

NORTH HOUSTON EARLY COLLEGE HIGH SCHOOL



REDHAWKS CAMP

SUMMER BRIDGE 2018

JUNE 11 - 21, 2018



TABLE OF CONTENTS

Staff Directory	3
Week 1 Schedule.....	5
Day 1 Schedule	7
Day 2 Schedule	8
Day 3 Schedule	9
Day 4 Schedule	10
Week 2 Schedule.....	11
Day 5 Schedule	13
Day 6 Schedule	14
Day 7 Schedule	15
Day 8 Schedule	16
TSI Testing Schedule.....	17
Resources	21
Student Handbook	22-37
AVID Resources	38-50

North Houston Early College High School Red Hawks Camp Summer Bridge 2018

Staff Directory

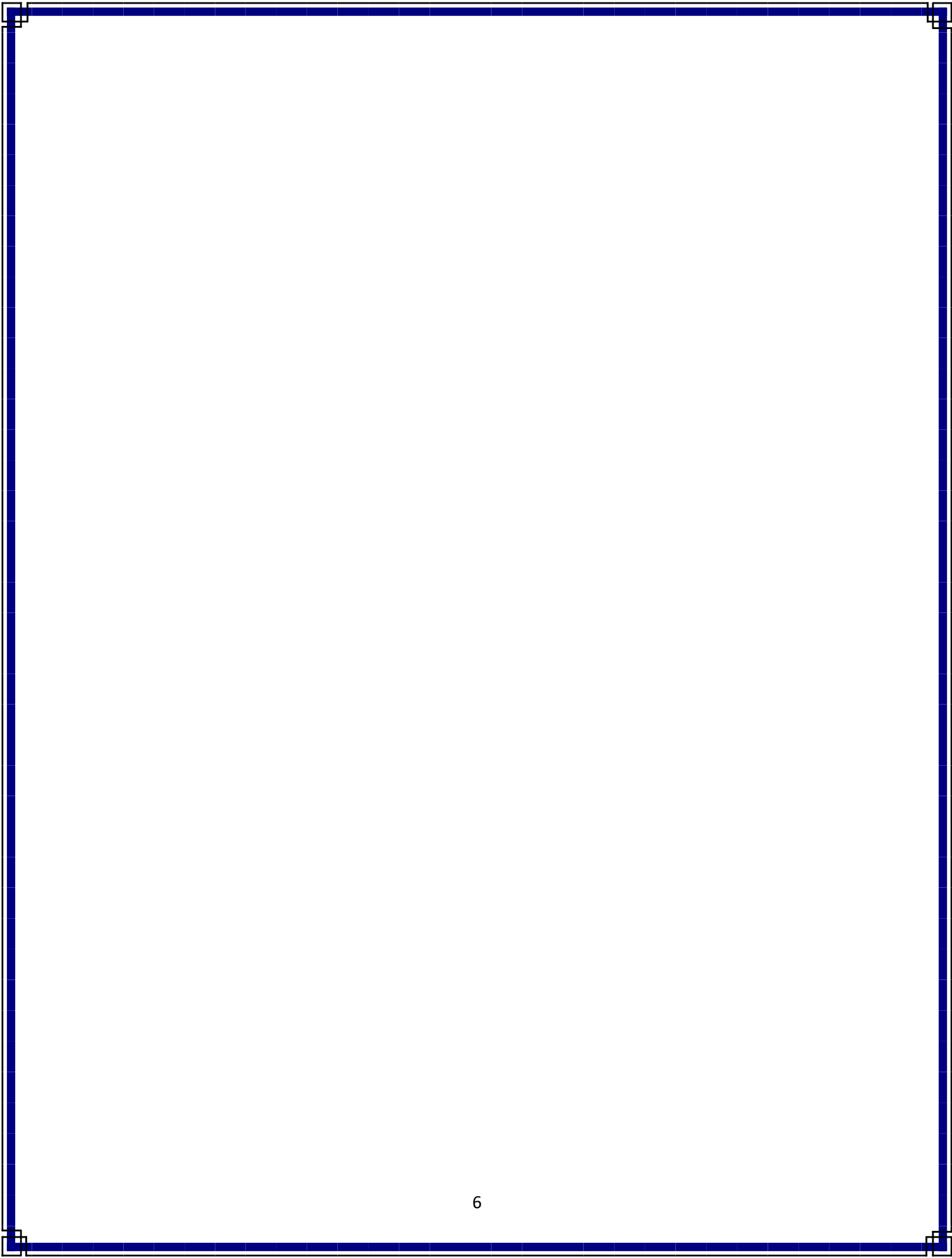
Instructional Staff

Name	Title	Subject	Room#	Extension
Ms. Michele Herod	Teacher Development Specialist	HUB/Tech Apps	215	308206
Ms. Janice Henderson	Tchr, English	TSI/Reading	216	308207
Mr. James Hopson	Tchr, Mathematics	TSI/Mathematics	211	308205
Ms. Sonia Rodriguez	Tchr, English	TSI/Writing	206	308204
Mr. Matthew Weaver	Tchr, Choir/AVID Campus Coord.	AVID	115	308218
Mr. Lawrence Williams	Magnet Coordinator	Coordinator	107	308108
Ms. Aleicia Roberts	College Access Coordinator	Advisor	116	308111

Other Personnel

Name	Title	
Ms. Sandra Herrera	HCC/Dual Credit Success Coach	HCC Liaison
Dr. Gabriel Slack	HCC/P-16 Director	HCC Liaison
Ms. Lesley Savoy Green	HCC/Testing Associate	HCC Liaison

WEEK 1 SCHEDULE



Monday, June 11, 2018

7:30-8:00	Breakfast
8:00-8:25	General Assembly (NHECHS Dining Commons)
8:25 – 8:45	Teambuilding (Gymnasium) – “Intros”
8:50- 9:40	Break-out Session I
9:45-10:35	Break-out Session II
10:40-11:30	Break-out Session III
11:35-12:05	Lunch (NHECHS Dining Commons)
12:10-1:00	Break-out Session IV

Room Assignments:	Mr. Hopson (Room 211) – Pre-Test
	Ms. Henderson (Room 216) – TSI Pre-Test
	Ms. Rodriguez (Room 206) – TSI Pre-Test
	Mr. Weaver (Room 115) - Teambuilding

Rotation Schedule – A Day

Times	Hopson	Henderson	Rodriguez	Weaver
8:50 – 9:40	A	B	C	D
9:45 – 10:35	B	C	D	A
10:40 – 11:30	C	D	A	B
12:10 – 1:00	D	A	B	C

Tuesday, June 12, 2018

7:30-8:00	Breakfast
8:00-8:20	Teambuilding (Gymnasium) – “Marshmallow Game”
8:25 – 9:10	Break-out Session I
9:15- 10:00	Break-out Session II
10:05-10:50	Break-out Session III
10:50-11:20	Lunch (NHECHS Dining Commons)
11:25-12:10	Break-out Session IV
12:15-1:00	Break-out Session V

Room Assignments:	Mr. Hopson (Room 211) – TSI Mathematics
	Ms. Henderson (Room 216) – TSI Reading
	Ms. Roberts (Room 215) – College Readiness
	Ms. Rodriguez (Room 206) – TSI Writing
	Mr. Weaver (Room 115) – AVID/School Culture

Rotation Schedule -B Day

Times	Hopson	Roberts	Henderson	Rodriguez	Weaver
8:25 – 9:10	A	B	C	D	E
9:15 – 10:00	B	C	D	E	A
10:05 – 10:50	C	D	E	A	B
11:25 – 12:10	D	E	A	B	C
12:15 – 1:00	E	A	B	C	D

Wednesday, June 13, 2018

7:30-8:00	Breakfast
8:00-8:20	General Assembly – Course Selections/PGPs Completion
8:25 – 9:10	Break-out Session I
9:15- 10:00	Break-out Session II
10:05-10:50	Break-out Session III
10:50-11:20	Lunch (NHECHS Dining Commons)
11:25-12:10	Break-out Session IV
12:15-1:00	Break-out Session V

Room Assignments:	Mr. Hopson (Room 211) – TSI Mathematics
	Ms. Henderson (Room 216) – TSI Reading
	Ms. Herod (Room 215) – HUB/Digital Training
	Ms. Rodriguez (Room 206) – TSI Writing
	Mr. Weaver (Room 115) – AVID/School Culture

Rotation Schedule – B Day

Times	Hopson	Herod	Henderson	Rodriguez	Weaver
8:25 – 9:10	A	B	C	D	E
9:15 – 10:00	B	C	D	E	A
10:05 – 10:50	C	D	E	A	B
11:25 – 12:10	D	E	A	B	C
12:15 – 1:00	E	A	B	C	D

Thursday, June 14, 2018

7:30-8:00	Breakfast
8:00-8:20	Teambuilding (Gymnasium) – “First Man Standing”
8:25 – 9:10	Break-out Session I
9:15- 10:00	Break-out Session II
10:05-10:50	Break-out Session III
10:50-11:20	Lunch (NHECHS Dining Commons)
11:25-12:10	Break-out Session IV
12:15-1:00	Break-out Session V

Room Assignments:	Mr. Hopson (Room 211) – TSI Mathematics
	Ms. Henderson (Room 216) – TSI Reading
	Ms. Herod (Room 215) – HUB/Digital Training
	Ms. Rodriguez (Room 206) – TSI Writing
	Mr. Weaver (Room 115) – AVID/School Culture

Rotation Schedule – B Day

Times	Hopson	Herod	Henderson	Rodriguez	Weaver
8:25 – 9:10	A	B	C	D	E
9:15 – 10:00	B	C	D	E	A
10:05 – 10:50	C	D	E	A	B
11:25 – 12:10	D	E	A	B	C
12:15 – 1:00	E	A	B	C	D

WEEK 2 SCHEDULE

Monday, June 18, 2018

7:30-8:00	Breakfast
8:00-8:20	Teambuilding (Gymnasium) – “Hula Hoop Challenge”
8:25 – 9:10	Break-out Session I
9:15- 10:00	Break-out Session II
10:05-10:50	Break-out Session III
10:50-11:20	Lunch (NHECHS Dining Commons)
11:25-12:10	Break-out Session IV
12:15-1:00	Break-out Session V

Room Assignments:	Mr. Hopson (Room 211) – TSI Mathematics
	Ms. Henderson (Room 216) – TSI Reading
	Ms. Herod (Room 215) – HUB/Digital Training
	Ms. Rodriguez (Room 206) – TSI Writing
	Mr. Weaver (Room 115) – AVID/School Culture

Rotation Schedule – B Day

Times	Hopson	Herod	Henderson	Rodriguez	Weaver
8:25 – 9:10	A	B	C	D	E
9:15 – 10:00	B	C	D	E	A
10:05 – 10:50	C	D	E	A	B
11:25 – 12:10	D	E	A	B	C
12:15 – 1:00	E	A	B	C	D

TSI Testing Schedule HCCS Northline Campus – Testing Center

	Monday	
Groups	Morning	Afternoon
	1	2*

Tuesday, June 19, 2018

7:30-8:00	Breakfast
8:00-8:20	Teambuilding (Gymnasium) – “The Human Knot”
8:25 – 9:10	Break-out Session I
9:15- 10:00	Break-out Session II
10:05-10:50	Break-out Session III
10:50-11:20	Lunch (NHECHS Dining Commons)
11:25-12:10	Break-out Session IV
12:15-1:00	Break-out Session V

Room Assignments:	Mr. Hopson (Room 211) – TSI Mathematics
	Ms. Henderson (Room 216) – TSI Reading
	Ms. Herod (Room 215) – HUB/Digital Training
	Ms. Rodriguez (Room 206) – TSI Writing
	Mr. Weaver (Room 115) – AVID/Time Mgmt.

Rotation Schedule – B Day

Times	Hopson	Herod	Henderson	Rodriguez	Weaver
8:25 – 9:10	A	B	C	D	E
9:15 – 10:00	B	C	D	E	A
10:05 – 10:50	C	D	E	A	B
11:25 – 12:10	D	E	A	B	C
12:15 – 1:00	E	A	B	C	D

TSI Testing Schedule HCCS Northline Campus – Testing Center

	Tuesday	
Groups	Morning	Afternoon
	3	4*

Wednesday, June 20, 2018

7:30-8:00	Breakfast
8:00-8:25	General Assembly (Gym)
8:25 – 8:45	Trust Building Exercise (Gym) – “Three Blind Mice”
8:50- 9:40	Break-out Session I
9:45-10:35	Break-out Session II
10:40-11:30	Break-out Session III
11:35-12:05	Lunch (NHECHS Dining Commons)
12:10-1:00	Break-out Session IV

Room Assignments:	Mr. Hopson (Room 211) – Pre-Test
	Ms. Henderson (Room 216) – TSI Pre-Test
	Ms. Rodriguez (Room 206) – TSI Pre-Test
	Mr. Weaver (Room 115) – AVID/Organization

Rotation Schedule – A Day

Times	Hopson	Henderson	Rodriguez	Weaver
8:50 – 9:40	A	B	C	D
9:45 – 10:35	B	C	D	A
10:40 – 11:30	C	D	A	B
12:10 – 1:00	D	A	B	C

TSI Testing Schedule HCCS Northline Campus – Testing Center

	Wednesday	
Groups	Morning	Afternoon
	5	6*

Thursday, June 21, 2018

7:30-8:00	Breakfast
8:00-8:30	All Students Report to their First Session
8:30 – 10:45	Teambuilding – “Amazing Race” – <i>NHECHS Style</i>
10:50-11:20	Lunch (NHECHS Dining Commons)
11:25-12:00	Final Thoughts & Reflections Activity
12:00-1:00	Wrap-Up/Closeout Session

Room Assignments:	Mr. Hopson (Room 211)
	Ms. Henderson (Room 216)
	Ms. Rodriguez (Room 206)
	Mr. Weaver (Room 115)

Rotation Schedule – A-Day

Times	Hopson	Henderson	Rodriguez	Weaver
8:25 – 9:10	D	B	A	C

TSI Testing Schedule HCCS Northline Campus – Testing Center

	Thursday	
Groups	Morning	Afternoon
	Make-Ups	Make-Ups

HOUSTON COMMUNITY COLLEGE SYSTEM

NORTHLINE CAMPUS – TESTING CENTER

TSI TESTING SCHEDULE

MONDAY, JUNE 18, 2018	8:00 AM	12:30 PM
	GROUP 1	GROUP 2*
TUESDAY, JUNE 19, 2018	8:00 AM	12:30 PM
	GROUP 3	GROUP 4*
WEDNESDAY, JUNE 20, 2018	8:00 AM	12:30 PM
	GROUP 5	GROUP 6*
THURSDAY, JUNE 21, 2018	8:00 AM	12:30 PM
	MAKEUPS	MAKEUPS

A -Day

Group A	Group B	Group C	Group D
Alvarado, Andres	Alvarez Lopez, Nayeli	Almeida, Nathanael	Aguilar, Falcon
Armstrong, Tonee	Alvarez, Franklin	Arguello, Odalis	Ballejo, Emilio
Avilez, Sara	Barrera, Nestor	Casanova, Emily	Castillo, Alma
Blancarte, Christina	Breaux, Ayana	Deleon, Juan	Chagoya, Chris
Cantu, Aliza	Briones, Yuletzi	Diaz, Jesus	Compean, Genaro
Crooks, Jihad'ah	Cadena, Xaritzzy	Diaz, Leonardo	Cruz Gomez, Angel
De La Rosa, Alondra	Cardenas, Lorena	Duenas, Felipe	De Alba, Cristobal
De Leon, Jonathan	Cervantes, Brianne	Flores, Alfredo	DeLeon, Jesus
Enriquez, Alejandra	Chavez, Ashley	Flores, Isaías	Evans, Jamecia
Estrada, Damian	Cruz, Henry	Gonzalez, Emily	Galvan Ramos, Diana
Garcia, Sofia	Cruz, Johnny	Guzman, Marina	Garcia, Alejandra
Garza, Richard	Fraire Tolentino, Guadalupe	Hernandez Reyes, Juan	Garcia, Ruben
Gomez, Amairani	Garza, Pablo	Hernandez, Monica	Gurrola, Alexandra
Gudino, Montserrat	Hernandez Pena,	Herrera, Cristian	Gutierrez, Danny
Gutierrez, Francisco	Hernandez, Nathalie	Hoffman, Kayla	Harden, Jordon
Hernandez, Jorge	Juarez, Brianna	Izaguirre, Shiomara	Hernandez, Julissa
Hernandez, Lesly	Lozoya, Rosalba	Lopez, Michelle	Herrera, Freddy
Leal, Melanie	Lucio, Jazmin	Martinez Salinas, Vanessa	Iturbide Serrano, Bryan
Légorreta, Andrea	Luna, Nayla	Martinez, Magdiel	Llanas, Roberto
Martinez de Hoyos, Cybill	Martinez, Daryl	Matehuala, Alexander	Marrujo, Ivan
Martinez, Estefanny	Melgoza, Yasmin	McCumber, Mark	Martinez, Angelica
Mauricio, Jorge	Narvaez, John	Montano, Joel	Pineda, Karen
Mendez, Lucio	Nunez, Kaitlin	Mosqueda, Marqanthonny	Puebla, Ernesto
Montes, Eric	Perez, Emily	Nguyen, Jade	Ramirez, Emily
Nieto, Emily	Perez, Eric	Osorio, Priscilla	Rodriguez, Aileen
Parga, Cristian	Pulido, Adriana	Precella, Alexander	Saldierna, Jeovanni
Reyna, Nathaniel	Ramirez, Joshua	Ramirez, Anahi	Sanchez, Josephine
Rivera, Juan	Rios, Francisco	Resendiz, Brianna	Sarmiento, Victoria
Ruiz Franceschy, Juliana	Sanchez Escobedo, Alonso	Rodriguez, Lizbeth	Tavira, Victoria
Santos, Evelyn	Sanchez, Evelyn	Rodriguez, Manuel	Tobias, Stephanie
Saucedo, Desiree	Sanchez, Helen	Rodriguez, Princess	Trochez, Diana
Soto, Alexander	Shackelford, Allison	Roman, Elyssa	Vega, Nelson
Valdez, Jose	Sierra, Alyssa	Sanchez, Miguel	Velazquez Chavez, Martina
Venegas, Nicole	Valadez, Sandra	Segura, Angela	Villa, Jonathan
Walker, Kennedie	Vargas Marroquin, Lisbet	Tapia, Dayanara	Villa, Milagros

B -Day

GROUP A	GROUP B	GROUP C	GROUP D	GROUP E
Almeida, Nathanael	Santos, Evelyn	Alvarado, Andres	Armstrong, Tonee	Arguello, Odalis
Alvarez Lopez, Nayeli	Ballejo, Emilio	Breaux, Ayana	Cervantes, Brianne	DeLeon, Jesus
Casanova, Emily	Aguilar, Falcon	Alvarez, Franklin	Barrera, Nestor	Briones, Yulezzi
Chavez, Ashley	Avilez, Sara	Blancarte, Christina	Castillo, Alma	De La Rosa, Alondra
Cruz, Henry	Chagoya, Chris	Cadena, Xaritzzy	De Leon, Jonathan	Fraire Tolentino, Guadalupe
De Alba, Cristobal	Compean, Genaro	Cantu, Aliza	Deleon, Juan	Garcia, Ruben
Diaz, Jesus	Crooks, Jihad'ah	Cardenas, Lorena	Flores, Alfredo	Garza, Pablo
Duenas, Felipe	Diaz, Leonardo	Cruz Gomez, Angel	Flores, Isaías	Gutierrez, Francisco
Enriquez, Alejandra	Evans, Jamecia	Cruz, Johnny	Galvan Ramos, Diana	Hernandez, Julissa
Garza, Richard	Guzman, Marina	Estrada, Damian	Garcia, Alejandra	Hernandez, Nathalie
Gomez, Amairani	Harden, Jordon	Garcia, Sofia	Hernandez, Lesly	Juarez, Brianna
Gutierrez, Danny	Herrera, Cristian	Gonzalez, Emily	Lucio, Jazmin	Leal, Melanie
Hernandez Pena,	Herrera, Freddy	Gudino, Montserrat	Martinez, Estefanny	Llanas, Roberto
Hernandez, Jorge	Izaguirre, Shiomara	Gurrola, Alexandra	Montano, Joel	Martinez de Hoyos, Cybill
Hernandez, Monica	Lozoya, Rosalba	Hernandez Reyes, Juan	Narvaez, John	Martinez Salinas, Vanessa
Hoffman, Kayla	Mendez, Lucio	Iturbide Serrano, Bryan	Perez, Eric	Martinez, Angelica
Legorreta, Andrea	Mosqueda, Marqanthy	Lopez, Michelle	Puebla, Ernesto	Martinez, Magdiel
Matehuala, Alexander	Nguyen, Jade	Luna, Nayla	Ramirez, Emily	McCumber, Mark
Melgoza, Yasmin	Nieto, Emily	Marrujo, Ivan	Resendiz, Brianna	Ramirez, Anahi
Montes, Eric	Parga, Cristian	Martinez, Daryl	Rivera, Juan	Reyna, Nathaniel
Nunez, Kaitlin	Perez, Emily	Mauricio, Jorge	Roman, Elyssa	Rios, Francisco
Ramirez, Joshua	Pineda, Karen	Osorio, Priscilla	Sanchez, Miguel	Rodriguez, Lizbeth
Rodriguez, Aileen	Pulido, Adriana	Precella, Alexander	Saucedo, Desiree	Rodriguez, Princess
Sanchez, Josephine	Saldierna, Jeovanni	Rodriguez, Manuel	Sierra, Alyssa	Sanchez Escobedo, Alonso
Segura, Angela	Sanchez, Helen	Ruiz Franceschy, Juliana	Soto, Alexander	Shackelford, Allison
Tavira, Victoria	Valadez, Sandra	Walker, Kennedie	Velazquez Chavez, Martina	Villa, Jonathan
Tobias, Stephanie	Sarmiento, Victoria	Sanchez, Evelyn	Trochez, Diana	Vega, Nelson
Villa, Milagros	Tapia, Dayanara	Valdez, Jose	Vargas Marroquin, Lisbet	Venegas, Nicole

RESOURCES



Brian Gaston, Principal

STUDENT HANDBOOK

Important Notice:

This publication can and will be amended, as needed, to accomplish the vision and mission of North Houston Early College High School. It is meant to supplement, not supplant any state law, national law, board policy, district guideline or code of student conduct.

Anti-discrimination Policy:

is the policy of the Houston Independent School District not to discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status or political affiliation in its education or employment programs and activities.

8001 Fulton Building C
Houston, Texas 77022
Phone: 713-696-6168
Fax: 713-691-6171

Website: <http://schools.houstonisd.org/nhechs>

NHECHS INSTITUTIONAL PHILOSOPHY

The Early College Model

The *Early College* concept is based on the premise that academic rigor, combined with the opportunity to save time and money, can motivate high school students to work hard and meet serious intellectual challenges. Early colleges blend high school and college, compressing the time it takes to complete a high school diploma and the first two years of college. Success in a college environment is dependent on one's ability to adapt in various situations. To overcome barriers to success, students must develop a sense of self-awareness, follow social norms and make a personal commitment to never give up on their dreams.

Vision

We envision more than a college-bound culture; we strive to create and maintain a college culture within a small, supportive, public high school.

Mission

It is our mission to prepare every student for their tomorrow.

Guiding Belief

Students must be prepared for tomorrow's work-force, especially in the fields of science, technology, engineering and mathematics. We believe that preparation requires a high school and college education.

Strategic Intent

Our intent is to give low-income youth, first-generation college students, English language learners, students of color, and other young people underrepresented in higher education the opportunity to earn a high school diploma and an Associate's degree or up to two years of credit toward a Bachelor's degree—tuition free.

Motto

Your Tomorrow Starts Today!

Mascot

The Red-Tailed Hawk symbolizes the traits we want to cultivate in NHEC students: strength, wisdom, freedom of spirit, adaptable and ecologically resourceful with a keen vision.



NHECHS SCHOOL SONG

A humble start a noble plan
a great idea when we began
We started small, but then it all blossomed and grew
We stood for change we stood for good and we became a brotherhood
On one accord with all on board we made it through

And so, we stand against our foe
And though oppressed, we boldly go
Into the world into our plans our destiny
We have our partner HCC to help us be all we can be
We made a choice to have a voice and now we're free

We go with pride we go in faith
And side-by-side we run this race
We say it boldly to the crowd
We say it strong we say it loud
We are NHECHS, NHECHS, (North Houston) NHECHS, NHECHS We are NHECHS... Red hawk proud

STRUCTURE AND ORGANIZATION

The School Day

The official instructional day begins with the first class period for which all students are scheduled or 8 AM. Official

Average Daily Attendance (ADA) is taken at 9:45 AM during the second instructional hour.

Monday - Thursday			
Fresh & Srs		Soph & Jrs	
1 & 5	8:00 - 9:25	8:00 - 9:25	1 & 5
2 & 6	9:30 - 10:55	9:30-10:55	2 & 6
Lunch	10:55 - 11:35	11:00-11:50	Avid
Avid	11:35 - 12:25	11:50 - 12:30	Lunch
3 & 7	12:30 - 1:55	12:30 - 1:55	3 & 7
4 & 8	2:00 -3:25	2:00 -3:25	4 & 8

FRIDAY			
A		B	
1	8 - 8:40	8 - 8:40	1
2	8:45 - 9:25	8:45 - 9:25	2
3	9:30 - 10:10	9:30 - 10:10	3
4	10:15 - 10:55	10:15 - 10:55	4
Lunch	11:00 - 11:40	11:00 - 11:40	5
5	11:40 - 12:20	11:40 - 12:20	Lunch
6	12:25 - 1:05	12:25 - 1:05	6
7	1:10 - 1:50	1:10 - 1:50	7
8	1:55 - 2:35	1:55 - 2:35	8
Team Time	2:40 - 3:25	2:40 - 3:25	Team Time
Club			Club

GRADUATION

Personal Graduation Plan (PGP)

Each student will have a Personal Graduation Plan (PGP) as part of the campus advisory program.

“Dropping Out” of School

The expectation is that all North Houston Early College students graduate from high school. Reducing the dropout rate is a major district initiative. Early intervention is critical. The district has structured prevention and intervention efforts. **Any student considering “dropping out” of school should contact school administration immediately so they can get the resources and guidance they need to continue their education.**

Textbooks

All students are loaned textbooks on their student account for the HCC courses in which they are enrolled. It is the responsibility of each student to maintain the books in good condition. Students should bring textbooks to class daily. There are no lockers in a college environment. Backpacks, not classrooms, are used for all student book storage.

Students must return all textbooks in the condition in which they were loaned, when requested. Students are responsible for replacement costs. A fine, up to the cost of a replacement, may be assessed to the student's textbook account for damaged textbooks. Payment plans and financial assistance are available, but until all balances on a student's textbook account are paid in full, new textbooks will not be issued.

AVID

To be successful in college, students must be ready to learn, responsible for their learning and respectful of others. North Houston Early College supports the development of self-advocacy with the AVID program. Students meet with their AVID teacher daily for ongoing academic and personal advocacy and support.

Library Services

Students use the HCC-Northeast library facilities. Hours will vary during HCCS semester breaks. Students must have written permission from a staff member to go to the library during school hours. The front office must be made aware of a student's location always.

Prerequisites

Many classes have prerequisites which must be satisfied before a student can be enrolled. For example, students must pass Algebra 1 before being enrolled in any other math course or biology. If a student has no credit in a prerequisite course through non-mastery or because of an NG, he/she must recover the credit before moving on to the next course. Failure to make up the credit could result in delayed graduation.

North Houston Early College uses a numeric grading system. College professors may assign letter grades. See below for a conversion chart of letter grades and grade points awarded for the purposes of calculating a student's grade point average and class rank:

Numeric Grade (NHEC)	Letter Grade (NHEC)	Regular Grade Point	A P/ Dual Credit	Letter Grade (HCC)	Numeric Grade (HCC)
90-100	A	4.0	5.0	A	95
80-89	B	3.0	4.0	B	85
75-79	C	2.0	3.0	C	77
70-74	D	1.0	2.0	D	72
0-69	F	0.0	0.0	F	60
Withdraw	W	0.0	0.0	W	50

Final Examinations

A final examination will be required in all state and local credit courses, including PE and electives except second semester seniors who qualify for an exemption. To be exempted from final examinations, second semester senior students must have a Seniorrr classification; 85 averages or better in course S or E conduct average; and No more than three (3) total absences.

Report Cards/Progress Reports

Report cards to the parents will be distributed shortly after the close of each nine-weeks grading period. Progress reports will be sent home with each student during the third week of the grading cycle.

ACADEMIC RECORDS

Excessive Absences

The absence limit of 7% is calculated and posted by the computer, based on the number of days the course is scheduled during the semester. If a student exceeds the unexcused absence limit for a semester or for the year on an annual promotion course, an NG will appear in place of the grade on the report card for the appropriate cycle. This indicates the student has had credit denied due to the accumulation of an excessive number of unexcused absences.

Incomplete Grades

Students may receive an "Incomplete" or "I" grade designation if circumstances beyond their control make it impossible to complete an assignment or take a final examination. Students have until the end of the next grading period to complete make up work or take a final exam to remove the "I". The deadline to complete all work and/ or final exam for an "I" on the end of school year grading cycle is the end of the summer session. If an "Incomplete" is not made up within the prescribed time frame, a grade of zero (0) should be given for each missing assignment to determine the cycle average and a grade of zero (0) for any missing final exam grade to determine the semester average.

Conduct and Citizenship

Faculty members issue conduct grades to each student. The conduct grades are:

Conduct	9-week	Semester
(E)	3	2.5 – 3
(S)	2	1.5 – 2.4
(P)	1	.5 – 1.4
(U)	0	0

(To determine the conduct grade for a semester, average both 9-weeks grades together. Assign the grade according to the Semester Range.

ATTENDANCE

Attendance: Compulsory School Attendance (TEC § 25.087)

Students must, by state law, attend school each school day for the entire period the program of instruction is provided until the end of the school year in which they turn 18 years of age. After age 18, a school district may revoke for the remainder of the school year the enrollment of a person who has more than five absences in a semester that are not excused under **TEC § 25.087**.

Homework Requests

It is the **student's responsibility** to make arrangements for missing instruction and assignments from their instructors. Homework may be requested from the main office once a student has been ill for two full days. Please allow twenty-four (24) hours for makeup work to be gathered. If your response is not met in a timely manner, please contact the principal. Parents and students may also contact Faculty Members by phone or email.

Tardy to Class

Students must be present 60 minutes of a 90-minute class period in order to be considered in attendance unless they are participating on a field trip or other activity approved by the principal. After 30 minutes, students are to be counted absent. Prior to the 30-minute window, students are to be counted tardy. Being tardy is a disciplinary, not an attendance or academic issue.

Academically Engaged Time

Students' participation in standardized testing procedures, the interpretation of the test result, and in counseling sessions on student learning and impediments to student learning is academically engaged time. Therefore, time allocated to facilitation of student learning is not to be treated as an absence.

COURSE CREDIT

Minimum Attendance for Class Credit (TEC § 25.092)

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. The counting of all absences, excused and unexcused, begins the day after a student is enrolled in an HISD school for the first time in a school year. All absences transfer. In an 18-week semester (with an every-other-day class rotation) **a student may not have more than two (2) unexcused absences per class** to receive class credit.

POLICIES AND PROCEDURES

Fundraising and Financial Procedures

Consult the HISD Student Activity Funds Manual before beginning any fundraising project. HISD procedures must be strictly followed when conducting fundraisers and collecting money. All projects must receive the written approval of the principal. There can only be one fundraiser in progress at a time within a club/organization. Before opening a new fundraiser, any old fundraisers must be closed. Under NO circumstances should anyone collect any funds for any purpose without prior written approval.

Field Trips

All students must turn in a parent permission form before going on a field trip. Permission should be granted by the due date requested on the form. Absolutely no permission slips should be turned in on the day of the trip. Students are expected to adhere to the Code of Student Conduct while on school sponsored trips. Dress code should be appropriate to the outing but in line with the neck-to-knees policy.

Computer Usage

All students are issued a computer for school use. Students must have a signed computer use form on file in the main office. School computers are to be used for school related research and instruction only. Violation of HISD policy in regard to school computers, Internet or other technological equipment, including breach of privacy or security, transmission of copyrighted materials, threatening, harassing or obscene material, altering or removing computer files not belonging to user, transmission of material promoting illegal activities, disconnecting equipment, or vandalism of any kind shall be subject to those consequences addressed in the HISD Code of Student Conduct. See the section on Theft and Vandalism.

Personal Computers, Electronic Devices, Games, and Items of Value

NHECHS is not liable for any theft, vandalism or harm that comes to any student's personal item, electronic or digital device while on school premises. They will not be replaced with school funds. It is recommended that students do not bring personal items of value to school. If an item is stolen or misplaced, a police report will be filed. Electronic calendars, organizers, and computer devices may be used in any classroom. Electronic games should be left at home.

Photography, News Media, Video

Interviews, photography, filming, or videotaping on district property may occur within the guidelines of state law and district policy.

Delivery of Celebration Items to Students

There should be no personal deliveries to students during the instructional day of celebration items such as balloons, stuffed animals, cakes, flowers, etc. Such items of celebration should be delivered to the student's home and not brought on campus, even by students. We have no place to store items for safekeeping. **Students will not be called out of class to receive deliveries.**

Cellular Phones

Parents who need to contact a student during school hours should call the school office, not the student's cell phone. To prevent interruption of academic instructional time, please limit calls to urgent matters. Cellular phones are permitted on campus, and some teachers use them to facilitate instruction. Teachers will make individual decisions on the use of phones in the classroom.

Commercial Sales during the School Day

No representative of a commercial organization will be allowed to solicit individual sales to faculty members during the school day. This includes all faculty meetings. All sales to students must be cleared with the school principal.

Student Drivers / Parking Permits

Students with a driver's license may obtain a HCC parking permit with proof of vehicle registration, state inspection and insurance coverage. Students must adhere to all parking regulations of the HCC System.

DRESS AND GROOMING

Dress and Grooming Guidelines

The following student dress code will be enforced on the first day of school, and every day thereafter:

Shirts must be short or long-sleeved (no spaghetti straps or tank tops).

Width of shoulder straps (on sleeveless blouses) must cover undergarments

Girl's blouses should cover the entire shoulder, back and chest areas must not expose midriff or cleavage and should not be see through.

Any type or style of pants, as long as they fit. Pants that are baggy or too tight will not be allowed. **Absolutely no leggings, jeggings, or yoga pants will be allowed at any time other than PE.** School personnel will determine appropriateness of any questionable pants.

Pajamas and/or house slippers are not allowed.

Under no circumstances should pants or shorts be worn below the waist line and they should be secured with a belt. Undergarments may not be visible at any time.

Shoes must be worn at all times (no slippers or stocking-feet).

Skirts and dresses must be worn no shorter than two inches above the knee or longer. **Tights worn under a dress or shorts do not cancel out hem length.**

Clothing may not at any time include references to drugs or alcohol, gang/neighborhood related, or include inappropriate language. This includes Physical Education class, field trips, or weekend campus functions.

Make-up or accessories should be appropriate for school and not a distraction to the learning environment. Jeans and other pants should not have rips or tears anywhere above the knee unless they are worn with tights or leggings (no bare skin above the knee).

This dress code will be in effect as long as the student is on HCC or NHECHS property and at all times during school hours. School administrators will make final determinations on dress code issues. ***School personnel will be the final authority on appropriateness of dress and appearance.***

Dress code may be modified throughout the school year at the discretion of school administrators or the SDMC.

PROFESSIONAL DRESS STANDARDS FOR STUDENTS

These guidelines are to be used for formal or special events:

Speeches, Presentations at HCC or NHECHS, Awards Day, Evening Programs, Media Events

Girls:

- Dress pants that are not too tight
- Skirts or dresses length must be two inches above the knee or longer and slits must be of appropriate length.
- Necklines must be appropriate, no cleavage may be exposed
- No sleeveless shirts, unless student has a sweater or jacket and wears it the entire time
- Undergarments must be worn at all times
- No sheer or see-through blouses may be worn
- No strapless dresses or blouses may be worn at any time!
- No spaghetti straps may be worn, unless a jacket covers the shoulders
- Dress may not have just one strap

Boys:

- No Jeans! No cargo pants! Dress pants or khaki type pants
- Button shirt (No T-shirts or pullover shirts)
- Shirts must have a full collar
- Ties, vests and coats are optional
- Shirt tails must be tucked in
- Pants must be worn at the waist and belted

Guidelines for informal school-sanctioned activities such as:

Field trips on which school shirts are not required

Picnics

Field day

Males and Females:

- No tank tops or muscle shirts
- No two-piece bathing suits
- No holes in jeans above the knee
- Shorts may be no more than 2 inches above the knee
- Nothing strapless may be worn

Other rules may be specified by event, but they may not over-ride the above policies.

There will be different guidelines for prom and formal dances. These will be determined by administration and the sponsor of the event.

Identification Badges

Each North Houston Early College student will be issued a NHECHS ID and an HCC photo I.D. Students are responsible for having this I.D. at all times. It is necessary campus security and for use of the HCC Library and HCC Computer Lab. If lost, the student must go to the HCC security office, pay \$15.00 and get another I.D.

SOCIAL NORMS

It is the hope of North Houston Early College staff that students will follow social norms and not need of any discipline measure outside of their own personal self-discipline. This requires knowledge of social norms. In addition to those cited here, social norms of behavior can be found in the HISD Student Code of Conduct. Students receive and sign a form indicating that they have received the Code of Conduct at the beginning of each school year.

Students and parents are responsible for knowing its content. A copy is on file in the main office and available online at www.houstonisd.org.

Academic Integrity Code

Assessments and assignments are given to determine mastery of knowledge and skills. Students earn grades based on their perceived level of mastery of those knowledge and skills. Instructors determine instructional interventions based on the perceived levels of mastery. Therefore, all answers, papers, projects or student submissions used to assess mastery of knowledge and skills must be solely generated by said student. If assignment and assessment data is unreliable based on the input of false information from a student, instructors cannot assure that the student has mastered the curriculum and is ready for the next level of study. Intellectual espionage and theft robs a student of their education

Intellectual espionage and theft includes, but is not limited to:

- + Claiming credit for someone else's work;
- + Copying an assignment (including homework);
- + Copying answers from another student's test;
- + Unauthorized communication during a test;
- + Submitting anything downloaded, purchased or copied from any outside source; or
- + Using notes or other unauthorized materials during a test.

Copyright Violations include submitting published works without giving credit to the source or citing the source with proper attribution (including the downloading of computer files), either directly or with only minor editing.

Contributing to the delinquency of another student includes allowing others to use work or answers that are not generated by said student. Also, not reporting another student for a violation of the Academic Integrity Code contributes to academic dishonesty and deception. Violations of the Academic Integrity Code shall be dealt with in accordance with the HISD Student Code of Conduct. Students who cheat will have their parents notified immediately, and the parents will be required to come to a special conference with the principal. The students also could receive in-school detention or suspension and be barred from extracurricular activities.

Recognition of School Authority

Everyone should be treated with respect and human dignity. Students must identify themselves when requested by school personnel. They must also follow any lawful directive made by adult campus personnel: faculty members, administrators, custodians, grounds supervisors, faculty members' aides, secretaries and clerks. Failure to do so is defiance and is a level III violation of the HISD Student Code of Conduct.

Punctuality and Meeting Deadlines

North Houston Early College does not use bells as signals to change classes. Students are responsible for meeting deadlines and being on time to each class by using personal organizers, calendars, watches and clocks. **A student is tardy if not in the classroom and ready to learn at the assigned time.** If a student is thirty (30) or more minutes tardy to class, they do not meet the standard for class attendance. If the absence is unexcused, they are truant. Refer to the HISD Student Code of Conduct for truancy guidelines

If a student arrives to school after the start of the school day, the student must sign in at the school office before attending class. Tardiness is tracked and accumulates throughout each semester. Mandatory seminars to learn the importance of meeting deadlines, timelines and punctuality may be assigned by an instructor or staff member after the third incident. Individual action plans will be formulated for students with chronic tardiness. Chronic tardiness that is not corrected will be deemed "Poor" behavior in terms of assigning a grade for student conduct.

Free Speech

Students, faculty members or staff shall not be disciplined solely on the basis of their constitutionally protected free speech. In fact, North Houston Early College respects the rights of individuals to express ideas and opinions, take stands and support causes, whether controversial or not, through their speech, writing, clothing, and printed materials they choose to read and distribute, as long as it is done in a respectful manner and does not promote hate or infringe on the constitutional rights of others. Freedom of expression or "free speech" is limited only as allowed by law in order to maintain an orderly school environment and to protect the rights, health, and safety of all members of the school community. These rights must be exercised responsibly and within the context of the district's right to maintain and secure an effective and efficient workplace and school operations free of educational disruptions. Using inappropriate language or cursing is not a form of free speech. If anyone wants to distribute or post any signs or flyers, they must receive a signature from the building principal.

COLLEGE

The College Board's Advanced Placement Program®

Advanced Placement (AP) courses enable students to pursue college-level studies while in a high school classroom. Students earn high school course credit with a passing grade and 90% class attendance, but college credit is only awarded based on their performance on an end-of course AP Exams. Most core courses at NHEC will be taught as Pre-AP courses to prepare students for college coursework.

Readiness

The North Houston Early College GO-Center will be created to help students plan for college. The GO-Center Coordinator will assist students in areas such as financial aid, admission requirements, entrance examination preparation, timelines, deadlines, college visits and scholarship opportunities.

Entrance Exams

Colleges and universities may require that a student take the Scholastic Aptitude Test (SAT), American College Test (ACT) or individual SAT subject tests to determine a student's probable success in college. Test dates are found at collegeboard.com or act.com. Students are encouraged to know everything their college of choice requires for admissions. The Preliminary Scholastic Assessment Test (PSAT) is prior to Year 4. Year 3 or junior year scores on the PSAT are used to determine eligibility for the National Merit Scholar competition.

Placement and Credit by Exam Students may earn college credit by exam. Students may take a related Advanced Placement (AP) course before taking an exam or take the exams without having taken the course. Colleges vary in the credit they give for scores on AP exams. College Level Examination Program (CLEP) is used by some colleges to grant credit or advanced placement in foreign languages. Houston Community College requires that students take placement tests in English and mathematics.

Dual Credit

Before beginning college coursework, students must receive the high school principal's recommendation and meet all HISD and [HCC requirements](#). Students must pass the [TSI \(Texas Success Initiative\)](#) prior to enrolling in college level coursework.

Once a student is eligible for [dual-credit courses](#), credits earned in college courses will count toward both high school graduation requirements and college degree requirements. All college courses for students **MUST** be approved by a North Houston Early College counselor or administrator.

Dropping an HCC course requires parent approval through the College Liaison's office and the approval of NHEC administration. If a student drops an HCC Course, the student will receive a "W" (Withdrawn) on their HCC transcript and a grade of 50 on their high school transcript. The grade will affect the students GPA and results in a loss of one class for the next semester. If a student drops an HCC class before the official withdrawal date (2 weeks) they must notify NHEC administration and enroll in the second start (Year 4 students only) or be placed in a study hall. The student's high school and college transcripts and GPA's will not be affected.

HEALTH AND HUMAN SERVICES

School Nurse

A school nurse is available on alternating days of the week. The nurse will attend to health-related emergencies, monitor medications provided with doctor's instructions, distribute Band-Aids and complete various health screenings for our students.

Medication at School

Students found in possession of prescription or over-the-counter medications without the proper form on file may be subject to disciplinary action as stated in the HISD Student Code of Conduct. Before any medication is administered, a student must have on file a medication form (available in the front office) signed by the parent and the physician or signed by the parent with an attached note from the physician. Medications shall be administered only by employees designated by the principal.

Breakfast and Lunch

Breakfast and lunch is served on campus daily. Students that qualify for free or reduced lunch prices should complete the appropriate application form. Students may also bring their own lunch. Students may choose to eat outside at the picnic tables, in the cafeteria/commons, or second-floor patio area (according to grade level), but are not permitted to leave the school premises during lunch without prior authorization from the Attendance Office staff. Students are expected to clean their own area after eating; including placing all trash in the proper receptacle.

Lost and Found

The *Lost and Found* is located in the school office. After providing proper identification and a description of a lost item, students may claim articles from the office personnel.

Social Services/ Social Worker

A social worker, contracted through Community in Schools, is on campus three days a week. Students needing assistance with social services to overcoming obstacles to their education are encouraged to make an appointment.

STUDENT COMMUNITY SERVICE HOURS, ACTIVITIES and HONORS

University Interscholastic League Academic Competition

University Interscholastic League competition is open to students. Students compete in debate, speech, journalism, writing and spelling, literary criticism, one act play, computer application, accounting, mathematics, science, and current issues and events.

UIL Eligibility

School districts shall not schedule, nor permit students to participate in, any school-related activities on or off campus that would require, permit, or allow a student to be absent from class in any course more than 10 times during the 180-day school year (full year course), or 5 times during one semester. To participate in any extracurricular activity, a student must be passing all subjects as indicated by nine-week performance reports. This includes all advanced level course work at North Houston Early College High School. You may read the University Interscholastic League academic guidelines on file in the main office or online at <http://www.uil.utexas.edu/> for further clarification.

National Honor Society

The purpose of the National Honor Society is to create enthusiasm for scholarship, stimulate a desire to render service, promote leadership, and develop character in the students of secondary schools. Selection of candidates by the Faculty Council and is based on outstanding scholarship, character, leadership, and service. To be eligible for candidacy, students must be in Year 2, Year 3 or Year 4 at North Houston Early College High School. Year 1 students may not be candidates, but their academic and social records are used in the membership selection process. The minimum GPA requirement is a 3.5. Entry into the National Honor Society is not only based on strong academic achievement, but social action as well. It is recommended that students volunteer their time to work with school and community organizations.

Candidates become members when inducted at a special ceremony. Active members become graduate members upon high school graduation. Honorary membership may be awarded to school officials, principals, Faculty Members, NHS advisers, adults, students with disabilities or foreign exchange students in recognition of achievement and/or outstanding service rendered to the school in keeping with the purposes of the National Honor Society. Active, graduate and honorary members have the responsibility to continue to demonstrate outstanding scholarship, character, leadership, and service. Year 4 (Senior) members in good standing are eligible to compete in the National Honor Society Scholarship Program. Members who resign or are dismissed are never again eligible for membership or its benefits.

Student Advisory Council and Student Government

The Student Advisory Council will consist of 3 class representatives and 3 class officers from each grade level. Representatives will be nominated and elected by the faculty. Officers (President, Vice President and Secretary) will be selected by students in a general election. All representatives and officers must meet HISD Board of Education to remain eligible for honors/ officers: passing grades in all subjects; a grade point average of 2.5 or better; an "S" or better in conduct. Failure to maintain academic and behavior eligibility will result in the loss of said honor or office. Violations of the HISD Student Code of Conduct will also result in the loss of said honor or office. A student from the Student Advisory Council will be chosen to represent the campus on the Site-Based Decision-Making Committee.

Clubs and Organizations

Students are encouraged to join faculty led student clubs and organizations. Each year new faculty members will be asked to sponsor clubs, organizations and activities based on the needs and interests of current students.

Honor Roll

The Honor Roll Report lists students who meet the numeric grade, conduct, and course requirements as follows:

Numeric Grade Requirements		Conduct Requirements
All A's	90-100	"S" Average
A's and One (1) B	90-100; (1 grade) 80-89	
A's and Two (2) B's	90-100; (2 grades) 80-89	



Name: _____ Date: _____ Period: _____

Calendar for the Week of _____

Monday	Tuesday	Wednesday
Homework: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____	Homework: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____	Homework: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____
School/Extracurricular Activities: 1. _____ 2. _____ 3. _____ 4. _____	School/Extracurricular Activities: 1. _____ 2. _____ 3. _____ 4. _____	School/Extracurricular Activities: 1. _____ 2. _____ 3. _____ 4. _____
After School Activities: 1. _____ 2. _____ 3. _____ 4. _____	After School Activities: 1. _____ 2. _____ 3. _____ 4. _____	After School Activities: 1. _____ 2. _____ 3. _____ 4. _____



Name: _____ Date: _____ Period: _____

Calendar for the Week of _____

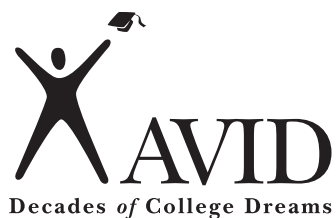
Thursday	Friday	Saturday/Sunday
Homework: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ School/Extracurricular Activities: 1. _____ 2. _____ 3. _____ 4. _____ After School Activities: 1. _____ 2. _____ 3. _____ 4. _____	Homework: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ School/Extracurricular Activities: 1. _____ 2. _____ 3. _____ 4. _____ After School Activities: 1. _____ 2. _____ 3. _____ 4. _____	Homework: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ School/Extracurricular Activities: 1. _____ 2. _____ 3. _____ 4. _____ After School Activities: 1. _____ 2. _____ 3. _____ 4. _____



Name: _____ Date: _____ Period: _____

Calendar for the Week of _____

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday/Sunday



Calendar for the Month of _____

Name: _____ Course: _____

Teacher: _____ Period: _____

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

CORNELL NOTES

Topic: _____

Name: _____

Class: _____ Period: _____

Date: _____



Essential Question:

Questions:

Notes:

Summary:

CORNELL NOTES

Topic: _____

Name: _____

Class: _____ Period: _____

Date: _____



Essential Question:

Questions:

Notes:

Summary:

CORNELL NOTES

Topic: _____

Name: _____

Class: _____ Period: _____

Date: _____



Essential Question:

Questions:

Notes:

Summary:

CORNELL NOTES

Topic: _____

Name: _____

Class: _____ Period: _____

Date: _____



Essential Question:

Questions:

Notes:

Summary:

CORNELL NOTES

Topic: _____

Name: _____

Class: _____ Period: _____

Date: _____



Essential Question:

Questions:

Notes:

Summary:

CORNELL NOTES

Topic: _____

Name: _____

Class: _____ Period: _____

Date: _____



Essential Question:

Questions:

Notes:

Summary:

CORNELL NOTES

Topic: _____

Name: _____

Class: _____ Period: _____

Date: _____



Essential Question:

Questions:

Notes:

Summary:

CORNELL NOTES

Topic: _____

Name: _____

Class: _____ Period: _____

Date: _____



Essential Question:

Questions:

Notes:

Summary:

CORNELL NOTES

Topic: _____

Name: _____

Class: _____ Period: _____

Date: _____



Essential Question:

Questions:

Notes:

Summary:

CORNELL NOTES

Topic: _____

Name: _____

Class: _____ Period: _____

Date: _____



Essential Question:

Questions:

Notes:

Summary: