



## **2024-2025 Student Handbook**

**Dr. Samantha Brooks, Principal**

**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:**

It 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: <https://www.houstonisd.org/Domain/8382>

## **Table of Contents**

NHECHS Institutional Philosophy	3
School Song and NHECHS Creed	4
2024-2025 Bell Schedule	5
HISD 2024-2025 Academic Calendar	6
Student Responsibilities	7
Safety	8
Reporting Incidents	9
NHECHS Dress Code	10
NHECHS Cell Phone and Other Electronic Devices Policy	11
Academic Records	13
Attendance Guidelines	16
Policies and Procedures	17
Health and Human Services	20
Social Norms	22
Graduation	24
Dual Credit, HCC and College Readiness	24
Community Service	27
Activities and Honors	28
NHECHS Faculty and Staff Contact Information	30

## 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.

# NORTH HOUSTON EARLY COLLEGE HIGH SCHOOL

## **VISION**

We envision a NHECHS graduate who is highly resourceful, prepared and equipped to navigate the challenges and opportunities associated with college and career, while making a positive impact within our community.



## **MISSION**

Through high quality instruction, equitable systems of support, relationship-building, and exposure to real-world opportunities, NHECHS will ensure scholars are equipped with the knowledge, skills, and character to achieve their post-secondary goals.



## **GUIDING BELIEF**

Our work is grounded in our ability to increase educational opportunities for our students. To do this, we believe that all students have unbound capabilities and when given the opportunity, engaged with rigorous content, and held to high expectations, they can achieve on an absolute scale.



## **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 degree or up to two years of credit toward a bachelor's degree—tuition free. diverse, supportive, public high school.



## **VALUES**

### **PERSEVERANCE**

We embody an unwavering commitment to overcoming obstacles and challenges, consistently striving to achieve goals despite difficulties.

### **ACCOUNTABILITY**

We own our decisions, operate with integrity, and fulfill our duties and responsibilities.

### **STEWARDSHIP**

We lead by serving others, prioritizing the needs of peers and the community, and inspiring others through selfless actions and support.

### **ADVOCACY**

We effectively communicate needs for self and others, seek resources, and fully engage as partners in our educational journey.

## MOTTO

Your Tomorrow Starts Today!



## MASCOT

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



## NHECHS CREED

I am a NHECHS Scholar. I am always ready, respectful and responsible with my time and resources, for I understand I am responsible for my own learning. I am Redhawk proud.



## 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





# North Houston Early College High School

## BELL SCHEDULE

A/B Schedule Time	Monday	Tuesday	Wednesday	Thursday	Friday	
7:50 AM – 7:55 AM passing time	<b>A DAY</b>	<b>B DAY</b>	<b>A DAY</b>	<b>B DAY</b>	<b>A/B DAY</b>	
					<b>No Clubs/ Assembly</b>	<b>Clubs/Assembly</b>
7:55 AM – 9:25 AM	<b>1<sup>st</sup> Period</b>	<b>5<sup>th</sup> Period</b>	<b>1<sup>st</sup> Period</b>	<b>5<sup>th</sup> Period</b>	<b>P1</b> 7:55 AM – 8:40 AM	<b>P1</b> 7:55 AM – 8:35 AM
					<b>P2</b> 8:45 AM – 9:30 AM	<b>P2</b> 8:40 AM – 9:20 AM
9:30 AM – 11:00 AM	<b>2<sup>nd</sup> period</b>	<b>6<sup>th</sup> Period</b>	<b>2<sup>nd</sup> period</b>	<b>6<sup>th</sup> Period</b>	<b>P3</b> 9:35 AM – 10:20 AM	<b>P3</b> 9:25 AM – 10:05 AM
					<b>P4</b> 10:25 AM – 11:10 AM	<b>P4</b> 10:10 AM – 10:50 AM
11:00 – 11:40 AM	<b>Advocacy 11:00 – 11:40 AM</b>				<b>LUNCH</b> 11:15 AM – 12:05 PM	<b>P5</b> 10:55 AM – 11:35 AM
					<b>P5</b> 12:10 PM – 1:00 PM	<b>LUNCH</b> 11:35 AM – 12:25 PM
					<b>P6</b> 1:05 PM – 1:50 PM	<b>P6</b> 12:30 PM – 1:10 PM
11:40 AM – 12:20 PM	<b>Lunch 11:40 AM – 12:20 PM</b>				<b>P7</b> 1:55 PM – 2:40 PM	<b>P7</b> 1:15 PM – 1:55 PM
12:25 PM – 1:55 PM	<b>3<sup>rd</sup> Period</b>	<b>7<sup>th</sup> Period</b>	<b>3<sup>rd</sup> Period</b>	<b>7<sup>th</sup> Period</b>	<b>P8</b> 2:45 PM – 3:30 PM	<b>P8</b> 2:00 PM – 2:40 PM
2:00 PM – 3:30 PM	<b>4<sup>th</sup> Period</b>	<b>8<sup>th</sup> Period</b>	<b>4<sup>th</sup> Period</b>	<b>8<sup>th</sup> Period</b>	<b>NO CLUBS/ASSEMBLY</b>	<b>CLUBS/ ASSEMBLY 2:45 PM – 3:30 PM</b>
3:30 PM – 4:30 PM or 5:00 PM	Tutorials	Tutorials	Tutorials	Tutorials		

ADA time is  
9:45 AM










ADA time

- Advocacy: Credit-bearing course in each grade level to support students' success in mastering the 4 Keys to College/Career Success at NHECHS.
- The default Friday schedule is No Clubs/Assembly. Students will receive a monthly notice of the modified Friday schedules.

# HOUSTON INDEPENDENT SCHOOL DISTRICT

## 2024-2025 YEARLY CALENDAR

<b>JUNE 2024</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>JULY 2024</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>AUGUST 2024</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>SEPTEMBER 2024</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>OCTOBER 2024</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>NOVEMBER 2024</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
<b>DECEMBER 2024</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>JANUARY 2025</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>FEBRUARY 2025</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28
<b>MARCH 2025</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>APRIL 2025</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>MAY 2025</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>JUNE 2025</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>JULY 2025</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>AUGUST 2025</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

<b>SCHOOL DAY START AND END TIMES</b> 7:30 – 3:00 Elementary 8:30 – 4:00 K-8 and Middle School 8:30 – 4:00 High School	 <b>FIRST DAY OF SCHOOL</b> <b>August 12, 2024</b>	<b>LAST DAY FOR STUDENTS</b> <b>June 4, 2025</b>	<b>LAST DAY FOR TEACHERS</b> <b>June 5, 2025</b>
 <b>5TH QUARTER (SUMMER 2025)</b> Voluntary summer courses 2024 - Jun. 17 – Jul. 19 2025 - Jun. 16 – Jul. 23 <i>[Mandatory for some students]</i>	<b>INSTRUCTIONAL DAY START AND END TIMES: NES</b> 8:00 – 3:30 PK – 2 <sup>nd</sup> grade 8:00 – 4:00 3 – 5 <sup>th</sup> grade 8:30 – 4:30 6 <sup>th</sup> – 12 <sup>th</sup> grade	<b>GRADING CYCLES</b> Aug. 12 – Sep. 20 Sep. 23 – Nov. 1 Nov. 4 – Dec. 20 Jan. 7 – Feb. 21 Feb. 24 – Apr. 17 Apr. 21 – Jun. 4	<b>REPORT CARD</b> Sept. 27 (Friday) Nov. 11 (Monday) Jan. 13 (Monday) Feb. 28 (Friday) Apr. 25 (Friday) Jun. 4 (ES, K8, MS) Jun. 13 (HS)
 <b>RECESS (NO CLASSES)</b> Thanksgiving – Nov. 25 – 29 Winter Recess – Dec. 23 – Jan. 3 Spring Recess – Mar. 10 – 14	 <b>HOLIDAY (NO CLASSES)</b> Jul. 4 – Independence Day Sep. 2 – Labor Day Oct. 4 – Fall Holiday Nov. 28 – Thanksgiving Jan. 1 – New Years Day Jan. 20 – MLK Jr. Day Feb. 17 – President's Day Mar. 31 – Chavez Huerta Day Apr. 18 – Spring Holiday May 26 – Memorial Day Jun. 19 – Juneteenth	 <b>SCHOOL LEADERS' INDUCTION AND PREPARATION</b> July 22 – July 29 – Principals and APs	 <b>NEW STAFF INDUCTION</b> July 30 and July 31 – Staff New to HISD
 <b>POSSIBLE MAKE-UP DAYS</b> June 6 – June 12		 <b>ALL STAFF INDUCTION AND PREPARATION</b> Aug. 1 – Aug. 9 – All staff	
 <b>STAFF PD (NO CLASSES)</b> Jun. 14, Sep. 3, Oct. 3, Nov. 8, Jan. 6, Feb. 14, May 2, Jun. 5, Jun. 13			

UPDATED 2-27-2024



## **STUDENT RESPONSIBILITIES**

The students' responsibilities for achieving a positive learning environment at school and/or school-related activities include the following:

- Exhibit the highest standards of behavior to create a positive and welcoming school atmosphere
- Develop constructive student relationships with peers and school personnel
- Attending all classes each day and being on time in conformity with the compulsory attendance laws of the State of Texas.
- Preparing for each class with appropriate materials and completed assignments.
- Dressing according to the dress code adopted by NHECHS.
- Showing respect toward others.
- Conducting oneself in a responsible manner.
- Paying required fees and fines.
- Knowing and obeying all school rules in the Code of Student Conduct and the School Based Discipline Management System.
- Cooperating with staff members in the investigation of disciplinary matters.
- Seeking changes in school policies and regulations in an orderly and responsible manner through appropriate channels.
- Reporting bullying and threats to the safety of students and staff members, as well as misconduct on the part of any other students or staff members, to the building principal, a teacher, or another adult.
- Using HISD technology systems for school business purposes only and using school computers and related equipment appropriately.
- Abiding by the technology security procedures and Board Policies related to computers and network security, such as never leaving a terminal or workstation unattended or unsecured while logged on to a host computer or network. This also includes a prohibition on altering the imaging or software configuration on any District-provided computing device.
- Reporting all observed or suspected technology security problems immediately to a teacher.
- Knowing that the use, possession, and/or sale of illegal or unauthorized drugs, alcohol, and weapons are unlawful and prohibited, and that students may be subject to random searches in accordance with Board Policy and state and federal law in order to assure a safe school environment.

All students are expected to behave in a manner which fosters leadership, integrity and kinship. As a member of the Redhawk family, it is your responsibility to behave in a manner that promotes a collegiate environment.

In addition to the NHECHS site-specific guidelines cited in this handbook, the HISD Student Code of Conduct at <https://www.houstonisd.org/codeofconduct> details expected student behaviors and consequences to violating these guidelines. Students and parents are responsible for knowing its content.

# IN AN EMERGENCY TAKE ACTION



## **HOLD! In your room or area. Clear the halls.**

### **STUDENTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### **ADULTS**

Close and lock the door  
Account for students and adults  
Do business as usual



## **SECURE! Get inside. Lock outside doors.**

### **STUDENTS**

Return to inside of building  
Do business as usual

### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## **LOCKDOWN! Locks, lights, out of sight.**

### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

### **ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## **EVACUATE! (A location may be specified)**

### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### **ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## **SHELTER! Hazard and safety strategy.**

### **STUDENTS**

Use appropriate safety strategy for the hazard

#### **Hazard**

Tornado  
Hazmat  
Earthquake  
Tsunami

#### **Safety Strategy**

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults



## **SAFETY**

It is crucial for the safety and well-being of our entire school community that any student who witnesses or becomes aware of unsafe events or incidents promptly reports them to school authorities. By reporting such incidents, you contribute directly to maintaining a secure environment where everyone can learn and thrive without concern for their safety.

### **Building Hours**

- *Building hours are from 7:00 am to 3:45 pm*
- Students in the building before 7:00 am or after 3:45 pm must be accompanied by a NHECHS staff member.

### **Opening Doors**

- DO NOT open doors for students or adults. All individuals in need of entering the building, must enter through the front of the building.

### **Before School Safety**

- Students may enter the building in the morning from the back doors (facing west).
- Back doors will be locked at 7:55 am. All students should enter from the front doors after 7:55 am. Press the front-door buzzer to be let in the building.
- Be aware of your surroundings. If you park in the parking garage, make sure you lock your car and keep all valuables hidden. All NHECHS students must have a parking sticker that is issued by the NHECHS officer. Parking stickers are distributed after showing a valid driver's license and proof of insurance.
- If you see someone on campus that is not a NHECHS faculty or staff member or does not have a visible HISD identification notify an adult immediately.

### **During-School Safety**

- If you see someone on campus that is not a NHECHS faculty or staff member or does not have a visible HISD identification notify an adult immediately.
- Students are to adhere to the directions of NHECHS faculty and staff during an emergency situation.
- Students are to report any activity that may be potentially dangerous to a NHECHS faculty or staff member.

### **After School Safety**

- Students may exit from the front doors or back doors at 3:30. Stairwell doors which are labeled as "Emergency Exits" are to be used only during emergencies.
- Students may remain on campus if they are attending after-school tutorials, detention, or a teacher-sponsored event. All students must be in their designated areas by 3:40 pm.
- When exiting the building, be aware of your surroundings.

### **During Lunch Safety**

- 9<sup>th</sup> and 10<sup>th</sup> graders are not allowed to leave the NHECHS campus during lunch. Visiting Simon's Café at HCC and the HCC bookstore are off limits during lunch.

- Only 11<sup>th</sup> and 12<sup>th</sup> grades with a valid lunch pass are allowed to leave campus for lunch. Violation of lunch pass guidelines will result in the loss of this privilege. Eligibility for off campus lunch will be determined after the first six weeks.
- Door Dash, Uber Eats and other food delivery services are not allowed. Only individuals on a student's HISD profile can drop off food, and they must enter the building and leave it with the front office.

### **Safety on the NHECHS and HCC Northline Campus**

- Emergency exit of the building – any stairwell may be used to exit the building.
- Be aware of your surroundings when entering and exiting the parking garage.
- When outside of the NHECHS building, stay in pairs and groups whenever possible.
- Be aware of your surroundings when walking around the NHECHS and HCC Northline campus.
- Report all emergencies or situations of concern to the NHECHS administration and HISD police officer located on the first floor.
- Students are not allowed to loiter on the HCC grounds, and they must follow all directives given to them by HCC faculty and staff.
- Violation of HCC's safety and visitation protocols will result in a do-not-trespass order given to the student(s) by the HCC Dean's office.

### **Emergencies and Safety Drills**

- All students and faculty are to adhere to the protocols of fire drills and other safety drills.
- If you are separated from your class during an emergency, join the class of the closest adult.
- During an emergency and/or drill: remain quiet, remove headphones or earbuds, stay off your phone, and follow the commands of the supervising adult.
- Emergency exit of the building – any stairwell and door leading outside of the building may be used to exit the building.

## **REPORTING INCIDENTS**

In the event of a life-or-death emergency, call 911.

If you wish to remain anonymous, you can report a concern to the Say Something: Anonymous Reporting System:

- 1-844-5-SAYNOW
- [www.saysomething.net](http://www.saysomething.net)
- Use the Say Something Mobile APP

The Say Something Anonymous Reporting System can be used to report threatening or harmful behavior and harassment.

To ensure the safety of all students, faculty and staff it your responsibility to report all incidents, activities and events that jeopardize the safety of our campus. We promise that all reports are treated seriously and with confidentiality.

Reports should be made immediately to any adult on campus.

## **NHECHS DRESS CODE POLICY**

By accepting your seat at NHECHS, you are agreeing to adhere to the dress code.

<b>Appropriate Bottoms</b>	
<ul style="list-style-type: none"> <li>Any color slacks</li> <li>Any color knee-length shorts</li> <li>Jeans including knee-length shorts</li> <li>ALL pants must be worn on natural waistline</li> </ul>	<ul style="list-style-type: none"> <li>NO holes, frays, rips, or distressed material</li> <li>NO writing or designs</li> <li>NO tight-fitting bottoms such as yoga pants</li> <li>NO pajama pants or joggers</li> <li>NO undergarments should be visible at any time</li> </ul>
<b>Appropriate Skirts</b>	
<ul style="list-style-type: none"> <li>Any color knee-length skirts</li> <li>Skirts must be knee-length or longer</li> <li>NO see-through material</li> </ul>	<ul style="list-style-type: none"> <li>NO holes, frays, rips, or distressed material</li> <li>NO writing or designs</li> <li>NO tight-fitting skirts</li> </ul>
<b>Appropriate Tops and Outerwear</b>	
<ul style="list-style-type: none"> <li>Any color tops</li> <li>Must cover back, chest area and shoulders</li> <li>NHECHS shirts and NHECHS related club shirts are highly encouraged</li> </ul>	<ul style="list-style-type: none"> <li>No revealing or see-through tops</li> <li>No tops showing the mid-drift (stomach or navel area)</li> <li>No tops displaying or promoting drugs, alcohol, or inappropriate/derogatory language or messages.</li> </ul>
<b>Appropriate Footwear</b>	
<ul style="list-style-type: none"> <li>Rubber soled shoes</li> <li>Heels must be closed in</li> </ul>	<ul style="list-style-type: none"> <li>NO open toe or peek-a-boo shoes</li> <li>NO flip-flops, house shoes, jellies, or sandals</li> </ul>
<b>Appropriate Makeup, Hair Styles, and Accessories</b>	
<ul style="list-style-type: none"> <li>Make-up, accessories, and hair styles should be appropriate for school and not a distraction to the learning environment.</li> </ul>	

<b>Professional Dress/Presentation Attire</b>	
<ul style="list-style-type: none"> <li>Belted dress pants that are not too tight</li> <li>Skirts 2 inches above the knee</li> <li>Tops have sleeves and appropriate necklines</li> <li>Ties, vests, coats are optional</li> <li>Tucked-in full-collared shirts</li> <li>Dark, dress shoes</li> </ul>	<ul style="list-style-type: none"> <li>NO jeans</li> <li>NO heels over 4 inches</li> <li>NO tight-fitting or see-through clothing</li> <li>NO revealing clothing</li> <li>Teacher/instructor/professor may suggest attire more specific attire for presentations.</li> </ul>
Teacher/instructor/professor may suggest attire more specific attire for presentations.	

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 and be the final authority on appropriateness of dress and appearance. Failure to comply with the school dress code is a Level II violation of the HISD Student Code of Conduct and will result in a referral to the Dean of Students.**

Dress Code Violation	
Offense:	Consequence:
1 <sup>st</sup>	<ul style="list-style-type: none"> <li>• Verbal warning and change of attire</li> </ul>
2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>• Parent contact and change of attire</li> </ul>
3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>• Detention and/or behavior contract and change of attire</li> </ul>

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

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

### **NHECHS CELL PHONE AND OTHER ELECTRONIC DEVICE POLICY**

To ensure a focus on learning and to limit distractions, students must keep their cell phones, headphones/AirPods and other electronic devices turned off and securely stored in their backpacks during instructional time in the classrooms, transitions between classes, in the hallway, or in the Nest. Cell phones and headphones/AirPods should not be visible in the pockets of a students' clothing.

The use of cellphones, headphones/AirPods are permitted before 7:50 am and after 3:30 pm. Cell phones, headphone/AirPods are permitted during lunchtime.

During any type of testing, the teacher may ask students to turn in all cell phones, headphones/AirPods and smart watches and place them in a secure location for the duration of the test. Once returned, all electronic devices are to remain in students' backpacks.

Students who do not follow these expectations will have their cell phone, headphones/Air Pods confiscated by the school administration, faculty or staff.

**Confiscated Cell Phone Protocols:** As referenced in the Houston ISD Code of Conduct, a parent/guardian must come to the campus to retrieve the cell phone, headphone/AirPods and pay a \$15 administrative fee.

## **ACADEMIC RECORDS**

### **Communicating Mastery of Knowledge and Skills**

Grades are assigned to indicate the level of mastery of skills and knowledge in any given subject area or course of study. As a general guideline, use the following chart:

<b>Academic</b>	A = Mastery of Subject Matter Knowledge and Skills B = Near Mastery of Subject Matter Knowledge and Skills C = Basic Understanding of Subject Knowledge and Skills D = Minimal Understanding of Subject Matter Knowledge and Skills F = No Understanding of Subject Matter Knowledge and Skills
<b>Conduct</b>	E = Excellent behavior; a self-disciplined learner S = Satisfactory behavior; a guided learner P = Poor; an inconsistent learner U = Unsatisfactory; a non-learner

### **Dual Credit Grading Policy**

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:

<b>Numeric Grade NHECHS</b>	<b>Letter Grade NHECHS</b>	<b>Regular Grade Point</b>	<b>AP/ Dual Credit</b>	<b>Letter Grade HCC</b>	<b>Numeric Grade HCC</b>
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
		0.0	0.0	W or FX	50

### **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 chemistry. 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. (Please see below for further information regarding NGs.)

## Final Examinations

A final examination for the fall semester will be required in all state and local credit courses, including PE, Advocacy and electives.

During the spring semester, exemptions from final exams may be earned if a student meets all the following criteria:

- 85 average or better in the course
- S or E conduct average
- Has no more than 3 absences for their semester attendance

Spring Semester Final Exemption by Grade Level	
12 <sup>th</sup> grade	No limit to # of final exemptions
11 <sup>th</sup> and 10 <sup>th</sup> grade	2 courses + any AP
9 <sup>th</sup> grade	1 course + any AP

## 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	

## Report Cards/Progress Reports

Report cards to the parents will be distributed shortly after the close of each six-week grading period. Progress reports will be sent home with each student during the second week of the grading cycle. Parents and students are encouraged to monitor academic progress via HISD Connect.

## 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.

## Whole Course Credit (Composite Grading)

The TEKS for many courses include objectives covered throughout both semesters the course is offered. Thus, one whole credit can be awarded upon completion of a two-semester course with a grade of 70 or above under the following condition:

- Whole course credit applies to all HISD two-semester sequential courses (designated "A" and "B").
- Whole course credit does not apply to any one-semester course.



## Numeric Grade Conversion

Qualifying elective courses adhere to University Interscholastic League “No Pass, No Play” guidelines. The option to convert a numeric grade of 85 or higher to a “pass” applies only to:

- high school students enrolled in qualifying elective courses; and
- upon receipt of a fully executed intention statement, submitted by the student to the building principal or designee before the end of the first grading cycle thus, opting in for the fall and spring semesters:

- courses taken in 9th grade through 12th grade
- qualifying elective courses must be taken in HISD and
- must have successfully completed 1.0 credit in art and physical education respectively

Intention statements shall be completed by a student, with the assistance of the principal or designee, using the form below. Once a numeric grade is converted to a “pass”, the “pass” cannot be converted back to a numeric grade. Similarly, after the end of the first grading cycle, a student cannot opt in to convert a numeric grade to a “pass”.

### Overall course grade averages less than 85:

- not eligible for conversion to pass/fail, and
- will be included in the student’s overall grade point average calculation.

The option to convert a numeric grade of 85 or higher to a “pass” may be applied in up to four (4) qualifying elective courses for no more than 2.0 state credits during a student’s high school tenure. Courses designated as Career and Technology Education (CTE) and Technology Applications do not qualify as qualifying elective courses. Students receiving a “pass” for the semester grade average will receive a 0.5 credit value.

**A Numeric Grade Conversion Intent Form can be picked up at the student Supply Station next to the Front Desk. The form is also available on the NHECHES Website.**

**The deadline to submit the completed form to Ms. Hawthorne for any course(s) taken in the current semester is the end of the first grading cycle (Cycle 1 or Cycle 4).**

## Parent and Teacher Conferences

Parents are welcome to schedule conference with the grade-level team to discuss the progress of their child. Appointments may be made by contacting the grade-level team lead at 713-696-6168 or by email.

Grade Level Team Leads		
9 <sup>th</sup> grade	Andre Shackelford	ashacke1@houstonisd.org
10 <sup>th</sup> grade	Ernani Casio	ernani.casio@houstonisd.org
11 <sup>th</sup> grade	Dustin Langley	dustin.langley@houstonisd.org
12 <sup>th</sup> grade	Kenneth Dorsey	kdorsey@houstonisd.org

## Tutorial Schedule

All NHECHS teachers offer weekly tutorials. Please visit the NHECHS website to view the dates and times of tutorials. <https://www.houstonisd.org/Domain/8382>

## Conduct and Citizenship

Faculty members issue conduct grades to each student.

Conduct	6-week Points	Semester Range	To determine the conduct grade for a semester, average the 6-weeks grades together. Assign the grade according to the Semester Range.
(E)	3	2.5-3	
(S)	2	1.5-2.4	
(P)	1	.5-1.4	
(U)	0	0	

## **ATTENDANCE GUIDELINES**

**90% Rule- In order to receive credit or a final grade for a class, a student is required to attend class 90% of the days class is offered regardless of whether the student's absences are excused.**

The absence limit of 10% 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 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 absences. If the student earns an NG, the attendance committee will review the student's absences to determine the plan to clear the NG. The attendance committee will consider the days of attendance, student's academic record, information from the student and parent, and the best interest standard as guidelines for extenuating circumstances. Please see the following information pertaining to NGs earned in Houston ISD versus NGs earned in other districts.

### **NGs earned in Houston ISD**

- All NGs earned in prior school years must have been cleared by June 15, 2023.
- Students who did clear NGs by June 15, 2023, will be required to retake the original credit version of the course.
- All NGs earned in the 2023-2024 school year must be cleared by the designated date established by the Houston Independent School District.

### **NGs earned in other districts**

- All NGs earned in other districts must be cleared by the other district.
- The other district must issue an updated transcript before the high school registrar changes the historical record.

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.

### **HCC Attendance Policy**

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.

**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. Three tardies will result in a one-hour detention. Chronic tardiness not only interferes with an individual student's academics, but it disrupts the instructional environment. Students identified as having chronic tardies will be required to attend Saturday detention and will be placed on a magnet growth plan, thus jeopardizing their magnet status.

**Detention**

Detention for tardiness, dress code, disruptive behavior and other Level I and II violations will be held after school on Wednesdays from 3:40 to 4:40. Location of school-wide detention will be in room 311. The student should complete detention within seven days of receiving the detention. The student is expected to arrive on time and remain for the duration of the detention. Failure to do so will be considered an unattended detention and will result in an additional detention to be served or referral to administration. Students need to make the necessary arrangements for transportation. If they have any questions, they should notify Ms. Ramirez or Ms. Garcia, Dean of Students, directly, by phone, or email. While in detention, students are expected to remain quiet and work on assignments. Students will refrain from using technological devices during detention. Saturday detentions will be assigned by administration when needed.

**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.

**Academically Engaged Time**

Students' participation in standardized testing procedures, the interpretation of test results, 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.

**POLICIES AND PROCEDURES****School Day**

The official instructional day begins at 7:55 AM. Official Average Daily Attendance (ADA) is taken at 9:45 AM during the second instructional hour. School ends at 3:30 PM.

**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. Family members that are dropping off food for a student must walk into the building and check in with the

front office. Outside food deliveries (UberEats, Pizza deliveries, etc.) are not allowed and will be confiscated by administration. Students are not allowed to pick up food from the carpool lane.

Students may choose to eat outside at the picnic tables, the Café, or second-floor patio area, or 3<sup>rd</sup> floor common area only. *Students are not allowed to rearrange tables and/or chairs in any area of the building.* In order to maintain a clean and healthy environment, no food or drink are allowed in the carpeted common areas or Go Center. Students are not permitted to leave the school premises during lunch without prior authorization from NHECHS administration. Students are expected to clean their own area after eating; including placing all trash in the proper receptacle.

Only 11<sup>th</sup> and 12<sup>th</sup> graders who have received an off campus NHECHS lunch pass may leave the building during lunch. Students must have their lunch passes on them and must “check out” through the front doors. Students must return to campus before the lunch period is over and with plenty of time to consume their food or they risk having their lunch passes confiscated by administration.

Under no circumstances are 9<sup>th</sup> and 10<sup>th</sup> graders allowed to leave campus during lunch, this includes going to the HCC Café, without permission from NHECHS administration.

### **Visiting the HCC Campus**

Only students who are enrolled in an HCC face-to-face class or have a class scheduled in an HCC building may visit the campus during school hours.

### **Elevator**

The elevator is limited to faculty and staff usage. Those students in need of the elevator due to a medical condition must get permission from a NHECHS administrator or the nurse.

### **School Store**

The school store is located in room 111. Food items and NHECHS spirit gear may be purchased during lunch and after school only. Do not visit the school store in between classes. Please see our Wrap-Around Specialist, Mr. Jones, on the 2<sup>nd</sup> floor if in need of supplies. For any questions regarding the school store, please see Ms. Tavira.

### **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.

When requested, students must return all textbooks in the condition in which they were loaned. 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. For questions and distribution of textbooks, see Ms. Tavira.

### **Library Services**

Students may use the HCC-Northeast library facility. Hours will vary during HCC 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 at all times.

### **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 an HISD computer for school use. Parents/guardians accept financial responsibility for cost related for replacement of a lost or stolen device or accessories, or for damage due to purposeful action or gross negligence. The district will proceed with legal action, should financial obligation be ignored. The NHECHS rental period is from June to May allowing usage for EMERGE, HISD summer school and HCC summer school.

School computers are to be used for school related research and instruction only. Violation of HISD policy in regards 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 the consequences addressed in the HISD Code of Student Conduct. See the section on Theft and Vandalism. For questions or assistance with laptops, see Ms. Gilda Torres.

### **Personal Items**

NHECHS is not liable for any theft, vandalism or harm that comes to any student's electronic or digital devices or personal items while on school premises. These items 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 may be filed with the campus officer. Electronic calendars, organizers, and computer devices may be used in any classroom per the guidelines established by the classroom teacher. 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.

### **Lost and Found**

The Lost and Found is located in the front office. After providing proper identification and a description of a lost item, students may claim articles from the office personnel. As part of the NHECHS family we

want to protect one another, and this includes respecting the property of others. If you find something that does not belong to you, please turn it in to the front office.

### **Delivery of Celebration Items to Students**

There should be no personal deliveries of celebration items such as balloons, stuffed animals, cakes, flowers, etc to students during the instructional day. 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 safe keeping. Students will not be called out of class to receive deliveries. Should such a delivery be made, it will remain at the front desk.

### **Leaving Class During Instructional Time**

Students may 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.

### **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 NHECHS parking permit with proof of vehicle registration, state inspection and insurance coverage. Students must adhere to all parking regulations of the HCC System. Students with an official NHECHS parking pass are allowed to park in HCC's parking garage. Please see the campus officer for more information.

### **Bus Transportation**

As a magnet school, NHECHS offers transportation to and from campus. See Mr. Weaver or Ms. Tavira if you need information regarding HISDs bus transportation. Contact Transportation Services- Barnet Stadium at 713-845-5022 AND the campus if there are any transportation problems. Please have your ROUTE number available when calling.

### **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

## **HEALTH AND HUMAN SERVICES**

### **NHECHS School Nurse**

A school nurse is available at NHECHS. The Nurse's office is located near the front office. 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.



## AED (Automated External Defibrillator) Locations

NHECHS has three AED's on campus: Gym office, 2<sup>nd</sup> floor South Commons (outside room 216) and 3<sup>rd</sup> floor South Commons (outside room 317).

## 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.

## Social Services and Mental Health Support

Stress, anxiety, fatigue, hunger, inconsistent study habits, restlessness, relationships, family hardships – these are all real-life situations that impact the lives of everyone. Here at NHECHS, we are a community that will support you through your toughest times and cheer you on during your proudest moments. If you are experiencing any type of social or emotional difficulties, please know that we have the following in-house services:

### NHECHS Counselor – Ms. Harris

**Location: 2<sup>nd</sup> floor in room 208 (inside the 2<sup>nd</sup> floor teacher's lounge)**

Ms. Harris's role is to support you in navigating through social & emotional challenges that you may experience throughout the year. She is also here to provide you a safe space, along with the necessary tools that can assist you in reaching your highest academic potential, not only here at NHECHS but beyond. Ms. Harris is on campus Monday-Friday.

Wraparound will be able to assist: [www.HoustonisdSAF.com](http://www.HoustonisdSAF.com). Our wraparound specialist is on campus Monday-Friday.

Fill out a Student Assistance Form (SAF) in order to get non-emergency assistance. The SAF QR codes will be posted throughout the building.

Reasons to Submit a SAF		Yes	No
	My mom lost her job	✓	
	Life is wonderful!		✗
	I broke up with my partner	✓	
	Classes are tough and I am struggling with keeping my grades up.	✓	
	I am fine!		✗
	I don't have the resources to feel successful in school	✓	
	I don't know		✗
	I feel sad all the time	✓	
	I have concerns about issues going on with my family	✓	
	My best friend told me that his dad passed away	✓	

### HISD Student Support

## Submit a SAF

Student Assistance Form

#### STEP 1



SCAN

#### STEP 2



Teacher or Staff Member

CLICK

#### STEP 3

- Your Name
- Staff Email Address
- Student Name
- Student Campus & Grade Level
- Description of Situation / Need

COMPLETE

[www.HoustonisdSAF.com](http://www.HoustonisdSAF.com)



## **SOCIAL NORMS**

It is the hope of North Houston Early College staff that students will follow social norms and not need 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 at <https://www.houstonisd.org/codeofconduct>. Students and parents are responsible for knowing its content.

### **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;
- Claiming work generated from an "AI" program as your own;
- Re-submitting previously graded work as a new assignment;
- 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 by the teacher and may be required to attend a meeting with the teacher and the Dean of Students. The student could also receive in-school detention or suspension and be barred from extracurricular activities. All assignments

Students enrolled at Houston Community College must adhere to the Student Code of Conduct established by the organization. Per the HCC Student Code of Conduct: Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by college district officials against a student accused of scholastic dishonesty. "Scholastic Dishonesty" includes, but is not limited to, cheating on a test, plagiarism and collusion. Possible punishments for academic dishonesty may include a grade of "0" or "F" on the particular assignment, failure in the course, and/or recommendation for probation or

dismissal from the college district. A recommendation for suspension or expulsion will be referred to the college Dean of Instruction for disciplinary disposition. Students have the right to appeal the decision.

### **Behavioral Expectations at HCC**

Students are prohibited from loitering on the Houston Community College campus. Access to HCC buildings is strictly limited to academic activities. Failure to adhere to the HCC Code of Conduct may result in campus suspension, thus impeding the academic objectives and guidelines of NHECHS. All behaviors that violate HCC guidelines will be handled by HCC police.

### **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. School-wide detention may be assigned by administration or a staff member after the third incident. Magnet growth plans will be formulated for students with chronic tardiness and may jeopardize their magnet status. Chronic tardiness that is not corrected will be deemed "Poor" behavior in terms of assigning a grade for student conduct. Saturday detention will be assigned to students with chronic tardies.

### **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 Mr. Weaver, Magnet Coordinator.

## **GRADUATION**

### **Personal Graduation Plan (PGP)**

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

### **Distinguished High School Graduation Requirements**

All NHECHS students are on the educational pathway to earn their Distinguished High School Diploma with a Multi-Disciplinary Endorsement. To graduate with a Distinguished High School Program Diploma, students must earn 26 credits and meet a minimum requirement on five state-mandated End of Course exams (English 1, Algebra 1, English 2, Biology, & US History).

Distinguished High School Graduation Requirements:

- 4 credits in English
- 4 credits in Math (Including Algebra 2)
- 4 credits in Social Studies
- 4 credits in Science
- 2 credits in Language Other Than English (LOTE)
- 1 credit in Fine Arts
- 1 credit in Physical Education
- 0.5 credit in Health (District Requirement)
- 5.5 credits in electives (aligned with endorsement)
- 26 credits total

### **“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.

## **DUAL CREDIT, HCC, AND COLLEGE READINESS**

### **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 NHECHS will be taught as Pre-AP courses to prepare students for college coursework.

### **AP Score Transfer Procedures**

Students who make a minimum score of 3 or higher on the AP exam may earn college credit hours.

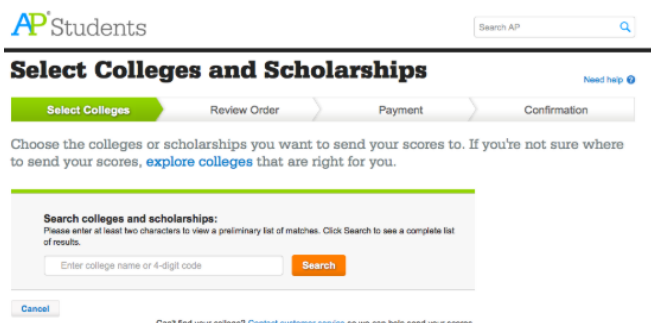
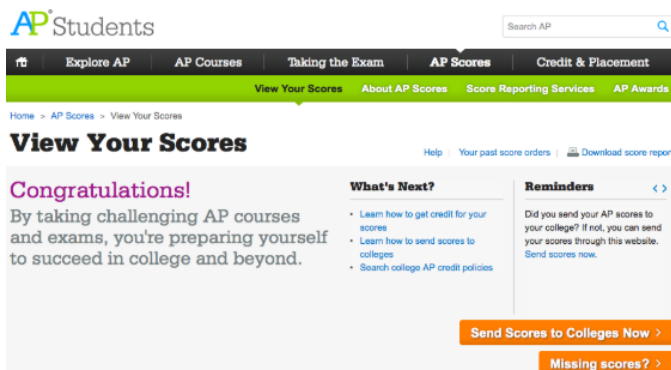
Official transcripts are required from the College Board in order to receive credit on the college transcript. Criteria to qualify for course credit consist of the following:

1. Completion of at least 6 college credit hours at Houston Community College and
2. Current enrollment.

Note: The process can take up to 4 weeks for HCC to receive the scores and then immediately upload credit on the student’s transcript.

Step 1: Log into to your College Board account to view and send your AP scores. On the first page after you log in, click on the "Send Scores to Colleges Now" button to get started.

Your scores are right below this, organized by year.



Look up the college (or colleges) you're sending scores to, pay the fee, and then receive a confirmation and expected delivery date.

Payment:

Students are allowed one free request to transfer scores when submitted by the College Board June deadline, the year one tests.

After the deadline, the fee for standard delivery of AP score reports is **\$15 per report**, and the fee for rush delivery is **\$25 per report**. Standard delivery takes about seven to 14 business days, while rush delivery takes approximately five to nine business days.

Step 2: Email Ms. Caulfield ([aroberts@houstonisd.org](mailto:aroberts@houstonisd.org)) with the following information:

- Name
- HCC "W" number
- Date the request was sent from College Board
- Screenshot of your submission

## College Readiness

College and career readiness refers to the knowledge, skills, and dispositions needed to be successful in post-secondary education and/or training that lead to gainful employment. Today's workplace requires that all workers be lifelong learners in order to advance in their careers.

The NHECHS GO-Center has been 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.

#### **College Ready**

- Meet criteria of 3 on AP or 4 on IB examinations
- Meet TSI criteria (SAT/ACT/TSIA/College Prep course) in reading and mathematics
- Complete a course for dual credit (9 hours or more in any subject or 3 hours or more in ELAR/mathematics)
- Earn an Associate's degree
- Complete an OnRamps course in any subject and earn college credit

#### **Career Ready**

- Earn an industry-based certification
- CTE coherent sequence coursework completion and credit aligned with approved industry-based certifications (one-half point credit)
- Graduate with completed IEP and workforce readiness
- Earn a Level I or Level II certificate
- Graduate under an advanced degree plan and be identified as a current special education student

#### **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](http://collegeboard.com) or [act.com](http://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 Dean of Student'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 the Dean of Students.

Dropping an HCC course requires a parent conference with the Dean of Students. Under the guidance of the Dean of Students, if a student is dropped from an HCC class before the official withdrawal date (2 weeks) they must enroll in a second start course or be placed in an HISD course. The student's high



school and college transcripts and GPA's will not be affected if done so within the timeframe indicated. Students who drop a course without the permission of the Dean of Students may jeopardize a student's magnet status being revoked and/or school activities and privileges being revoked. The HISD transcript will reflect a 50 for any "Ws" or "FXs" on the HCC transcript.

### **Academic Probation at HCC**

If a student's GPA falls below a 2.0 GPA, his/her course(s) for the next semester will be automatically dropped, a HOLD will be placed on the account for academic probation, and the student will be required to sign up immediately for a SLIP session and possible follow-up advising from HCC. The student's HOLD will be located on his/her online account. Once the account HOLD is removed, it is the student's responsibility to communicate with his/her scheduler to attempt to be registered for classes. Enrollment is not guaranteed, and the student may not enroll in online courses while on probation or suspension. If there is a scheduling error with enrollment in an online course, please notify the scheduler and grade level administrator immediately.

### **Academic Suspension at HCC**

If a student's GPA has fallen below 2.0 for more than 2 semesters, s/he will be placed on academic suspension with HCC. The student is not permitted to enroll in any classes one school year semester (fall or spring). Summer enrollment is also not permitted. In order to be removed from suspension, the student must sign up for a SLIP class and appeal to HCC to be removed from suspension. Once the account HOLD is removed, it is the student's responsibility to communicate with his/her scheduler to attempt to be registered a maximum of 2 class(es).

### **FERPA Form from HCC**

For parents to have access to their child's grades or other records at HCC, their child must complete and turn in the following FERPA release document:

[FERPA | Houston Community College - HCC \(hccs.edu\)](https://hccs.edu/ferpa)

## **COMMUNITY SERVICE**

**All NHECHS students are expected to commit to 60 hours of service per year, earning a minimum of 240 community service hours by the end of their 12<sup>th</sup> grade year. Students who serve 400 or more hours by the end of the senior year will receive an honor cord to be worn during the commenc**

**Community service is work done by a person or group of people that benefits others.** It is often done near the area where a student lives, so their community reaps the benefits of the volunteering. **Students do not get paid to perform community service**, though sometimes food and small gifts, like a t-shirt, are given to volunteers.

**Community service can help any group of people in need:** children, senior citizens, and people with disabilities, English language learners, and more. It can also help animals, such as those at a shelter, and it can be used to improve places, such as a local park, historic building, or scenic area as well. **Community service is often organized through a local group**, such as a place of worship, school, or non-profit organization. Students can also start their own community service projects.

### **How does a student earn hours?**

- Hours are earned before and after school

- Weekends: Saturday and Sunday
- Summers
- Working for teachers before and after school
- Volunteering at shelters
- Church
- Senior Facilities, Food Bank, ECO-Day parks and recreation clean up

#### **What are things a student cannot do to earn hours?**

- Can't volunteer for people in a student's own home
- Can't volunteer in family business for credit
- Can't receive hours for donating items (food, or toiletry items, napkins, etc.)
- Can't buy/purchase items and receive service hours

#### **How are hours collected?**

- All students can turn their hours into their Advocacy teacher at the end of each semester.

#### **Honoring those who serve**

- The NHECHS Service Award is earned by those students who earn 450+ hours in one year. These students will be honored with a service chord to be worn at graduation.
- Those students who earn 450+ hours will earn their service chord along with a Principal's Service Award
- Students may also apply for the President's Volunteer Service Award at:  
<https://presidentalserviceawards.gov/>
- Visit the website for registration and eligibility.

<b>Hours Required to Earn Awards for the President's Volunteer Service Award</b>				
<b>Age Group</b>	<b>Bronze</b>	<b>Silver</b>	<b>Gold</b>	<b>Lifetime Achievement Award</b>
Teens (11–15)	50–74 hrs	75–99 hrs	100+ hrs	4,000+ hours
Young Adults (16–25)	100–174 hrs	175–249 hrs	250+ hrs	4,000+ hours

## **ACTIVITIES and HONORS**

### **University Interscholastic League Academic Competition**

University Interscholastic League competition is open to students. Students have the option to compete in debate, speech, journalism, writing and spelling, literary criticism, 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 six-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 is 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.

### **After-School Clubs and Organizations**

Students are encouraged to join after-school 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. Clubs and Organizations will also meet once a month during the school day.

**North Houston Early College High School**  
**Faculty and Staff Directory**  
 PH: 713-696-6172 Fax: 713-696-6168.

Room #	1st Floor	Staff	Email
101	Receptionist	Scott	<a href="mailto:Yohardan.Scott@houstonisd.org">Yohardan.Scott@houstonisd.org</a>
101	Parent Engagement Rep	Contreras	<a href="mailto:elia.contreras@houstonisd.org">elia.contreras@houstonisd.org</a>
102	Police Office	Battles	<a href="mailto:lisa.battles@houstonisd.org">lisa.battles@houstonisd.org</a>
103	Nurse	Espino	<a href="mailto:respino@houstonisd.org">respino@houstonisd.org</a>
105	Student Information Rep	Ramirez	<a href="mailto:mrmir26@houstonisd.org">mrmir26@houstonisd.org</a>
106	Registrar	Hawthorne	<a href="mailto:mhawthor@houstonisd.org">mhawthor@houstonisd.org</a>
107	Secretary	Clark	<a href="mailto:lclark3@houstonisd.org">lclark3@houstonisd.org</a>
108	Principal	Brooks	<a href="mailto:sbrooks3@houstonisd.org">sbrooks3@houstonisd.org</a>
109	Principal Conference		
111	PLC / Conference Room		
115	Choir	Gates	<a href="mailto:Eddie.Gates@houstonisd.org">Eddie.Gates@houstonisd.org</a>
116	GO Center	Roberts	<a href="mailto:aroberts@houstonisd.org">aroberts@houstonisd.org</a>
121B	Plant Operator	Morehead	<a href="mailto:trevion.morehead@houstonisd.org">trevion.morehead@houstonisd.org</a>
129	PE Office	Dorsey	<a href="mailto:kdorsey@houstonisd.org">kdorsey@houstonisd.org</a>
Café	Cafeteria	Aguilar	<a href="mailto:Saguila4@houstonisd.org">Saguila4@houstonisd.org</a>
Room #	2nd Floor	Staff	Email
201	Science Lab	Jahanzeb	<a href="mailto:warda.jahanzeb@houstonisd.org">warda.jahanzeb@houstonisd.org</a>
202	Special Ed Coord Office	Dr. Easter	<a href="mailto:ceastern@houstonisd.org">ceastern@houstonisd.org</a>
202	Office	GonzalezCanenguez	<a href="mailto:Gerson.GonzalezCanenguez@houstonisd.org">Gerson.GonzalezCanenguez@houstonisd.org</a>
203	Math	Shackelford	<a href="mailto:ashacke1@houstonisd.org">ashacke1@houstonisd.org</a>
204	Math/CIT	Garza	<a href="mailto:Sandra.Garza4@houstonisd.org">Sandra.Garza4@houstonisd.org</a>
205	English	Young	<a href="mailto:Evelle.Young@houstonisd.org">Evelle.Young@houstonisd.org</a>
206	English	Castro	<a href="mailto:jacob.castro@houstonisd.org">jacob.castro@houstonisd.org</a>
207	Admin Office	Colemon	<a href="mailto:Mcolemon@houstonisd.org">Mcolemon@houstonisd.org</a>
208	CATE Business Ed Office	Hall	<a href="mailto:crystal.hall@houstonisd.org">crystal.hall@houstonisd.org</a>
208	Reading Office	Coleman	<a href="mailto:aesha.coleman@houstonisd.org">aesha.coleman@houstonisd.org</a>
208	English/Tittle I	Keswani	<a href="mailto:Sheela.Keswani@houstonisd.org">Sheela.Keswani@houstonisd.org</a>
208	Wraparound	Miranda	<a href="mailto:Erica.miranda@houstonisd.org">Erica.miranda@houstonisd.org</a>
208	Counselor Office	Harris	<a href="mailto:Demetria.Harris@houstonisd.org">Demetria.Harris@houstonisd.org</a>
210	Magnet	Weaver	<a href="mailto:mweaver4@houstonisd.org">mweaver4@houstonisd.org</a>
211	Science Lab	Hill	<a href="mailto:chill2@houstonisd.org">chill2@houstonisd.org</a>
215	CTE	Ta	<a href="mailto:kta@houstonisd.org">kta@houstonisd.org</a>
216	History	Loew	<a href="mailto:jacob.loew@houstonisd.org">jacob.loew@houstonisd.org</a>
Room #	3rd Floor	Staff	Email
301	Science	Campbell	<a href="mailto:John.Campbell@houstonisd.org">John.Campbell@houstonisd.org</a>
303	Math	Arora	<a href="mailto:marora@houstonisd.org">marora@houstonisd.org</a>
304	Math	Casio	<a href="mailto:Emani.Casio@houstonisd.org">Emani.Casio@houstonisd.org</a>
305	History	Pitts	<a href="mailto:lpitts@houstonisd.org">lpitts@houstonisd.org</a>
306	Math	Quinteros	<a href="mailto:Osman.quinteros@houstonisd.org">Osman.quinteros@houstonisd.org</a>
307	Admin Office	Garcia	<a href="mailto:cgarcia8@houstonisd.org">cgarcia8@houstonisd.org</a>
308	Teacher Working Station		
308	Student Center/Nest	Rushing	<a href="mailto:shawn.rushing@houstonisd.org">shawn.rushing@houstonisd.org</a>
310	IT Customer Service Rep	Torres	<a href="mailto:gtorres8@houstonisd.org">gtorres8@houstonisd.org</a>
311	History	Geerlings	<a href="mailto:michael.geerlings@houstonisd.org">michael.geerlings@houstonisd.org</a>
313	Spanish	Antonio	<a href="mailto:pedro.antonio@houstonisd.org">pedro.antonio@houstonisd.org</a>
316	History	Langley	<a href="mailto:Dustin.Langley@houstonisd.org">Dustin.Langley@houstonisd.org</a>
316	CTE	Sigren	<a href="mailto:jsigren@houstonisd.org">jsigren@houstonisd.org</a>
317	English	Omoge	<a href="mailto:janice.omoge@houstonisd.org">janice.omoge@houstonisd.org</a>

