 2020) shirts, One Goal shirts, AVID shirts, or Summer Bridge shirts) 	<ul style="list-style-type: none"> No revealing or see-through tops No tops showing the mid-drift (stomach or navel area) No tops displaying or promoting drugs, alcohol, or inappropriate/derogatory language or messages.
Appropriate Footwear	
For the safety of everyone on campus, appropriate footwear is required at all times.	
<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 NEW SECHS polo style Khaki pants with belt Solid colored belts SOLID BLACK, WHITE, BROWN, or GRAY rubber soled shoes 	<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 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

	<ul style="list-style-type: none"> Necklaces should be small enough to conceal under top
--	---

Headwear / Hair	
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 Hair style and color must not distract from the learning environment 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 Teacher/instructor/professor may suggest attire more specific attire for presentations.

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 Navy Blue, Gray, or White plain t-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.



GRADUATION REQUIREMENTS

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

HISD REQUIRED COURSEWORK	Entering 9 th Grade: 2012-13 to 2013- 14	Entering 9 th Grade: 2014-15 and after <i>Under HB5 guidelines</i>
<u>Course</u>	<u>Credits</u>	<u>Credits</u>
English	4	4
Mathematics <i>Algebra I, Geometry, Algebra II, PreCalculus/AP Calculus/ or AP Statistics, or HCC math 1316/2312</i>	4	4
Social Studies <i>World or Human Geo, W. Hist., US History, US Govt, Econ</i>	4	4
Science <i>Biology, Chemistry, Physics, AP Sci-Chemistry or Biology or HCC 4th science</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>2-3 consecutive years of a Language Other Than English</i>	3	2-3
Technology Applications <i>Princ of Info Tech or Intro to Engineering</i>	not required <i>may serve as elective courses</i>	<i>Pathway courses if applicable (counted in electives)</i>
Fine Arts (Speech may <u>not</u> substitute)	1	1
Electives (including other technology courses, College Algebra, other dual credit courses)	2.5	5
Total Required	26	26
TEST(S) <i>All HISD students will take PSAT (9th – 11th) and SAT (11th)</i>	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)

All students are defaulted to take the RECOMMENDED PLAN. For the DISTINGUISHED ACHIEVEMENT PROGRAM (DAP): Four Advanced Measures are required 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.

ENDORSEMENT INFORMATION:

Currently, the STEM endorsements that apply to SECHS are 1, 3, 4, and 5

Endorsement Requirements STEM
<i>A student must complete Algebra II, chemistry, and physics and <u>one</u> of the following:</i>
(1) A coherent sequence of courses for four or more credits in CTE. The final course in the sequence must be selected from the STEM career cluster.
(2) A coherent sequence of four credits in computer science selected from the following courses:
Fundamentals of Computer Science
Computer Science I
Computer Science II
Computer Science III
AP Computer Science
IB Computer Science, Standard Level
IB Computer Science, Higher Level
Discrete Mathematics for Computer Science
Digital Forensics
Game Programming and Design
Mobile Application Development
Robotics Programming and Design
Independent Studies of Technology Applications
(3) A total of five credits in mathematics by successfully completing Algebra I, geometry, Algebra II, and two additional mathematics courses for which Algebra II is a prerequisite
(4) A total of five credits in science by successfully completing biology, chemistry, physics, and two additional science courses
(5) In addition to Algebra II, chemistry, and physics, a coherent sequence of three additional credits from no more than two of the three areas listed in (1), (2), (3), and (4)

Currently, the MULTIDISCIPLINARY endorsements that apply to SECHS are 2 AND 3:

Endorsement Requirements Multidisciplinary Studies
<i>A student must complete <u>one</u> of the following:</i>
(1) Four advanced courses that prepare a student to enter the workforce successfully or postsecondary education without remediation from within one endorsement area or among endorsement areas that are not in a coherent sequence
(2) Four credits in each of the four foundation subject areas to include English IV and chemistry and/or physics
(3) Four credits in AP, IB, or dual credit selected from English, mathematics, science, social studies, economics, LOTE, or fine arts

ASSOCIATE DEGREE PLAN:

In order to earn an Associate in Science (AS) or and Associate in Art (AA), students must meet the standards on the college entrance exam and successfully complete the following courses. Also, students are encouraged to maintain a 3.0 GPA. An AA is an option for students wanting to pursue non-STEM education and careers.

*= high school required course(s)

COMMON CORE COURSEWORK	Credit hours	Grade level most students enroll
COMMUNICATION: <i>English 1301,1302*</i>	6	11 th
MATHEMATICS <i>Math 1314 (college Algebra)*</i>	3	11 th or 12 th
LANGUAGE, PHILOSOPHY & CULTURE: <i>Engl 2322*</i>	3	12 th
LIFE & PHYSICAL SCIENCE: at least 1 course w/ lab* <i>Biol 1406/7, Astr 1303/4, Chem 1305/6, Envr 1301/2</i>	6	11 th or 12 th
AMERICAN HISTORY: <i>Hist 1301, 1302*</i>	6	11 th
GOVERNMENT/ POLITICAL SCIENCE: <i>Govt 2305*, 2306</i>	6	12 th
CREATIVE ARTS: <i>Art, Dance, Music, or Theatre (not all classes approved for dual credit)—2 classes required for HS credit*</i> [approved courses as of 4/2016: DRAM 1310,1330,1351; MUSI 1183,1141; ART 1311,1312]	3	9 th – 11 th
SOCIAL & BEHAVIORAL SCIENCE: <i>Econ 2301*</i>	3	12 th
COMPONENT AREA: courses in above category or <i>PHED 1304*, Spch 1315, Soci 1301, Psych 2301, Engl 2323*</i>	6	9 th , 10 th
Total credit hours earned (Core Complete)	42 hours	
Associate in Science Additional Coursework		
Educ 1300 or related course	3	9 th
Extra Math: <i>Math 1316, 2312*</i>	6	11 th , 12 th
Extra Science (1 course with lab) Ex: <i>Bio 2401/2, Astr 1303/4, Chem 1305/6, Envr 1301/2</i>	7	11 th , 12 th
Other College Elective: including, not limited to <i>Creative Arts (3 hrs), Science with lab (4 hrs), Computer Sci, Software Engineering or Robotics/ AI courses</i> from approved HISD dual credit catalog	2	9 th – 12 th
Total credit hours earned	60 hours	
Associate in Arts Additional Coursework		
Educ 1300 or related course	3	9 th
Other College Electives from approved HISD dual credit catalog	15	9 th – 12 th
Total credit hours earned	60 hours	

EARNING AP (TRANSFERRABLE) CREDIT

If a student earns a 3 or higher on the following AP exams, s/he will receive college credit toward the associate degree.

COURSE	CREDIT FOR	CREDIT	AP Psych	Psyc 2301	3
HRS			AP History	Hist 1301/2	6
AP Eng Lang	Engl 1301	3	AP Biology	Bio 1406/7	8
AP Eng Lit	Engl 1302	3	AP Span Lang	Span 1411/2	8
AP Env Sci	Envr 1301	3	AP Span Lit	Span 1411-2312	14

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 nine-week period. Progress reports are provided each 3-weeks. Academic conferences, each 6th week are scheduled to address any concerns and interventions needed to help the students achieve their goals, prior to the end of the grading cycle. ***All parents and students must attend required academic conferences 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 one-third of the student's final grade for the course. The semester grade is calculated by averaging the 2 nine 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	AP/ 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.

We encourage doctor visits to take place after 1:00pm on Fridays due to early release on those days.

HCC students may not remain on campus without prior approval and verification from administration and the student's professor. Failure to adhere to policies and procedures regarding HCC on-campus activity may result in a student's ability to continue taking classes.

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 pick up 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

Due to the early college schedules that coincide with the HCC college courses, SECHS does not have early dismissals.

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, (MCV 4)* which are required for all college class enrollment. Failure to complete MCV 4 shot records may result in the student's classes being administratively dropped without notice.

LEAVING CLASS DURING INSTRUCTIONAL TIME

Students are encouraged not 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 complete the restroom break form before leaving class.**

CONDUCT GUIDELINES

SECHS adheres to *The Habits or 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; therefore, it is best to start withdrawal procedures in the morning, rather than in the afternoon and to notify the campus in advance in order to prepare withdrawal documents. 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, Paypal, 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 – 3:40 pm, Monday - Thursday. Mandatory tutorials and enrichment opportunities are from 3:45 – 5:00pm at the latest, Monday-Thursday. Students who did not pass STAAR the previous year must attend mandatory STAAR support with designated teachers and parents will be notified.

- Supervision is available for students 7:00 a.m. until 4:30 pm. Students who are scheduled for tutorials after school will receive extra help between 3:40 and 4:30 pm. The campus will close at 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 academic conference time between 3:30 and 6:00 pm.

EXTRA HELP AFTER SCHOOL

Students receiving extra help must report directly to their teacher's classroom no later than 3:45 pm.

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 cafeteria between 7:45 and 8:00am. Lunchtime schedule is 11:55 – 12:30 on Mon-Thursday, and 12:00 – 12:35 on Fridays.

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 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 CHECK-IN/OUTS

Students may checkout books, between 7:45 – 8:00 am, before advisory, after school, or by appointment if those times are not convenient. Students are responsible for keeping books until they are returned to the school or they must pay the replacement cost. The replacement cost of books will be provided to families upon request. **All Textbooks** must be returned before final exams.

The fall and spring semester rental fee for dual credit/dual enrollment books is \$25 per *course*. Students pay \$15 per course rental fee in the summer semester. Installment payments are acceptable. All rental payments must be cleared prior to receiving any other rental books for the next semester. Students must pay all rental fees or first installment prior to checkout.

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 Tours
- 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:

Option #1: Some students have a background, identity, interest, or talent that is so meaningful they believe their application would be incomplete without it. If this sounds like you, then please share your story.

Option #2: The lessons we take from failure can be fundamental to later success. Recount an incident or time when you experienced failure. How did it affect you, and what did you learn from the experience?

Option #3: Reflect on a time when you challenged a belief or idea. What prompted you to act? Would you make the same decision again?

Option #4: Describe a problem you've solved or a problem you'd like to solve. It can be an intellectual challenge, a research query, an ethical dilemma--anything that is of personal importance, no matter the scale. Explain its significance to you and what steps you took or could be taken to identify a solution.

Option #5: Discuss an accomplishment or event, formal or informal, that marked your transition from childhood to adulthood within your culture, community, or family.

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 may 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 and higher.

These are very rigorous courses that require the students to complete multiple 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 at SECHS and HCC.

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 only be granted by designated SECHS administration. Failure to follow this policy may result in a student's denial to register for classes.

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.

Student Steps to obtain an HCC ID card:

1. Visit the HCC Student Services building. You will need to take your payment receipt and printout of your registered classes with you.
2. Inform the clerk in Student Services you need a student ID card. Show the clerk your payment receipt and printout. The fee for your ID card was included in your total expenses for the semester.

Take your ID picture and sign the card. You will receive your ID card before leaving. Check the ID to ensure the information on the card is correct.

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 and HISD. 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. Parents who complete the Family Educational Rights and Privacy Act (FERPA) Consent Form, will be granted permission to one or more of the following information on their child:

- Financial aid records
- Academic/ transcript records
- Student account records
- Instructor/classroom records (e.g., attendance, progress reports, tests, etc.)

FERPA FORM from HCC

<http://www.hccs.edu/media/houston-community-college/district/pdf/FERPA.pdf>

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** (approx. 2 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 withdraws 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.

Placement Test Scores (TSI):

Students must meet the following minimum scores to be considered “college ready” for dual credit classes. Test scores cannot be mixed (e.g., TSI and PSAT scores cannot both be used to determine college readiness)

English Language Arts/Humanities	Math / Science
TSI - ACCUPLACER	
Read: 351 AND Writing Sample: 5 OR Read: 351 AND Writing Sample: 4 and WRITE: 363 OR STAAR EOC English II test: 4000	Math : 350
PSAT Critical Reading 50 + Math = 107	SAT Critical Reading 500 + Math = 1070
Beginning Fall 2017, the cut-scores will increase to the following: MATH-356 READING – 355 WRITING – 5; Essay Score of 4 + Mult. Choice-363	
Beginning Fall 2019, the cut-score will increase to the following: MATH-369 READING – 359 WRITING – 5; Essay Score of 4 + Mult. Choice-363	

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; however, students with multiple C’s limit their opportunity to other scholarships at those institutions. Students must request a copy of their *Official College Transcript* from HCC (at cost) and have it sent to colleges of their choice.

Complaints/ Grievances: Students who have complaints are encouraged to attempt to resolve the matter first 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 SECHS -vHCC liaison and 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 by the Dean of Instruction or person responsible for HCC scheduling, 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 Due to recent changes to the internal structure of HCC, some chair names may have changed, but the phone numbers remain the same.

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	J. Harrell	
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 Registrati on/Forms/Transcript-Release-Form.pdf](http://www.hccs.edu/hcc/System%20Home/Departments/Admissions_and_Registrati on/Forms/Transcript-Release-Form.pdf)

High school transcript requests:

Students request SECHS transcripts via email to Brooks and Bullock. Students will receive a reply once the transcript is ready for pickup. Students must communicate if the request is for an *unofficial* (one the student can pick up and deliver him/herself) or an *official* transcript (one delivered via *Naviance*, *TRex*, or another online system, or sealed and sent directly to the requesting campus from SECHS.)

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 \$7.00.

DUAL CREDIT COURSE ENROLLMENT PROCESS

Students attend pre-enrollment sessions with advisors prior to meeting with Brooks/Starks for HCC scheduling. The purpose of pre-enrollment sessions is for the advisor and student to review their academic plan and choices for classes prior to actual scheduling.

- Summer scheduling starts in late March/early April
- Fall scheduling starts July
- Spring scheduling starts early November

HOUSTON COMMUNITY COLLEGE GRADUATION

The following notes on HCC graduation were retrieved from <http://www.hccs.edu/district/students/graduation/>

Graduation Application

Meet with an advisor to update your degree plan and verify that you have completed all the necessary coursework and institutional requirements. This will show all work completed prior to the semester of graduation, courses in progress, transfer work applied to your degree, and any course substitutions and approvals.

Applications should be filed either the semester prior to or the semester in which the student plans to graduate. Students should complete the Application for Degree/Certificate and pay the \$10 filing fee online after receiving the advisor approval. The application fee is good for one year, but students who do not complete the degree requirements in the semester in which they filed **MUST** contact the Graduation Office to activate their file for the subsequent term. The diploma reprint charge is \$15.

Graduation Application Deadlines

- Fall Semester: October 15
- Spring Semester: February 15
- Summer Semester: June 15

The application must be received by the deadline to insure that your degree is posted to your transcript at the end of the semester and that your diploma will be processed on time. Students who apply after the deadline are automatically processed with the next semester's group.

Verify Transfer Evaluation

Be sure you have sent all transcripts for course work from institutions other than Houston Community College to the Office of Student Records, P.O. Box 667517, Houston, TX 77266-7517. You should make an appointment with an advisor to have your transfer work evaluated.

Verify Mailing Address

To receive information regarding the graduation ceremony and to have diplomas and/or certificates mailed, students must verify their address no later than May 1. Address and/or name changes must be made on the graduation application within your student center. If your address changes after May 31, please email graduation@hccs.edu to report the changes.

Honors Information

Honors for the graduation ceremony will be calculated through the fall semester. Honors designation on the actual diploma will reflect all course work. Honors will be awarded to students completing degrees only. Only HCC college level grades will be used to determine honors status. Honors graduates will be recognized during the graduation ceremony. Students must complete at least 75 percent of the course work for their degree by that time.

The following classifications of honors will be recognized on the student's transcript and diploma:

- Highest Honors: 3.80 – 4.00
- High Honors: 3.60 – 3.79
- Honors: 3.35 – 3.59

Diploma Ordering Information

Diplomas will be mailed approximately six to eight weeks after the end of semester date. If your address changes after May 31, please email graduation@hccs.edu to report the changes. Diplomas are printed three times a year according to the graduation deadline.

A diploma or printed certificate is optional. If a student chooses to receive a diploma or printed certificate, the non-refundable fee of \$10 must be paid at the time of submitting the Application for Graduation. This fee is held for one year pending graduation. Students applying for certificates of completion should indicate the expected course completion date on the Application for Degree/Certificate. The completion date will be printed on the certificate. Upon completion of final evaluations, degrees and/or certificates will be posted on transcripts.

If you would like to order additional diplomas, then an additional cost of \$10 each applies at the time of filing and your advisor should indicate this on the Application for Graduation form.

To replace a lost or stolen certificate/degree, complete the Application for Degree/Certificate form indicating your request for a reorder and by paying the \$15 reprint fee.

Commencement Ceremony Information

The graduation ceremony is held annually in May for the fall and spring graduates and students who plan to complete their work in the summer. Summer graduates must apply by the spring deadline to be eligible to participate. For more information, refer to the website listed above.

Graduate Follow-Up Information

You will be contacted by the Institutional Research Office for graduate follow-up information. Completion of these questionnaires will assist us in evaluation of our programs and services. HCC also has an [Alumni Association](#) that we encourage you to join. As a member of the Houston Community College Alumni Association you can help in the college's continued growth and development.

South Early College High School RESPONSIBLE TECHNOLOGY USE - page

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 is \$25, payable at the beginning of the school year.

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 - 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 sixth week of the nine weeks. 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 9 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:

- Connections/Team Building Activities/ Celebrations
- Academic Support/College Advising/ Enrichment
- Maintain regular contact with parents regarding student progress
- Support for development in Habits of Mind and Heart

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 March 28 th	ALG I	BIO	U.S. History
English II March 30 th	Window (May 1-5)	Window (May 1-5)	Window (May 1-5)

Other exams include PSAT exams in October, May AP exams, TELPAS for LEP students in February - March.

SOUTH EARLY COLLEGE HIGH SCHOOL ANNUAL ENTRANCE AGREEMENT

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

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 	
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	n/a
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	TBD—contact main office
HCC Book Rentals	\$25.00 per course
HCC Transcript request fee	\$7.00 each
ID badge replacement-SECHS	\$5.00
SAT	\$42.00 <i>2 free exams Free/Reduced students</i>
SECHS Transcript request(s) <i>After 5 free requests</i>	\$3.00 (3–day return)
Senior dues	Approximately \$500
Yearbook	\$40.00