

**SOUTH EARLY COLLEGE**

**HIGH SCHOOL**

**Advanced Technology Institute**

***FAMILY &***

***STUDENT HANDBOOK***

**2021-2022**

**Learn the Essentials.**

**Earn the degree.**

**1930 Airport Blvd.**

**Houston, Texas 77051**

**School: 713-732-3623**

**Fax : 713-732-3425**

[**http://www.houstonisd.org/sechs**](http://www.houstonisd.org/sechs)

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**SCHOOL INFORMATION**

## School CEEB (College Board) Code

443621

## District School Code

101-912-486

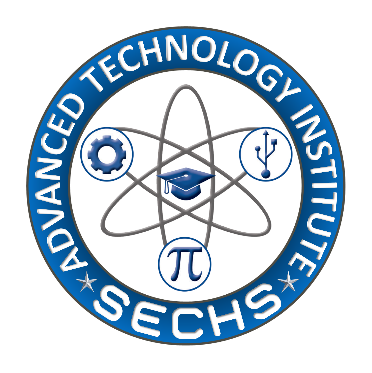
## School Colors

Navy, Silver & White

## School Mascot

Panther

## School Logos



## *Old Logo New Logo*

## School Motto

Learn the Essentials. Earn the Degree.

**SCHOOL GOALS**

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

School Hours:

7:55 am – 3:35 pm

# SECHS Vision AND Mission

SOUTH EARLY COLLEGE HS

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

## OUR VISION

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

## OUR MISSION

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

## OUR VALUES – The HABITS of MIND & HEART

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

### HABITS OF THE MIND

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

**HABITS OF THE HEART**

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

The habits we instill in our students align with the following “soft” skills that universities and industry seek in candidates.

*Communication Skills • Strong Work Ethic • Problem Solving • Change Agility •*

*Productive Multitasking • Team Player • Exemplary Leadership Skills • Customer-Focused • Focused on Continuous Improvement (Reflective) • Ethical • Detail Oriented • Understand the Importance of People, Not Just the Job*

# Faculty & Staff Listing

To maintain open lines of communication, we have provided our contact information below. Please remember that advisors are the primary contact regarding student academic progress. SECHS communication protocol is to respond within 24 to 48 hours.

**\*=Department Chair**

|  |  |  |
| --- | --- | --- |
| **NAME** | **TITLE** | **EMAIL ADDRESS** |
| Gourrier, Steven | Principal | SGourrie@houstonisd.org |
| (Dr.) Webb, Tanya | Dean of Instruction (9th, 10th) | Tanya.Webb@houstonisd.org |
| (Dr.) Williams, Lawrence | Dean of Instruction (11th, 12th) | Lawrence.Williams@houstonisd.org |
| Sada, Nora | Magnet Coordinator | NSada@houstonisd.org |
| Williams, Lateefa | Counselor (Registrar) |  |

|  |  |  |
| --- | --- | --- |
| **English Language Arts Department** | | |
| Edgley, Florence | English Teacher /9th Gr. Advisor | Florence.Edgley@houstonisd.org |
| Richard, Elizabeth | English Teacher/11th Gr. Advisor | Elizabeth.Richard@houstonisd.org |
|  | English Teacher/10th Gr. Advisor |  |

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| --- | --- | --- |
| **Science Department** | | |
| (Dr.) Raghav, Sudha\* | Science Teacher/10th Gr. Advisor | SRaghav@houstonisd.org |
| Valladolid, Evelyn | Science Teacher/11th Gr. Advisor | Evelyn.Valladolid@houstonisd.org |
| Grant Register | Science Teacher/9th Gr. Advisor |  |

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| **Mathematics Department** | | |
| Hoang, Canary\* | Math Teacher/11th Gr. Advisor | YBui@houstonisd.org |
| Bisiriyu, Luqman | Math Teacher/10th Gr. Advisor | Luqman.Bisiriyu@houstonisd.org |
| Aghedo, Olutope\* | Math Teacher/9th Gr. Advisor | OAghedo@houstonisd.org |

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| --- | --- | --- |
| **Social Studies Department** | | |
| Paskos-Baker, Karen\* | Soc.Stud. Teacher/11th Gr Advisor | KPaskos@houstonisd.org |
|  | Soc.Stud. Teacher/9th Gr Advisor |  |
| Wa’Ngatho, Wambui | Soc.Stud. Teacher/10th Gr Advisor | Wambui.WaNgatho@houstonisd.org |

|  |  |  |
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| **Electives Department** | | |
| Garcia, Hector | Art Teacher/12th Gr. Advisor | Hector.Garcia2@houstonisd.org |
| Howard, Jaclyn\* | PE/Hlth Teacher/12th Gr. Advisor | JHoward1@houstonisd.org |
|  | Spanish Teacher/12th Gr. Advisor |  |

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| **CTE Department** | | |
| Bazunu, Omoniefe\* | CTE Teacher /12th Gr. Advisor | Omoniefe.Bazunu@houstonisd.org |
|  | CTE Teacher /10th Gr. Advisor |  |
| Wise, Wayne | CTE Teacher /11th Gr. Advisor | Wayne.Wise2@houstonisd.org |
| Hoque, Siham | CTE Teacher /9th Gr. Advisor | Siham.Hoque@houstonisd.org |

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| --- | --- | --- |
| **Student Services Support Staff** | | |
| Arauco, Raul | Campus IT Customer Service Rep | RArauco@houstonisd.org |
| Robinson, Amanda | Nurse | Amanda.Robinson@houstonisd.org |
| Mitchell, Charley | HISD Police Officer | CMitche6@houstonisd.org |

|  |  |  |
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| **Administrative Support Department** | | |
| Bullock, Sandra\* | Administrative Assistant | SBulloc1@houstonisd.org |
| Vazquez, Cynthia | Student Information Rep |  |
| Taylor, Linda | Clerk I/Receptionist | LPatric1@houstonisd.org |
| Mouton, Tiffany | Teaching Assistant | TMouton4@houstonisd.org |
| Vacant | Clerk I |  |

|  |  |  |
| --- | --- | --- |
| **Dual Credit Support Services Department** | | |
| Khan, Jodie\* | Director- HCC Central, P-16 | Jodie.Khan@hccs.edu |
| Rodriguez, Mary | Dual Credit Success Coach | Mary.Rodriguez8@hccs.edu |
| Gaspar, Ernesto | Dual Credit Secretary | Ernesto.Gaspar@hccs.edu |

# OUR FOCUS

## PERSONALIZATION

To maintain a positive and productive relationship between school and family, the advisor is the primary contact for advisee families. Through our daily advisory sessions, conferences with students and parents, our students build relationships with peers and, with guidance, get extra support to complete their personal growth plan towards earning a high school graduation and an associate’s degree at Houston Community College (HCC).

## BLENDED HIGH SCHOOL & COLLEGE CURRICULUM

The core area curricula (math, English, social studies, science, Spanish) aim to prepare students for high school and college success

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

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

## SERVICE LEARNING

Each semester, SECHS will commit to school-wide service projects to develop student *empathy*, support students’ making a positive impact on their local community and build their high school resume. Campus-wide service hours are recorded internally. Students are encouraged to complete at least 250 community service hours before high school graduation.

# SECHS Dress Code

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

|  |  |
| --- | --- |
| **Appropriate Bottoms** | |
| * Any color slacks * Any color knee-length shorts * Jeans including knee-length shorts * **NO undergarments should be visible at any time** | * NO holes, frays, rips, or distressed material * NO writing or designs * NO tight-fitting bottoms * NO pajama pants or joggers * No yoga pants or tights * **ALL pants must be worn on natural waistline** |
| **Appropriate Skirts** | |
| * Any color knee-length skirts * Skirts must be knee-length or longer * NO see-through material | * NO holes, frays, rips, or distressed material * NO writing or designs * NO tight-fitting skirts |
| **Appropriate Tops and Outerwear**  **Mondays** are college day at SECHS. Students may wear a college shirt since we are promoting a college environment.  **Fridays** are SECHS School Spirit Day. Approved shirts are listed below. | |
| * College tops may be worn on **MONDAYS** * School spirit tops may be worn on **FRIDAYS** (SECHS shirts, advisory shirts, approved club/organization shirts, class (2021-2024) t-shirts, One Goal shirts, AVID shirts, or Summer Bridge shirts) | * No revealing or see-through tops * No tops showing the mid-drift (stomach or navel area) * No tops displaying or promoting drugs, alcohol, or inappropriate/derogatory language or messages. |
| **Appropriate Footwear**  For the safety of everyone on campus, appropriate footwear is required at all times. | |
| * Rubber soled shoes * Heels must be closed in | * NO open toe or peek-a-boo shoes * NO flip-flops, slides, house shoes, jellies, or sandals |
| **Service-Learning Attire** | |
| * SECHS polo style **(Mandatory)** * Khaki pants with belt * Solid colored belts * SOLID BLACK, WHITE, BROWN, or GRAY rubber soled shoes | * Shirt must be tucked in * NO cargo, skinny, capri, or tight-fitting bottoms * NO writing or designs * NO multi-colored belts * NO multi-colored shoes. Shoes must be solid black, white, brown or gray |

|  |  |
| --- | --- |
| **Jewelry/Accessories @ Sites** | |
| * Young ladies may wear studs or small earrings | * No visible body jewelry or piercings * No earrings for males * NO large bangles, bracelets and/or necklaces * Necklaces should be small enough to conceal under top |

|  |  |
| --- | --- |
| **Headwear / Hair**  Headwear necessary for religious or medical reasons must be approved by administration. | |
| * All hair must be neat, clean, combed and well groomed * Hair style and color must not distract from the learning environment * ·Length of hair must meet laboratory safety requirements | * NO hats, hoods, sweatbands, do-rags, bandanas, scarves, beanies, baseball caps, etc |

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| **Exhibition/Presentation Attire** | |
| * Exhibition dates require business casual attire * Navy, blue, black, gray, or brown suits, dresses, jackets, and bottoms * White dress shirts * Dark, dress shoes * Hair must be neat, clean, combed and well groomed | * NO jeans * NO heels over 4 inches * NO tight-fitting clothing * NO revealing clothing * Teacher/instructor/professor may suggest attire more specific attire for presentations. |

|  |  |
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| **PE Attire**  Failure to comply to PE dress code can affect a student’s grade in PE | |
| * Blue or black knee-length shorts or warm-ups * Blue or black warm-ups * **Navy Blue, Gray, or White plain t-shirt** * Socks * Tennis shoes | * NO jeans/denim shorts. * NO pajama pants. * NO non-athletic shoes Ex: flats, sandals, flip-flops, ballet flats, boots, etc. * NO cut-offs * If tights are worn, they must be worn under PE shorts. |

# GRADUATION REQUIREMENTS

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

|  |  |  |
| --- | --- | --- |
| **HISD REQUIRED COURSEWORK FOR**  ***DISTINGUISHED LEVEL OF ACHIEVEMENT*** | ***Entering 9th Grade:***  ***2014-15 and after***  ***Under HB5 guidelines***  ***MULTIDISCIPLINARY ENDORSEMENT*** | ***Entering 9th Grade:***  ***2014-15 and after***  ***Under HB5 guidelines***  ***STEM***  ***ENDORSEMENT*** |
| **Course** | **Credits** | **Credits**  *Required to complete 5 years of math* ***OR*** *science* |
| **English** | **4** | **4** |
| **Mathematics**  Algebra I, Geometry, Algebra II, Pre-Calculus, Other Upper-level Math | **4** | **4- option of 5** |
| **Social Studies**  World or AP Human Geography, AP World History, US History, US Govt, Economics | **4** | **4** |
| **Science**  Biology, Chemistry, Physics, Upper-level Science | **4**  **IPC not included** | **4- option of 5**  **IPC not included** |
| **Health** | **.5** | **.5** |
| **Physical Education** | **1** | **1** |
| **Second Language (LOTE)**  2-3 consecutive years of a Language Other than English | **2** | **2** |
| **Fine Arts (**Speech may not substitute**)** | **1** | **1** |
| **Other Electives**  **(**Including 2 credits in technology pathway courses, other dual credit courses, etc.**)** | **5.5** | **5.5** |
| **Total Credits Required** | **26** | **26** |
| **TEST(S)**  ***All HISD students will take PSAT*** *(9th – 11th) and* ***SAT*** *(11th)* | **MEET STAAR EXAM STANDARDS**  Algebra I  Biology  English I, II  U.S. History | **MEET STAAR EXAM STANDARDS**  Algebra I  Biology  English I, II  U.S. History |

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

# COMMUNITY SERVICE

The required community service hours will be fulfilled through successful completion of the social action internships each semester, beginning in the 9th grade. Students are encouraged to maintain records of their service on their high school resume. Students must obtain 100 hours of community service for recognition and 250 hours for a community service cord at the time of graduation.

**ENDORSEMENT PLANS**

With the help of teachers, counselors, and parents, students will decide on an endorsement plan:



**DISTINGUISED LEVEL of ACHIEVEMENT (graduation plan):**

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

**Endorsement Plans**



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

Texas lawmakers passed education legislation designed to put all students on a path to college and meaningful careers. House Bill 5 reduced the number of tests students must take, and provides greater flexibility for high school student to choose courses that match their interests and career goals.

A ***STEM endorsement*** is earned at SECHS by one of the following:

* 5 credits in mathematics by successfully completing Algebra I, Geometry, Algebra II, and 2 additional math courses for which Algebra II is a prerequisite (ex: dual credit math following college Algebra, Pre-Calculus, select AP math courses, Advanced Quantitative Reasoning, Independent Study Math)
* 5 credits in science by successfully completing biology, chemistry, physics, and two additional science courses (IPC not included)

A ***MULTIDISCIPLINARY STUDIES endorsement*** is earned at SECHS by one on the following:

* Four credits in each of the four foundation subject areas to include English IV and chemistry and/or physics
* Four credits in AP or dual credit selected from English, mathematics, science, social studies, LOTE, or fine arts

**The Foundation High School Program contains up to four parts:**

* A 22-credit foundation program which is the core of the new Texas high school diploma
* An endorsement that allows students to focus on a related series of courses (26 total credits with endorsements)
* A higher performance category called Distinguished Level of Achievement
* Performance Acknowledgments that note outstanding achievement

# Performance Acknowledgements

Performance acknowledgements will be displayed on student transcripts for the following achievement(s):

**Dual credit courses by earning:**

* Twelve college hours through dual credit or locally articulated credit with a 3.0 unweighted graded average; or
* An associate degree while in high school.

**Bilingualism and biliteracy by:**

* Demonstrating proficiency in two or more languages by
* Completing all ELA requirements with an ELA average of 80+; plus one of the following:
  + Completing 3 credits in the same language other than English (LOTE) with an average of 80+; or
  + Completing Level IV or higher of a LOTE with an average of 80+; or
  + Completion of at least three LOTE credits with an average of 80+; or
  + Demonstrating proficiency in LOTE with
* an AP exam score of 3+, or o an IB exam score of 4+, or
* a national assessment of language proficiency score of “intermediate high” or better.

*Under this section, English language learners must have exited a bilingual or ESL program and have scored “advanced high” on TELPAS*.

**Advanced Placement (AP) exams by earning:**

* AP score of 3+; or

**PSAT, SAT, ACT, and/or ACT-PLAN exams by earning on the:**

* PSAT: Commended Scholar, National Merit Semifinalist, National Merit Finalist, National Hispanic Recognition, or National Achievement Scholar status; or
* SAT: a combined critical reading and mathematics score of 1250+; or
* ACT: a composite score of 28 (excluding the writing sub-score); or
* ACT-PLAN: a college readiness benchmark score on at least two of the four subject areas.

**Business/Industry Certifications or Licenses, as indicated by obtaining a:**

* Nationally or internationally recognized business or industry certification

**Associate Degree Plan:**

In order to earn an Associate in Science (AS) or and Associate in Art (AA), students must meet the standards on the college entrance exam and successfully complete sixty (60) college hours. Also, students are encouraged to maintain a 3.0 GPA. An AA is an option for students wanting to pursue non-STEM education and careers.

\*= high school required course(s)

# GRADING & Credits

SECHS report cards will be issued on HISD designated days to the student and family every grading period. Progress reports are provided every 3-weeks. Academic conferences for each grading cycle are scheduled to address any concerns and interventions needed to help the students achieve their goals, prior to the end of the grading cycle. **All parents and students must attend required academic conferences as part of their entrance agreement contract.**

## SCHOOL-WIDE GRADING POLICY

The weighted grading policy is below:

**Summative Assessments** – 30%; **Formative Assessments** – 30%;

**Daily Assignments** – 30%; **Class Participation/Labs** – 10%

## FINAL EXAM GRADE

All students will complete a final exam at the end of each semester for every credit-bearing course. The final exam counts as 10% of the student’s final grade for the course, and the three cycle grades count as 90% of the student’s final average.

**FINAL EXAM EXEMPTION POLICY**

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

**(SPRING SEMESTER) FINAL EXAM EXEMPTION CRITERIA**

**12th Grade (NON AP/DUAL CREDIT COURSES)**

To be exempted from final examinations in second (spring) semester **senior students** must have:

* + **Senior (12thgrade)**classification
  + 85 average or better in course
  + S or E conduct average
  + No more than three (3) total absences not including ADA exemptions.

**10th-11th Grade (NON AP/DUAL CREDIT COURSES)**

To be exempted from up to two (2) examinations in second (spring) semester **sophomore and junior students** must have:

* + 85 average or better in course
  + No more than three (3) total absences not including ADA exemptions.

**9th Grade (NON AP/DUAL CREDIT COURSES)**

To be exempted from up to one (1) examination in second (spring) semester **freshman students** must have:

* + 85 average or better in course
  + No more than three (3) total absences not including ADA exemptions.

**9th – 12th Grade ADVANCED PLACEMENT COURSES (No limit)**

To be exempted from an AP course final exam in the fall/spring semester students must sit for the AP exam **and** must have:

* 85 average or better in course
* S or better conduct average
* No more than three (3) total absences not including ADA exemptions.

## 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 combined 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 (1) semester course.

School-wide progress reports will be sent home with each student during the third week of each six-week grading cycle. Report cards will be sent home as indicated in the following table.

## GRADE POINT AVERAGE/ CONVERSIONS

The HISD grade point system is as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Numeric Grade  (SECHS) | Letter Grade  (HCC/SECHS) | Regular/ Dual Credit Grade Point | AP/ Pre-AP  Grade Point |
| A - 90-100 | A - 95 | 4.0 | 5.0 |
| B - 80-89 | B - 85 | 3.0 | 4.0 |
| C - 75-79 | C - 75 | 2.0 | 3.0 |
| D - 70-74 | D - 70 | 1.0 | 1.0 |
| F - 0-69 | F - 60 | 0.0 | 0.0 |
| F - 50 | F/X or W-50 | 0.0 | 0.0 |

## CLASSIFICATIONS

A student may earn .5 credit for each course passed per semester. Accelerated classes offer 1.0 credit. A student may pass a course, yet not receive credit if s/he fails to meet the attendance guidelines. The following is a listing of the number of credits needed to be classified for each grade level.

|  |  |
| --- | --- |
| **CLASSIFICATIONS** | **# of Credits required by the students**  ***entering* 2010-11 or later** |
| **FRESHMAN**  **SOPHOMORE**  **JUNIOR**  **SENIOR**  **GRADUATE** | **0.0-5.5**  **6.0-11.5**  **12.0-17.5**  **18.0**  **26.0** |

## CONDUCT GUIDELINES

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

**Criteria for Grading Citizenship Traits**

**E** Excellent quality of behavior - totally self-disciplined, model demonstration of Habits of Mind and Heart

**S**  Satisfactory quality of behavior - cooperates readily, on time, contributes to positive classroom culture, usually prepared for classroom instruction

**P** Poor quality of behavior - below average; inconsistently practices acceptable social and/or academic behaviors; regular redirection warranted; cheating

**U** Unsatisfactory quality of behavior - needs drastic improvement; history of multiple discipline referrals, behavior contract

## DUAL CREDIT INFORMATION

## HCC CORE Degree COURSEWORK/Degree Plans

|  |  |  |
| --- | --- | --- |
| ***COMMON CORE COURSEWORK*** | ***Total Credits*** | ***Grade level most students enroll*** |
| **COMMUNICATION:** ENGL 1301,1302\* | **6** | 11th |
| **MATHEMATICS** MATH 1314 (College Algebra)\* | **3** | 11th or 12th |
| **LANGUAGE, PHILOSOPHY & CULTURE:**  *Engl 2322*\* | **3** | 12th |
| **LIFE & PHYSICAL SCIENCE:** at least 1 course w/ lab\* (BIOL 1308/9, 1406/7, ASTR 1303/4, CHEM 1305/6, ENVR 1301/2) | **6** | 11th or 12th |
| **AMERICAN HISTORY:** HIST 1301, 1302\* | **6** | 11th |
| **GOVERNMENT/ POLITICAL SCIENCE:** GOVT 2305\*, 2306 | **6** | 12th |
| **CREATIVE ARTS:** Art, Dance, Music, or Theatre (not all classes approved for dual credit)—2 classes required for HS credit\* [approved courses as of 4/2016: DRAM 1310,1330,1351; MUSI 1183,1141; ART 1311,1312] | **3** | 9th – 11th |
| **SOCIAL & BEHAVIORAL SCIENCE:** ECON 2301\* | **3** | 12th |
| **COMPONENT AREA:** EDUC 1300 and one of the following: PHED 1304\*, SPCH 1315, SOCI 1301, PSYCH 2301, ENGL 2323\* | **6** | 9th, 10th |
| **Total credit hours earned (*Core Complete*)** | **42 hours** | |

|  |  |  |
| --- | --- | --- |
| **ASSOCIATE IN SCIENCE ADDITIONAL COURSEWORK- 18 HRS.** | | |
| **Extra Math:** MATH 1316, 2312\* | **6** | 11th, 12th |
| **Extra Science (1 course with lab)**  Ex: BIO 2401/2, ASTR 1303/4, CHEM 1305+1105, ENVR 1301/2 | **4** | 11th, 12th |
| **Other College Elective: including, not limited to**  Creative Arts (3 hours), Science with lab (4 hrs), SPAN 1411/12, or other approved dual credit elective courses from approved HISD Dual Credit Catalog | **8** | 9th – 12th |
| **Total credit hours earned** | **60 hours** | |

|  |  |  |
| --- | --- | --- |
| **ASSOCIATE IN ARTS ADDITIONAL COURSEWORK – 18 HRS.** | | |
| **Educ 1300 or related course** | **3** | 9th |
| **Other College Electives**  (From approved HISD Dual Credit Catalog) | **15** | 9th – 12th |
| **Total credit hours earned** | **60 hours** | |

## EARNING AP (TRANSFERRABLE) CREDIT

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

|  |  |  |
| --- | --- | --- |
| **HIGH SCHOOL COURSE** | **COURSE EQUIVALENCY** | **CREDITS** |
| AP English Language | ENGL 1301 | 3 |
| AP English Literature | ENGL 1302 | 3 |
| AP Environment Science | ENVI 1301 | 3 |
| AP Psychology | PSYC 2301 | 3 |
| AP US History | HIST 1301/1302 | 6 |
| AP World History | HIST 2321/2322 | 6 |
| AP Biology | BIOL 1406/1407 | 8 |
| AP Spanish Language | SPAN 1411/1412 | 8 |
| AP Spanish Literature | SPAN 1411-2312 | 14 |

## STAAR TEST-TAKERS

SECHS students are expected to *meet* or *master* the STAAR exam with a minimum score of 4000. Those who do not meet the minimum test requirements must attend summer school and mandatory tutorials during the regular school year until the exam standard is met.

# STUDENT ATTENDANCE

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

Good attendance habits are the responsibility of both the family and the student. All SECHS students are expected to attend school regularly and be on time for all classes and service-learning assignments to fully benefit from the instructional program offered. **ALL STUDENTS WHO ATTEND ONE OF MORE HCC CLASSES WITH A NON-HISD TEACHER MUST SIGN-IN FOR ACCURATE ATTENDANCE. FAILURE TO DO SO WILL RESULT IN AN UNEXCUSED ABSENCE.**

If a student is absent, (s)he must submit an excuse from home or doctor’s note to the attendance office **within three (3) school days of his/her return**. Excuses should be submitted before or after-school or during lunch time. After the deadline, the absence will be considered unexcused. No corrections are made after the 3-day deadline.

**COLLEGE VISITS**

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

**EXCESSIVE ABSENCES- ATTENDANCE APPEALS POLICY**

Students who have 3 or more unexcused absences will not earn credit for the course, even if they received a passing grade. The student would have to complete the attendance appeals process to recover all hours missed. Students may retrieve information on the Attendance Appeals Process from the Office of the Registrar.

**LEAVING EARLY**

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

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

We encourage doctor visits to take place afternoons if the student must attend on a school day.

SECHS is a **closed** campus; therefore, students are not allowed to leave for lunch. Students at HCC classes at Central campus during lunch time may eat lunch at the campus. Failure to adhere to policies and procedures regarding HCC on-campus activity may result in a student’s ability to continue taking classes.

**PICKING UP STUDENTS**

Custodial parents of record are permitted to pick up or checkout students. Students may be picked up by another adult, only with written or verbal permission from the parent. The driver must provide current photo identification. School ends at 3:30pm every day and 12:30pm on early release days. Students must be picked up by 4:00 pm or 1:00pm on early release days. Bus transportation is available to all in-district students. Students who are consistently picked up after 4:00pm (or 1:00pm on early release days) will automatically be placed on a transportation route closest to their home.

HCC students may not remain on the college campus without *prior* approval and verification from administration and the student’s professor.

**TARDIES**

Students are required to report to class on time. Tardies are a disciplinary action and will be reflected on the student report card (attendance and conduct) and addressed according to the *HISD Code of Student Conduct.* Every 3rd tardy will result in documentation by the grade level administrator and a conference with the parent. Excessive tardiness may reflect a student’s poor standing with the academic program.

**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.

**TRANSPORTATION GUIDELINES**

Student Drivers: Students must have a ***Transportation* Waiver** on file permitting him/her to drive to/from HCC and SECHS and obtain a parking pass from the campus police officer. **No student is permitted to transport other students in his/her vehicle**. Also, students who drive to sites must arrive to/return from campus by the designated times and follow check-out/check-in procedures.

**PARKING POLICY**

All student drivers must register for a parking pass with the campus officer. Students will have a designated parking space and they are not permitted to drive other students. Students will pay a $10 permit fee and submit a copy of their current driver’s license, current insurance, and completed waiver. Parents must identify on the Parking Permit if their child is authorized to drive to one or more of the following: HCC Central class, SECHS approved service or internship.

All cars must have a current vehicle registration, current state inspection, and current insurance.

Parking permits are not placed on cars other than the one for which the student registered.

**Note**: Student drivers may *not* drive to or park at HCC South campus. The campus has a walking path for students who have classes at any South campus building.

**BUS TRANSPORTATION**

As a magnet school, SECHS offers transportation to and from campus. Shuttle services to HCC campuses are *not* provided. 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.

**MEDICATION AND IMMUNIZATIONS**

**MEDICATIONS AT SCHOOL**

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

**Students are not allowed to have over-the-counter medications in their possession at school.**

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

**IMMUNIZATION RECORDS**

All students are required to have up-to-date medical records. This includes *Bacterial Meningitis shots, (MCV 4)* which are required for college class enrollment. Failure to complete MCV 4 shot records may result in the student’s classes being administratively dropped without notice. Bacterial Meningitis records are current for five years.

**OTHER HELPFUL INFORMATION**

**VISITORS**

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

**WITHDRAWALS FROM SCHOOL**

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

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

**EXTRA HELP AFTER SCHOOL**

Students receiving extra help should report directly to their teacher’s classroom in time for the designated tutorial time.

**STUDENT ID BADGES**

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

**MEALS**

Breakfast is available in the cafeteria between 7:30am and 7:55am. Lunch is available between 11:00 and 12:25 on Mondays-Fridays. Meals will be served after school, if approved by the District.

**EXTRA CURRICULAR ACTIVITIES/ CLUBS & ORGANIZATIONS**

SECHS does not provide extracurricular activities such as band, cheerleading, etc., because our primary focus is academics. Students may, however, contact their zoned high school to participate in UIL Athletic activities. Our students do participate in the UIL-Academic and other school-wide competitions that relate to our academic focus*.* Student clubs & organizations meet before or after school. Students are eligible to participate if they are in good academic and behavior standing.

**TEXTBOOKS CHECK-IN/OUTS**

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

The textbook or access code rental fee for dual credit/dual enrollment books is $25 per *course*. All rental payments must be cleared prior to receiving books.

**PARENT/TEACHER CONFERENCES**

Contact your faculty advisor to arrange an appointment for a parent/teacher conference.

**No conferences will be held during instructional time**

**SCHOOL HOURS**

School hours are from 7:55 am – 3:35 pm, Monday - Friday. Afterschool tutorials and enrichment are from 3:45 – 4:45pm, Monday-Thursday. Students who did not pass STAAR-EOC the previous year must attend mandatory STAAR support with designated teachers and parents will be notified.

* Supervision is available for students not before 7:30 a.m. and until 4:45 pm (for those in tutorials). The campus will close at 5:00pm daily.
* If a student is left at the campus after 5:00 pm, parent(s)/guardian(s) will receive notification in writing. SECHS has the right to notify the proper authorities if a student is repeatedly on campus after designated hours.

**VOLUNTEERING**

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

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

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

**RESPONSIBLE TECHNOLOGY USE**

**South Early College HS** students must use a laptop for daily classroom instruction. Through this initiative, all students will checkout a laptop for use during the school year. The policy expectations for responsible use are detailed on the Power Up contract that parents and students must sign each year.

**LAPTOP RENTAL PROCESS**

Laptops will become available for every student at the beginning of the school year. Prior to renting laptops, parents/guardians and students will read and sign the *Code of Student Conduct* and SECHS Responsible Technology Use Policyto ensure all policies and procedures are followed. Also, the annual rental fee is **$25**, payable at the beginning of the school year.

**MONITORING**

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

**LAPTOP CARE**

All laptops, chargers, and cases w/ straps must be always kept together at school. Students are required to pay fees for damage or loss to laptops, charger, and/or the laptop case. Refer to the campus website for fees for damage or loss.

**LATE ARRIVALS**

Student safety on the campus is our first priority. HCC adult students take college classes after hours on this campus. High school student security is not available after 5:00pm. If students are repeatedly left on campus without security, SECHS must notify the parent for a warning, first. Afterward, campus and Harris County authorities must be notified. If there are extenuating circumstances that hinder a parent’s arrival on time, campus administration must be notified.

**HCC CAMPUS SECURITY**

Students are not permitted to go to the HCC buildings unless they are taking a class or testing, tutoring, or attending other approved events.

**STUDENT AND FACULTY SPACES**

SECHS campus has designated spaces for students to use for study or work on projects. Students must have their teacher or administrator approval to use the spaces.

The teacher office/workspaces are for teacher use **only**. Students are not allowed to enter the space to get materials for teachers or make copies to ensure teacher workspace is secured at all times.

**TRANSCRIPT REQUESTS**

Currently enrolled students may request a transcript by following these procedures:

1. Pay the $1 transcript processing fee.
2. Complete the transcript request form located in the main office.
3. *Seniors may request their transcript through Naviance.*
4. Show a copy of the payment when you turn in the request.

Former students may request a transcript by following these procedures:

1. Pay the $3 transcript processing fee.
2. Complete the transcript request form located in the main office.
3. Show a copy of the payment when you turn in the request.

Transcripts are delivered within three (3) days of the submitted request to the Office of the Registrar.

**ACADEMIC ADVISING**

**MONITORING STUDENT PROGRESS**

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

**STUDENT-LED ACADEMIC CONFERENCES**

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

* discuss habits demonstrated this nine weeks and habits to work on
* review his/her academic progress and report card this grading cycle
* follow up on intervention needs and plans to improve OR enrichment opportunities
* discuss any concerns and plans to address other needs

**PARENT-ADVISORY CONNECTION**

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

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

Conduct grades are assigned based on the student’s ability to demonstrate the following habits of mind and heart each grading cycle. Indicators of success are listed with each section. Refer to the chart on the next page.

The advisor serves as an advocate for his/her assign advisory students and holds the following responsibilities to work in partnership with the parent:

* Create a positive and supportive advisory “FAMILY” identity (Activities, celebrations, teambuilding, etc.). The advisor is the 4-year campus “parent” figure for the student.
* Maintain regular and proactive communication with advisees and parents. (two-way communication, not just sending information)
* Monitor AND advocate for advisees’ academic and behavior progress (Tier 1, 2 and 3 advisees).
* Communicate with students every 3 weeks during progress reporting time.
* Know the students’ TSI status, associate degree plan, and high school degree plan and collaborate on plans toward success.
* Maintain organized and updated records on advisees’ progress (electronic or paper).
  + Name, HISD ID, HCC ID
  + Parent name(s) and contact information (email and phone number(s)
  + Progress report and report cards (most recent on top)
  + Standardized Test scores
* Make positive connections with students by showing interest in them as individuals AND scholars.
* Be a resource to the advisees to answer college-related questions.
* Follow the weekly advisory agenda by actively participatingwith the advisees.
* Support student participation in service to the greater Houston community in some capacity.

|  |
| --- |
| **HABITS OF THE MIND** |
| **Critical Thinking:** To evaluate information and form logical solutions to complex problems |
| * Asks relevant and well-formed questions * Gathers and evaluates accurate information from academic sources and observations to support well-reasoned conclusions and solutions * Reflects on diverse points of view to challenge the status quo and counteract stereotypes (ethnocentrism and sociocentrism). * Communicates well with others to resolve problems * Engages in self-corrective thinking |
| **Communication:**  To effectively convey ideas, thoughts, viewpoints |
| * Uses appropriate verbal communication in the academic setting * Uses appropriate nonverbal communication in the academic setting * Writes effectively and on topic * Uses proper conventions * Uses effective communication skills to address conflict or challenging situations |
| **Perspective:**  To regard situations and facts and judge their relative importance |
| * Evaluates problems, issues and/or conflicts from the viewpoints of others * Adjusts and adapts one’s thinking to different disciplines and environments |

|  |
| --- |
| **HABITS OF THE HEART** |
| **Empathy:**  To understand, be aware of, and sensitive to the feelings, thoughts, and experiences of others |
| * Is helpful to peers * Leads positively and by example * Listens openly without judgment and without interruptions * Has a tone of decency and respect when interacting with others |
| **Perseverance:** To persist and achieve goals despite difficulties, failure or opposition |
| * Bears difficulties calmly and with continued effort * Makes effort before asking for help * Continues efforts until time and resources are exhausted |
| **Respect:**  To understand that everyone and everything should be treated in an appropriate way |
| * Uses appropriate language and tone * Considers other people’s feelings and opinions * Actively listens to others * Does not insult others * Follows policies and procedures embedded in the organization * Is courteous and polite * Exercises care and concern when using other people’s property. |
|
| **Responsibility**: To be accountable for tasks, decisions, and actions. |
| * Practices and displays self control * Uses time wisely and completes work on time * Is accountable for choices and/or behavior and accepts/understands consequences * Follows through on commitments (i.e. group work, tutorials, service learning, etc.) * Thinks things through and uses good judgment * Sets goals and advocates for him/herself * Comes to school well prepared(i.e. homework, supplies, studied for assessments, etc.) |
| **Integrity:** To be honest, trustworthy and stand up for what is right even when others are making poor choices. |
| * Asks for help when you needed instead of cheating or plagiarizing. * Removes self from negative situations and report violations to the proper authorities * Is honest and admits mistakes. * Does not take other people’s belongings without permission * Goes appropriately to source with concerns with adult facilitation if necessary |

**WAIVERS**

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

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

**eagle**

**HOUSTON COMMUNITY COLLEGE DUAL CREDIT PROGRAM**

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

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

**TSI Testing Qualifiers/Placement Test Scores:**

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

|  |  |  |
| --- | --- | --- |
| **SUBJECT** | **TSI2** | **TSI1** |
| **MATH** | 950+  **OR**  Below 950 and Diagnostic 6+ | 350+ |
| **WRITING** | 945+ with Essay 5  **OR**  Below 945 and Diagnostic 5- 6 with Essay 5 | 340+ with Essay 4 or higher  **OR**  Below 340 and ABE 4; with Essay 5+ |
| **READING** | 351+ |

If a student does not achieve college-ready placement for the desired subject area must wait thirty (30) days before retaking the TSI exam.

Students who are eligible for retesting will test on designated dates throughout the school year.

**Exemptions**

1. Any student enrolled in a TSI Bootcamp will have the opportunity to take another attempt upon completion regardless of their testing date.

**ATTENDANCE - HCC**

Students must arrive to class on time. Those who miss more than 2 classes per semester may be administratively dropped from the course and **not** receive college or high school credit; and a grade of “50” will be placed on the student’s high school transcript. **Withdrawals (W) from HCC and any unauthorized withdrawals will negatively impact a student’s financial aid after high school graduation.**

**WITHDRAWALS FROM DUAL CREDIT COURSE**

Students are **NOT** permitted to automatically withdraw themselves from dual credit courses. Permission must be obtained by the Office of the Registrar. Failure to follow this policy may result in a student’s denial to register for classes. Also, students will experience difficulty with receiving financial aid after high school.

**STUDENTS WITH DISABILITIES- HCC**

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

It is recommended that students meet with an ADA Counselor at least 30-60 days prior to the beginning of each term. Faculty is authorized to provide only the accommodations requested by the ADA Counselor.

**ID CARDS- HCC**

Students may secure an HCC student identification card which must be always in the student’s possession on the HCC campus. The HCC ID card allows students access to all HCC facilities and services.

**Student steps to obtain an HCC ID card:**

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

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

It is the responsibility of the family to purchase/rent textbooks for each course. Textbooks may be borrowed from our campus on a first come, first serve basis. Students are responsible for the full cost of each textbook if lost or damaged beyond use. A fee ranging from $10-$20 must be paid if the student damages a book that can still be used.

It is the student’s responsibility to notify Ms. Sada or Ms. Taylor of his/her textbook need. There is an average 2-3-day turnaround on textbook and/or access code requests. Not all professors use the same materials.

**DUAL CREDIT GUIDELINES & EXPECTATIONS**

**Expectations:** South Early students are considered HCC students and are held to the standards, expectations and regulations of HCC and HISD. Students are expected to be able to follow a course syllabus, work independently, behave appropriately, and complete assignments without reminders. The student, not parents, must communicate with the college instructor when experiencing academic difficulty. These expectations are outlined in the student dual credit contract. Parents who complete the Family Educational Rights and Privacy Act (FERPA) Consent Form, will be granted permission to one or more of the following information on their child:

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

**FERPA FORM from HCC**

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:

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

*Behavior:* South Early students must follow the Houston ISD Student Code of Conduct and the regulations and procedures concerning behavior, attendance and academic dishonesty as outlined by HCC. South Early College students are subject to school discipline according to the Houston ISD Code of Conduct. If an infraction leads to an Alternative Education Placement or suspension, these absences will count against those allowed by HCC. The student is responsible for discussing the situation with the instructor to determine whether arrangements can be made to continue in the class.

*Attendance*: HCC does not accept parent or student excuses for absences; an absence is an absence. A student may be dropped from a college class after the student accumulates absences in excess of 12.5% of the hours of instruction. A student may be dropped after missing **six** **hours** (approx. 4 days) of a class.

*Dual Credit*: Many courses required for high school graduation are ***only*** available through the dual credit option. Students who fail a dual credit course must retake the course and pay full tuition for the course. If a student withdraws from a dual credit course, he or she is still required to earn applicable credit towards graduation. Withdrawal is only allowed through approval from the Office of the Registrar.

*Grades:* Grade reports and progress reports are not issued during the course of the semester for dual credit courses. It is the student’s and parent/guardian’s responsibility to monitor grades throughout the semester. Instructors will only communicate with the student about their grade status, so parents must communicate with their son or daughter about academic progress. A student’s high school grade for the course will be reported on his or her high school report card at the end of each semester; the college grade, on the student’s college transcript. HCC has a different grading scales and HISD is required to convert student grades.

The following table demonstrates this conversion:

|  |  |  |
| --- | --- | --- |
| Letter Grade  (HCC) | Numerical Grade  (HCC) | Numeric Conversion from HCC scores to HISD |
| A | 90-100 | 95 |
| B | 80-89 | 85 |
| C | 70-79 | 75 |
| D | 60-69 | 70 |
| F | 0-59 | 60 |
| F/X or W |  | 50 |

**ACADEMIC PROBATION**

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 dean to attempt to be registered a maximum of 2 class(es). Enrollment is not guaranteed, and the student may not enroll in online courses while on probation. If there is a scheduling error with enrollment in an online course, please notify your dean immediately.

**ACADEMIC SUSPENSION**

If a student GPA has fallen below 2.0 for more 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 be permitted.

**AP SCORE TRANSFER PROCEDURES**

**Advanced Placement (AP) Subject Exams and HCCS**

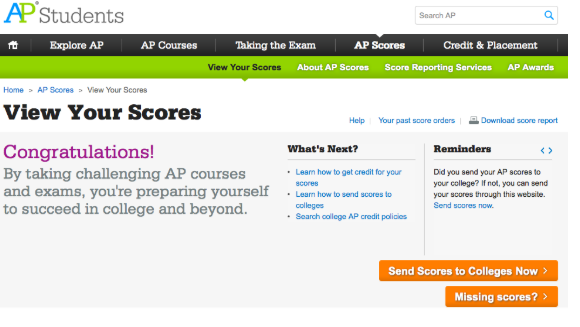
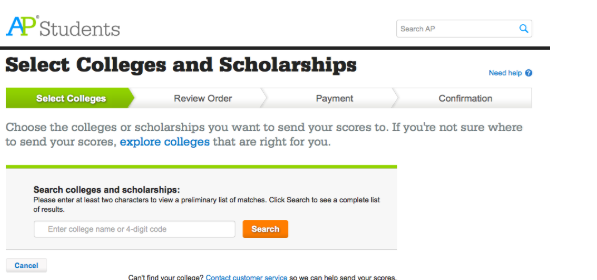
Students who make a minimum score of 3 or higher on the AP exam may earn college credit hours.

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 **First,**[**log in to your College Board account**](https://apscore.collegeboard.org/scores/#m=signin-form&scores)**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: The fee for standard delivery of AP score reports is **$15 per report,**andthe 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 the Counselor (Registrar) with the following information:

* Name
* HCC ID number
* Date the request was sent from College Board

Screenshot of your submission along with the above information

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

**Complaints/ Grievances:** Students who have complaints are encouraged to attempt to resolve the matter first with their college instructor. If the student is uncomfortable speaking with the instructor or is dissatisfied with the result of the conversation, the students should be directed to the SECHS -HCC liaison. The names and contact information of the Central College Department Chairs are listed below.

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

**CONTACT INFORMATION- HCC** Due to recent changes to the internal structure of HCC, some chair names may have changed, but the phone numbers remain the same. Communication protocol dictates that students and/or parents address SECHS first regarding any concerns. Parents cannot discuss issues with the student’s professor

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| --- | --- | --- |
| **HCC Office** | **Contact Person** | **Phone Number** |
| P-16 Dual Credit Director | Jodie Khan | 713-718-6119 |
| Enrollment Services Office |  | 713-718-6115/2912 |
| Disability Student Services | Jaime Torres | 713-718-6165 |
| Transcript Requests | Office of Student Records | 713-718-6111  See to HCC link below |

**HCC Transcript Request website:**

<https://www.credentials-inc.com/cgi-bin/dvcgitp.pgm?ALUMTRO010633>

**High School Transcript Requests:**

Students can request SECHS transcripts via the transcript request form located on the school’s website or in the main office. Students will receive a reply once the transcript is ready for pickup. Students must communicate if the request is for an *unofficial* (one the student can pick up and deliver him/herself) or an *official* transcript (one delivered via *Naviance, TRex, or another online system, or sealed and sent directly to the requesting campus from SECHS.)* There is a $1.00 processing fee for each transcript requested. Paid transcript requests will be processed within three (3) days.

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

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

Students must also submit an official transcript from Houston Community College. Refer to the website above. The cost is $7.00.

**Dual Credit Course Enrollment Process**

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

* Summer and Fall scheduling will take place in late March/early April
* Fall scheduling starts July
* Spring scheduling starts early November

A screenshot of a social media post

Description automatically generated**HOUSTON COMMUNITY COLLEGE- CAMPUS CARRY**

**HOUSTON COMMUNITY COLLEGE GRADUATION**

*The following notes on HCC graduation were retrieved from* [*http://www.hccs.edu/district/students/graduation/*](http://www.hccs.edu/district/students/graduation/)

### Graduation Application

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

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

### Graduation Application Deadlines

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

### Verify Transfer Evaluation

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

### Verify Mailing Address

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

### Honors Information

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

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

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

### Diploma Ordering Information

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

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

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

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

### Commencement Ceremony Information

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

### Graduate Follow-Up Information

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

**HIGH SCHOOL GRADUATION**

**High School Diploma/ Graduation:** No student may graduate or participate in the ceremony unless he or she meets **all** requirements for graduation *prior to* the graduation date, a date set by the district.

GRADUATION ATTIRE **Approved by SDMC**

Graduation candidates must wear the following attire to participate in the ceremony and maintain the dignity of the event:



|  |  |
| --- | --- |
| **Robe and Graduation Cap**   * Must be wrinkle-free * Cannot be altered or embellished in any way   **Shoes:**  **Ladies:** Dark, closed-toe shoes  **Gentlemen:** Dark, dress shoe | **Ladies:**   * May wear an approved dress under the robe; white is recommended. * If her clothing is visible, she must wear a white, blue or black dress/skirt OR blue or black pair of pants   **Gentlemen:**   * Must wear dark blue or black trousers with a dress pant belt * White, button-down shirt * A tie, preferred |

**2021-2022 BELL SCHEDULE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Times** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **8:00am – 9:25am** | **1A** | **1B** | **1A** | **1B** | **1 A/B** |
| **9:25am – 9:30am** | **5-Minute Passing Period** | | | | |
| **9:30am – 10:55am** | **2A** | **2B** | **2A** | **2B** | **2 A/B** |
| **10:55am –**  **11:00 am** | **5-Minute Passing Period** | | | | |
| **11:00am – 11:35am** | **A-Lunch/B-AVID** | **A-Lunch/B-Intervention** | **A-Lunch/B-AVID** | **A-Lunch/B-Intervention** | **A-Lunch / B-Advisory** |
| **11:40am - 11:45am** | **MORNING ANNOUCEMENTS** | | | | |
| **11:50am – 12:25pm** | **B-Lunch/A-AVID** | **B-Lunch/A-Intervention** | **B-Lunch/A-AVID** | **B-Lunch/A-Intervention** | **B-Lunch / A-Advisory** |
| **12:30pm - 1:55pm** | **4A** | **4B** | **4A** | **4B** | **4 A/B** |
| **1:55pm – 2:00pm** | **5-Minute Passing Period** | | | | |
| **2:00pm – 3:30pm** | **5A** | **5B** | **5A** | **5B** | **5 A/B** |

South Early College High School

2021-2022 Official Bell Schedules

**ada time is 10:00am**

|  |  |  |
| --- | --- | --- |
| **Monday-Friday Bell Schedule** | | **Monday-Friday AVID/Lunch Schedule** |
| **8:00am – 9:25am** | **1 A/B** | **9th & 11th Grade**  **A-Lunch**  **11:00AM - 11:35AM**  **AVID/Interventions**  **11:40AM - 12:25PM**  **10th & 11th Grade**  **AVID/Interventions**  **11:00AM - 11:45AM**  **B-Lunch**  **11:50AM - 12:25PM** |
| **9:25am – 9:30am** | **5-Minute Passing Period** |
| **9:30am – 10:55am** | **2 A/B** |
| **10:55am –11:00 am** | **5-Minute Passing Period** |
| **11:00am - 12:25pm**  **(See *Mon-Fri Lunch Schedule*)** |  |
| **12:30pm - 1:55pm** | **4 A/B** |
| **1:55pm – 2:00pm** | **5-Minute Passing Period** |
| **2:00pm – 3:30pm** | **5 A/B** |

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| --- | --- | --- | --- | --- | --- |
| **Early Dismissal**  **Bell Schedule** | | **Final Exam**  **Bell Schedule** | | **Student Assembly**  **Bell Schedule (Fridays only)** | |
| **1A**  **1B** | **8:00AM-**  **8:55AM** | **Fall:**  **Seniors (SPR):**  **Spring:** | | **1A**  **1B** | **8:00AM-**  **9:25AM** |
| **2A**  **2B** | **9:00AM-**  **9:55AM** | **Day 1:** 1B/4B  **Day 2:** 1A/4A  **Day 3:** 2B/5B  **Day 4:** 2A/5A | | **2A**  **2B** | **9:30AM-**  **10:55AM** |
| **4A**  **4B** | **10:00AM-**  **10:55AM** | **Test I** | **8:00AM-**  **10:00AM** | **A-Lunch:** 11:00AM-11:30AM  **4 A/B:** 11:35AM-1:00PM | |
| **5A**  **5B** | **11:00AM-**  **11:55AM** | **Advisory/ADA** | **10:05AM-**  **10:25AM** | **4 A/B:** 11:00AM-12:25PM  **B-Lunch:** 12:30PM-1:00PM | |
| **Lunch** | **12:00PM-**  **12:30PM** | **Test II** | **10:30AM-12:30PM** | **5A**  **5B** | **1:05PM-**  **2:30PM** |
| **Bus Departure** | **12:30PM** | **Lunch/**  **Dismissal** | **12:30PM** | **Assembly** | **2:35PM-**  **3:30PM** |