



SOUTH EARLY COLLEGE HIGH SCHOOL

Advanced Technology Institute

FAMILY & STUDENT HANDBOOK

2018-2019

**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>

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SCHOOL INFORMATION

School CEEB (College Board) Code

443621

High School Code

101-912-486

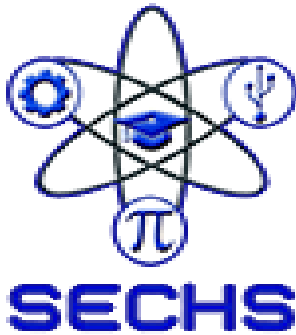
School Colors

Navy, Silver & White

School Mascot

Panther

School Logos



School Motto

Learn the Essentials. Earn the Degree.

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

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

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

School

Hours: 7:45 am – 3:40 pm

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.

SECHS Vision, Mission and Values

OUR VISION

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

OUR MISSION

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

OUR 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 & Support

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

***=department chair**

NAME	TITLE	EMAIL or CONTACT number
Gourrier, Steven	Principal	sgourrie@houstonisd.org
Brooks, Samantha	Dean of Instruction	sSbrooks3@houstonisd.org
Starks, Cedric	Dean of Instruction	cstarks@houstonisd.org
Sada, Nora	Magnet STEM Coordinator	nsada@houstonisd.org
English Language Arts		
Edgley, Florence	Faculty Advisor & English Teacher	
Ollhoft Barnes, Christine	Faculty Advisor & English Teacher	Christine.OllhoftBarnes@houstonisd.org
TBD	Faculty Advisor & English teacher	
Science		
Hill, Claudia*	Faculty Advisor & Biology Teacher	chill3@houstonisd.org
Raghav, Sudha	Faculty Advisor & Chemistry Teacher, <i>Dual Credit</i>	sraghav@houstonisd.org
Valladolid, Evelyn	Faculty Advisor & Physics Teacher	Evelyn.Valladolid@houstonisd.org
Mathematics		
Hoang, Canary*	Faculty Advisory & Algebra Teacher, <i>Dual Credit</i>	ybui@houstonisd.org
Bisiriyu, Luqman	Faculty Advisory & Geometry/Pre-Calculus Teacher	Luqman.bisiriyu@houstonisd.org
Aghedo, Olutope	Faculty Advisory & Algebra 1 Teacher	oaghedo@houstonisd.org
Social Studies		
Paskos-Baker, Karen*	Senior Faculty Advisory & AP World History Teacher	kpaskos@houstonisd.org
Langley, Dustin	Faculty Advisor & World Geo/AP Human Geo. Teacher	Dustin.langley@houstonisd.org
Wa'Ngatho, Wambui	Faculty Advisor & US Hist/US Govt/Econ teacher	Wambui.WaNgatho@houstonisd.org
Electives		
Garcia, Hector	Faculty Advisor & Art I/AVID Teacher	Hector.Garcia1286@houstonisd.org
Howard, Jaclyn	Faculty Advisor & PE/Health Teacher	jhoward1@houstonisd.org
Hernandez Simmons,	Faculty Advisor & Spanish Teacher	Diana.HernandezSimmons@houstonisd.org
CTE		
Bazunu, Omoniefe	Faculty Advisor & CTE teacher (Computer Programming track)	Omoniefe.bazunu@houstonisd.org
Edwards, Angela	Faculty Advisor & CTE teacher (Computer Programming track)	Aedward3@houstonisd.org
Spencer, Charlotte	Faculty Advisor & CTE teacher (Engineering & Design Track), <i>Dual Credit</i>	Charlotte.spencer@houstonisd.org

Wise, Wayne	Faculty Advisor & CTE teacher (Engineering & Design Track)	Wayne.Wise2@houstonisd.org
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Other Support Staff		
Adams, LeNeisha	SPED Coordinator	Ladams11@houstonisd.org
Arauco, Raul	Campus IT Customer Service Representative	rarauco@houstonisd.org
Bullock, Sandra	Office Administrative Assistance	Sbulloc1@houstonisd.org
Cooper-Bass, Tiffany	Counselor/ Registrar	tcooper5@houstonisd.org
Davis, Paitron	Support Staff-clerical	Paitron.davis@houstonisd.org
Foster, Barbara	Long Term Sub, Office support staff	bfoster1@houstonisd.org
Mitchell, Charley	HISD Police Officer	cmitch6@houstonisd.org
Portillo, Veronica	Receptionist (bilingual); Attendance clerk	vportill@houstonisd.org
Rushing, Raquel	Nurse (Parttime)	Raquel.Rushing@houstonisd.org
Taylor, Linda	Support Staff	Lpatric1@houstonisd.org
Dual Credit Support Services		
Saunders, Patricia	Director- HCC Central, P-16/ Dual Credit Programming	Patricia.saunders@hccs.edu
Gonzalez, Nina	Enrollment Services <i>correspondence student-to-liaison only, not parents</i>	nina.gonzalez1@hccs.edu
Rodriguez, Mary	Enrollment Services <i>correspondence student-to-liaison only, not parents</i>	Mary.rodriguez8@hccs.edu

Please note the following campus-wide roles and responsibilities should you have questions/concerns to be addressed:

Principal (Gourrier):	Internal Charter Designation/MOU, Campus Marketing Plan, Budget, Community Partnerships, Data Quality, School Safety
Dean (Brooks):	PLC Leadership, Professional Development, Intervention Assistance Team Lead, Campus Testing (PSAT/SAT/AP/TELPAS/Renaissance 180), Scheduling, HCC/ Dual Credit Liaison, Teacher Appraisal and Development, Non-instructional staff evaluations, STEM Young Women's Conference Leadership, Discipline, AP Coordinator, Attendance Team Lead, Academic Tutoring Coordinating, <i>Spanish-speaking support</i>
Dean (Starks):	Budgeting, Payroll, School Improvement Plan drafting, Master Scheduling, LPAC Administrator, SPED/504 Admin, Teacher Appraisal and Development, Non-instructional staff evaluations, Discipline Coordinator, Summer School Admin, 9 th grade Summer Bridge, Title I, new magnet student enrollment; Formative Assessment Coordinator (FAC), <i>Spanish-speaking support</i>
Magnet Coord(Stear):	HCC/CTE liaison, TSI testing administrator, Magnet recruiting and records, STEM Teacher Appraisal and Development, Discipline, STEM partnerships; Facilities oversight and Campus Emergency Plans
IT CSR (Arauco)	SECHS ID badges, laptop inventory and service, internal printing, technical support
Counselor (Bass)	small group/individual counseling, personal graduation plans (PGPs), Grade Level academic advising, Student support referrals, Campus Testing (STAAR/GT), Scheduling, manual grade entries, transcripts, enrollment, student records; 504 coordinator, SPED support, AVID support, pregnancy -related services
SPED (Adams)	SPED Dept Chair, SSD Coordinator for College Board, ARD meetings, support and advocacy
Secretary (Bullock)	Faculty/Staff attendance, Time Recorder, Requisitioner, Support Staff Team Leader, Finance Office, Data Support, VIPS Support
Nurse (Rushing)	Medical care and records
Portillo, Veronica	Attendance clerk, reception, Spanish-speaking correspondence
Support (Taylor)	Textbook Operations Coordinator, office support, magnet support, Benefits Coordinator, special events, transportation, cafeteria contact, Vision Partnership coordinator, VIPS coordinator, attendance support
Garcia, Hector	TSI testing scores and support
Gray, Victoria	Community Service records, School-wide Service Projects, National Honor Society, Campus Induction Coordinator (CIC)
Hill, Claudia	Student Council
Grade Level Team Leads	9th: Claudia Hill, 10th: Karen Paskos Baker, 11th/12th: Evelyn Valladolid

GRADE LEVEL ADMINISTRATION

Class of 2019	Gourrier	Class sponsors: Starks/Gourrier
Class of 2020	Brooks	Class sponsors: Garcia/Howard
Class of 2021	Stear	Class sponsors: Bass/Gray
Class of 2022	Starks	Class sponsors: TBD

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 100 community service hours.



South Early College High School

2019-20 Official Bell Schedules

ADA Time is 10:00 am

MON-THUR LUNCH	FRIDAY LUNCH	Special A/B-day Friday w/ Club	Special A/B day Early Dismissal w/ Club
BLUE/GREEN WING 1 st lunch: 11:00 – 11:40 Advisory: 11:45 – 12:30 MAGENTA/ORANGE WING Advisory: 11:00 – 11:45 2 nd lunch: 11:50 – 12:30	Friday lunch assignments are based on the student's 5C (1B) class. BLUE/GREEN WING 1 st lunch: 11:20 – 11:45 1B/5C class: 11:50 – 12:35 MAGENTA/ORANGE WING 1B/5C class: 11:20 – 12:05 2 nd lunch: 12:10 – 12:35 5C/1B AVID – Class/lunch-141 5C/1B HCC – TBD	1A/B 8:00 – 9:25 2A/B 9:30 – 10:55 4A/B Blue/Green wing Lunch: 11:00 -11:40 Class: 11:45 – 1:15 Magenta/Orange wing Class: 11:00 -12:30 Lunch: 12:35 – 1:15 5A/B 1:20 – 2:50 Club 2:55 – 3:40	1A/B 8:00 – 8:45 2A/B 8:50- 9:35 4A/B 9:40 -

Teacher Work Day 7:45 am – 3:45 pm **After school snacks** 3:40 **TUTORIALS** 3:45 – 4:45

Monday – Thursday Bell Schedule			Advisory room assignments	
			Student lunch assignments are based on their advisory. Floating advisors have assigned rooms.	
period	Start	End	1 st lunch/Advisory	Advisory/2 nd lunch
1A 1B	8:00	9:25	BLUE WING Aghedo- Edgley- Langley-Anik-239 GREEN WING Raghav- Hill- Valladolid-Garcia Floating Advisory Howard –210 New ELA teacher-209	MAGENTA WING Alvarez-Barnes-WaNgatho-Bazunu ORANGE WING Bisiriyu-Hoang-Paskos-Hoque Floating Advisory Taylor – rm 142 Wise - 239
2A 2B	9:30	10:55		
3A 3B	11:00	12:30		
1 st lunch 11:00 2 nd lunch 11:50				
4A 4B	12:35	2:00		
5A 5B	2:05	3:40		

Friday Bell Schedule		
Period	Start	End
1C/1A	8:00	8:45
2C/2A	8:50	9:35
3C/4A	9:40	10:25
4C/5A	10:30	11:15
1 st lunch 11:20 – 11:45 2 nd lunch 12:10 – 12:35		
5C/1B	11:20	12:05
	11:50	12:35
6C/2B	12:40	1:25
7C/4B	1:30	2:15
8C/5B	2:20	3:05
9C	3:10	3:40
CLUBS/ADVISORY		

Early Dismissal Schedule		
Dates:		
Fall: 9/27; 10/18; 11/8		
Spring: 1/17; 2/14		
Period	Start	End
1A 1B	8:00	8:55
2A 2B	9:00	9:55
4A 4B	10:00	10:55
5A 5B	11:00	11:55
Lunch	12:00	12:30
Bus Dismissal	12:30	

FINAL EXAM Schedule		
Fall: Dec 16-19		
Spring: May 18-21 (seniors only) May 26-29 (9 th – 11 th)		
Day 1: 5B, 1A Day 2: 4B, 2A Day 3: 4A, 2B Day 4: 5A, 1B		
Period	Start	End
Test 1	8:00	10:00
Advisory	10:00	10:25
Test 2	10:30	12:30
Lunch/dismissal	12:30	1:00

FRIDAY REGULAR BELL SCHEDULE:
5B study lab/HCC students will receive a room assignment

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	
<ul style="list-style-type: none"> Any color slacks Any color knee-length shorts Jeans including knee-length shorts NO undergarments should be visible at any time 	<ul style="list-style-type: none"> NO holes, frays, rips, or distressed material NO writing or designs NO tight-fitting bottoms NO pajama pants or joggers ALL pants must be worn on natural waistline
Appropriate Skirts	
<ul style="list-style-type: none"> Any color knee-length skirts Skirts must be knee-length or longer NO see-through material 	<ul style="list-style-type: none"> NO holes, frays, rips, or distressed material NO writing or designs NO tight-fitting skirts
Appropriate Tops and Outerwear	
<p>Monday is college day at SECHS. Students may wear a college shirt since we are promoting a college environment. Friday is SECHS School Spirit Day. Approved shirts are listed below.</p>	
<ul style="list-style-type: none"> College tops may be worn on MONDAYS School spirit tops may be worn on FRIDAYS (SECHS shirts, advisory shirts, approved club/organization shirts, class (2017, 2018, 2019, 2020) shirts, One Goal shirts, AVID shirts, or Summer Bridge shirts) 	<ul style="list-style-type: none"> No revealing or see-through tops No tops showing the mid-drift (stomach or navel area) No tops displaying or promoting drugs, alcohol, or inappropriate/derogatory language or messages.
Appropriate Footwear	
For the safety of everyone on campus, appropriate footwear is required at all times.	
<ul style="list-style-type: none"> Rubber soled shoes Heels must be closed in 	<ul style="list-style-type: none"> NO open toe or peek-a-boo shoes NO flip-flops, house shoes, jellies, or sandals
Service Learning Attire	
<ul style="list-style-type: none"> MANDATORY NEW SECHS polo style Khaki pants with belt Solid colored belts SOLID BLACK, WHITE, BROWN, or GRAY rubber soled shoes 	<ul style="list-style-type: none"> Shirt must be tucked in NO cargo, skinny, capri, or tight-fitting bottoms NO writing or designs NO multi-colored belts NO multi-colored shoes. Shoes must be solid black, white, brown or gray
Jewelry/Accessories @ Sites	
<ul style="list-style-type: none"> Young ladies may wear studs or small earrings 	<ul style="list-style-type: none"> No 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.	
<ul style="list-style-type: none"> • All hair must be neat, clean, combed and well groomed • Hair style and color must not distract from the learning environment • Length of hair must meet laboratory safety requirements 	<ul style="list-style-type: none"> • NO hats, hoods, sweatbands, do-rags, bandanas, scarves, beanies, baseball caps, etc

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

PE Attire	
Failure to comply to PE dress code can effect a student's grade in PE	
<ul style="list-style-type: none"> • Blue or black knee-length shorts or warm ups • Blue or black warm ups • Navy Blue, Gray, or White plain t-shirt • Socks • Tennis shoes 	<ul style="list-style-type: none"> • NO jeans shorts. • NO pajama pants. • NO non-athletic shoes Ex: flats, sandals, flip-flops, ballet flats, boots, etc. • NO cut-offs • If tights are worn they must be worn under PE shorts.

Approved by SDMC

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

GRADUATION ATTIRE	
<p>Robe and graduation cap</p> <ul style="list-style-type: none"> • must be wrinkle-free • cannot be altered or embellished in any way <p><u>Shoes</u> Ladies: dark, closed-toe shoe Gentlemen: dark dress shoe</p>	<ul style="list-style-type: none"> • 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 • Men must wear dark blue or black trousers with a dress pant belt, white button-down shirt • A tie is preferred



GRADUATION REQUIREMENTS

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

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

Note: 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.

Endorsement Plans

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



MULTIDISCIPLINARY STUDIES



S.T.E.M.

(SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS)

DISTINGUISHED 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 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 the following courses. Also, students are encouraged to maintain a 3.0 GPA. An AA is an option for students wanting to pursue non-STEM education and careers.

*= high school required course(s)

COMMON CORE COURSEWORK	Credit hours	Grade level most students enroll
COMMUNICATION: <i>English 1301,1302*</i>	6	11 th
MATHEMATICS <i>Math 1314 (college Algebra)*</i>	3	11 th or 12 th
LANGUAGE, PHILOSOPHY & CULTURE: <i>Engl 2322*</i>	3	12 th
LIFE & PHYSICAL SCIENCE: at least 1 course w/ lab* <i>Biol 1308/9, 1406/7, Astr 1303/4, Chem 1305/6, Envr 1301/2</i>	6	11 th or 12 th
AMERICAN HISTORY: <i>Hist 1301, 1302*</i>	6	11 th
GOVERNMENT/ POLITICAL SCIENCE: <i>Govt 2305*, 2306</i>	6	12 th
CREATIVE ARTS: <i>Art, Dance, Music, or Theatre (not all classes approved for dual credit)—2 classes required for HS credit*</i> [approved courses as of 4/2016: DRAM 1310,1330,1351; MUSI 1183,1141; ART 1311,1312]	3	9 th – 11 th
SOCIAL & BEHAVIORAL SCIENCE: <i>Econ 2301*</i>	3	12 th
COMPONENT AREA: <i>Educ 1300 and one of the following PHED 1304*, Spch 1315, Soci 1301, Psych 2301, Engl 2323*</i>	6	9 th , 10 th
Total credit hours earned (Core Complete)	42 hours	
Associate in Science Additional Coursework- 18 hrs.		
Extra Math: <i>Math 1316, 2312*</i>	6	11 th , 12 th
Extra Science (1 course with lab) Ex: <i>Bio 2401/2, Astr 1303/4, Chem 1305+1105, Envr 1301/2</i>	4	11 th , 12 th
Other College Elective: including, not limited to <i>Creative Arts (3 hrs), Science with lab (4 hrs), Span 1411/12, or other approved dual credit elective courses</i> from approved HISD dual credit catalog	8	9 th – 12 th
Total credit hours earned	60 hours	
Associate in Arts Additional Coursework – 18 hrs.		
Educ 1300 or related course	3	9 th
Other College Electives from approved HISD dual credit catalog	15	9 th – 12 th
Total credit hours earned	60 hours	

EARNING AP (TRANSFERRABLE) CREDIT

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

COURSE HRS	CREDIT FOR	CREDIT	AP Psych	Psyc 2301	3
AP Eng Lang	Engl 1301	3	AP US History	Hist 1301/2	6
AP Eng Lit	Engl 1302	3	AP W History	Hist 2321/2	6
AP Env Sci	Envr 1301	3	AP Biology	Bio 1406/7	8
			AP Span Lang	Span 1411/2	8
			AP Span Lit	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.

YEARLY 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.

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

GRADING CYCLE:

SECHS report cards will be issued on HISD designated days, between 4:00 and 6:00 p.m., to the student and family at Student – Led Academic Conferences after each nine-week period. Progress reports are provided 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.***

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 20% of the student's final grade for the course, and the two cycle grades count as 80% of the student's final 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.

School-wide Progress Reports will be sent home with each student during the third and sixth week of each nine-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

SCHOOL-WIDE GRADING POLICY

Only AP and approved elective classes have an alternative grading policy. The weighted grading policy is below:

SUMMATIVE – 40%; FORMATIVE – 25%; DAILY – 25%; HW – 10%

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 |

OPERATING PROCEDURES

ATTENDANCE POLICY

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

A good attendance habit is the responsibility of both the family and the student. All SECHS students are expected to attend school regularly and be on time for all classes and service learning assignments 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 school secretary **within three (3) school days of his/her return**. After the deadline, the absence will be considered unexcused. Excuses should be submitted to the main office before school or lunchtime. No corrections are made after the 3 day deadline.

COLLEGE VISITS -- SENIORS

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

EXCESSIVE ABSENCES- ATTENDANCE APPEALS POLICY

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

SENIOR EXEMPTION POLICY

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

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

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.

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

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

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

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.

TRANSPORTATION GUIDELINES

Student Drivers: Students must have a ***Transportation Waiver*** on file permitting him/her to drive to/from HCC, school, and a parking pass. **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 assigned 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 contract. 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 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.

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.

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.

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, Paypal, 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 in the student's possession at an HCC campus at all times.

MEALS

Breakfast is available in the cafeteria between 7:30 and 7:50am. Lunchtime schedule is 11:55 – 12:30 on Mon-Thursday, and 11:20-11:45/12:10 – 12:35 on Fridays. Meals are also available immediately after school.

EXTRA CURRICULAR ACTIVITIES/ CLUBS & ORGANIZATIONS

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

TEXTBOOKS CHECK-IN/OUTS

Students may checkout books, 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 before final exams.

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 8:00 am – 3:40 pm, Monday - Thursday. Mandatory tutorials and enrichment opportunities are from 3:45 – 5:00pm at the latest, Monday-Thursday. Students who did not pass STAAR the previous year must attend mandatory STAAR support with designated teachers and parents will be notified.

- Supervision is available for students 7:00 a.m. until 5:00 pm (for those in tutorials). The campus will close at 5:00 pm daily.
- If a student is left at the campus after 5:00 pm, parent(s)/guardian(s) will receive notification in writing. SECHS must notify the proper authorities if a student is repeatedly on campus after designated hours.
- On report card days, advisors will schedule academic conference time between 3:30 and 6:00 pm.

VOLUNTEERING

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

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

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

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 Policy to ensure all policies and procedures are followed. Also, the annual rental fee is \$25, payable at the beginning of the school year.

MONITORING

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

LAPTOP CARE

All laptops, chargers, and cases w/ straps must be kept together at school at all times. Students must 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 5:00 pm. 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 3 days of the completed request to the registrar.

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

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	<i>Some 4-year institutions will allow Free/Reduced students to get a waiver with a letter sent from the school counselor on school letterhead</i>

HOUSTON COMMUNITY COLLEGE



DUAL CREDIT PROGRAM

Students may begin taking dual credit elective classes as early as 9th grade. By 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 RETESTING POLICY

Students with TSI scores within the ranges noted below for Reading, Writing, and/or Mathematics can retest at a HCC testing facility that same semester at **no cost**.

SUBJECT	SCORE
MATH	344-349
WRITING	Multiple Choice less than 340 and Essay of 4 or Multiple Choice of at least 340 and Essay of 3
READING	345-350

If the student does not achieve college level placement for the desired subject area after the second attempt that academic term, the individual must wait until the semester has concluded before retesting at no cost. Students wanting to complete any subject-specific

TSI test for the third time during the same semester will need to pay a testing fee for that section. Students who generated test scores below the abovementioned ranges also will have to pay the retesting fee for all attempts after the first test.

Students who are eligible for retesting will test by their grade level cohort on designated dates during the school year.

Exemptions

1. Any student enrolled in a TSI Academy will have the opportunity for a second TSI attempt upon completion of academy regardless of their initial TSI score.
2. Test scores captured through a non-HCC testing site during the current semester.

ATTENDANCE - HCC

Students must arrive to class on time. Those who miss more than 2 classes per semester may be administratively dropped from the course and **not** receive college or high school credit. **Withdrawals from HCC 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 granted by designated SECHS administration. 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.

STUDENTS WITH DISABILITIES- HCC

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

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

ID CARDS- HCC

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

Student Steps to obtain an HCC ID card:

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

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

TEXTBOOKS- HCC

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

It is the student's responsibility to notify the textbook coordinator of his/her order. There is an average 3-7 day turnaround on book/access code requests. Not all professors use the same materials.

DUAL CREDIT GUIDELINES & EXPECTATIONS

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

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

FERPA FORM from HCC

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

Attendance: HCC does not accept parent or student excuses for absences; an absence is an absence. A student may be dropped from a college class after the student accumulates

absences in excess of 12.5% of the hours of instruction. A student may be dropped after missing **six hours** (approx. 2 days) of a class.

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

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

The following table demonstrates this conversion:

Letter Grade (HCC)	Numeric Conversion from HCC scores to SECHS
A	95
B	85
C	75
D	70
F	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 scheduler 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 the scheduler and grade level administrator 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 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.

The screenshot shows the AP Students website interface. At the top, there's a navigation bar with links like 'Explore AP', 'AP Courses', 'Taking the Exam', 'AP Scores', and 'Credit & Placement'. Below this, the 'View Your Scores' section is active. It features a 'Congratulations!' message, a 'What's Next?' section with links to learn more about credit, and a 'Reminders' section. A prominent orange button labeled 'Send Scores to Colleges Now' is visible at the bottom right of the main content area.

Your scores are right below this, organized by year.

The screenshot shows the 'Select Colleges and Scholarships' page on the AP Students website. It includes a search bar with the placeholder text 'Enter college name or 4-digit code' and a 'Search' button. Above the search bar, there's a progress bar with steps: 'Select Colleges', 'Review Order', 'Payment', and 'Confirmation'. Below the search bar, there's a 'Cancel' button and a link to 'Contact customer service'.

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**, 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 Tiffany Bass (tcooper5@houstonisd.org) or Dean Samantha Brooks (sbrooks3@houstonisd.org) with the following information:

- Name
- HCC ID number
- Date the request was sent from Collegeboard.

Screenshot of your submission along with the above information

Placement Test Scores (TSI):

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

TSI - ACCUPLACER	
English Language Arts/Humanities	Math / Science
Read: 351 AND WRITE: 340/4 or 310/5 or Read: 351 AND WRITE: 340/4 or 310/5	Math : 350
OR STAAR EOC English II test: 4000 or higher	OR STAAR EOC Alg I 4000 or higher AND passed Algebra II

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

English Chair	Syble Simon	713-718-6671
Mathematics Chair	Tim Sever	713-718-6441
Behavioral & Social Sciences Chair	TBA	713-718-6860
Science Chair	TBA	713-718-6050/1
P-16 Dual Credit Director	Patricia Saunders	713-718-6119
Enrollment Office	Nina Gonzalez	713-718-6115/2912
Testing Office	J. Harrell	
Disability Student Services	Jaime Torres	713-718-6165
Transcript Requests	Office of Student Records	713-718-6111/See to HCC link below

HCC Transcript Request website:

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

High school transcript requests:

Students request SECHS transcripts via Naviance or the transcript request form located 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 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

HOUSTON COMMUNITY COLLEGE GRADUATION

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

Graduation Application

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

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

Graduation Application Deadlines

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

Verify Transfer Evaluation

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

Verify Mailing Address

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

Honors Information

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

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

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

Diploma Ordering Information

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

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

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

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

Commencement Ceremony Information

The graduation ceremony is held annually in May 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](#) 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: refer to page 12, after the school dress code policy

HISD 2018-2019 Academic Calendar

Houston Independent School District

JULY 2018 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						
AUGUST 2018 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						
SEPTEMBER 2018 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						
OCTOBER 2018 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						
NOVEMBER 2018 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						
DECEMBER 2018 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						
JANUARY 2019 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						
FEBRUARY 2019 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						
MARCH 2019 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						
APRIL 2019 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						
MAY 2019 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						
JUNE 2019 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						

Key  Holidays  Early Dismissal/Staff Development Days (240 operating mins + 200 staff dev. mins)  Teacher Service Days (no students)  Teacher Preparation Days (no students)	Holidays September 3, 2018 September 10, 2018 November 19-23, 2018 December 24, 2018 - January 4, 2019 January 21, 2019 March 11-15, 2019 April 19, 2019 May 27, 2019	Labor Day Fall Holiday (students only) Thanksgiving Winter Break Martin Luther King, Jr. Day Spring Break Spring Holiday Memorial Day
Significant Dates August 13, 2018 Teachers report to work August 27, 2018 First day of school December 20, 2018 Last day of first semester January 7, 2019 First day of second semester May 31, 2019 Last day of school for students June 3, 2019 Last day for teachers		Grading Periods 6 Cycles Aug 27 - Oct 5 28 days Oct 8 - Nov 9 25 days Nov 12 - Dec 20 24 days Jan 7 - Feb 15 29 days Feb 18 - Apr 5 30 days Apr 8 - May 31 38 days Report Card Dates October 12, 2018 November 16, 2018 January 11, 2019 February 22, 2019 April 12, 2019 May 31, 2019
Prekindergarten Grading Periods 3 Cycles Aug 27—Nov 9 53 days Nov 12—Feb 15 53 days Feb 18—May 31 68 days		4 Cycles Aug 27 - Oct 26 43 days Oct 29 - Dec 20 34 days Jan 7 - Mar 8 44 days Mar 18 - May 31 53 days Report Card Dates November 2, 2018 January 11, 2019 March 22, 2019 May 31, 2019