



Angela Lundy-Jackson, Principal

Campus Guidelines

Important Notice:

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

Anti-discrimination Policy:

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

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HOUSTON INDEPENDENT SCHOOL DISTRICT (HISD)

The Houston Independent School District is the largest public school system in Texas and the seventh-largest in the United States. Its schools are dedicated to giving every student the best possible education through an intensive core curriculum and specialized, challenging instructional and career programs. HISD is working hard to become Houstonians' K~12 school system of choice, by constantly improving instruction and management to be as effective, productive, and economical as possible

HISD Board of Education

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HOUSTON COMMUNITY COLLEGE (HCC)

One of the largest community college systems in the nation, Houston Community College mirrors the diversity, openness and opportunity of the world-class city of Houston. Since the opening in 1971, more than 1.3 million students have improved their lives through education and training obtained from HCCS. HCC is committed to meeting the needs of its students. The college offers academic courses for transfer to four-year institutions, associate degrees, certificates of study in over 70 fields of work, continuing education and corporate training.

HCC Board of Trustees

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NORTH HOUSTON EARLY COLLEGE HIGH SCHOOL (NHEC)

The Texas Education Agency awarded Houston Community College-Northeast a grant in 2007 to create and help sustain an Early College High School. The primary goals of the ECHS Grant are to increase student achievement, college readiness and, ultimately, the completion rate for college degrees HCC Northeast partnered with Houston Independent School District to establish North Houston Early College High School, a college preparatory academic program that combines high school and college in a supportive, yet rigorous educational environment.

Located on the Northline campus of Houston Community College-Northeast, North Houston ECHS gives give low-income youth, first-generation college students, English language learners, students of color, and other young people underrepresented in higher education the opportunity to earn a high school diploma and an Associate's degree or up to two years of credit toward a Bachelor's degree—tuition free.

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HISD INSTITUTIONAL PHILOSOPHY

HISD: Purpose

The Houston Independent School District exists to strengthen the social and economic foundation of Houston by assuring its youth the highest-quality elementary and secondary education available anywhere.

HISD: Goals

- + Increase Student Achievement (Primary Goal);
- + Provide a Safe Environment;
- + Increase Management Efficiency;
- + Improve Public Support and Confidence in Schools;
- + Create a Positive District Culture; and
- + Provide Facilities-to-Standard Program.

HISD: Core Values

- + Safety Above All Else;
- + Student Learning Is the Main Thing;
- + Focus on Results and Excellence;
- + Parents Are Partners; and
- + Common Decency.

HISD: Strategic Intent

To earn so much respect from the citizens of Houston that HISD becomes their pre-kindergarten through grade 12 educational system of choice.

HISD: Changing the Way We Think

Dramatic changes are taking place across the Houston Independent School District and in the community it serves. Changes in the way all of us think about learning, teachers, college, tomorrow, parents, community, and partnership. Explore the thinkhisd.org website to learn about some of the changes already being made. Working together we can continue to build a community that assures its youth the highest-quality education available anywhere.

HISD: ASPIRE

The Houston Independent School District implements many educational-improvement initiatives to help our educators advance student learning. We have seen the positive effects of these efforts. To maximize our impact, HISD integrates these initiatives into a cohesive educational-improvement model called ASPIRE (Accelerating Student Progress, Increasing Results & Expectations).

NHEC INSTITUTIONAL PHILOSOPHY

NHEC: The Early College Model

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

NHEC: Vision

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

NHEC: Mission

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

NHEC: Guiding Belief

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

NHEC: Strategic Intent

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

NHEC: Motto

Your Tomorrow Starts Today!

NHEC: Mascot

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



STRUCTURE AND ORGANIZATION

Structure and Organization: The School Day

The official instructional day begins with the first class period for which all students are scheduled or 8 AM. Official Average Daily Attendance (ADA) is taken at 9:45 AM during the second instructional hour.

Monday Wednesday	Start Time	End Time	Tuesday Thursday	Flex Friday			<i>Fridays are subject to change weekly. In the fall, students take a variety of 3 hour workshops in advisories. In the spring, students take a 3 hour college course and test preparation workshops.</i>
Class 1	8:00	9:30	Class 4	Class 1	8:00	9:00	
Class 2	9:30	11:00	Class 5	Class 2	9:00	10:00	
Lunch	11:00	12:00	Lunch	Class 4	10:00	11:00	
				Lunch	11:00	12:00	
Class 3	12:00	1:30	Class 6	Class 5	12:00	1:00	
Class 7	1:30	2:15	Class 7	Class 3	1:00	2:00	
Study Lab	2:15	3:00	Study Lab	Class 6	2:00	3:00	

Structure and Organization: Administration and Faculty

Angela Lundy-Jackson, Principal	Grace Moran, Clerk	Andre Shackelford, Mathematics	Rebecca Kingman, English
Tonya Miller, Dean of Students	Ramiro Contreras, Social Studies	Kamil Safin, Mathematics	Natalie King, English
Roy De La Garza, College Access Coordinator	Courtney Cherry, Social Studies	Richard Galian, Science	Kelly Ellis, English
Cindy Luera, Secretary	Leon Pitts, Social Studies	Yulia Turchaninova, Science	Santiago Ugalde, Spanish
Gilda Torres, SIMS	Fabiola Stroud, Mathematics	Ida Carter Science	Kenneth Ta, Business Technology

Structure and Organization: Shared Decision Making

The Campus Advisory Committee (CAC) functions as the Shared Decision Making Committee (SDMC). In accordance to HISD board policy and state legislation, the committee is designed to establish, monitor, and evaluate goals for budgeting, staffing, curriculum, planning, school organization, staffing patterns, and staff development. The CAC functions under the direction of the principal.

Campus Advisory Committee

Name	Position	Membership Role
Yulia Turchaninova	Science Faculty	Instructional Staff
Rebecca Kingman	English Faculty	Instructional Staff
Tonya Miller	Dean of Students	Professional Staff
Cindy Luera	Secretary	Non-instructional Staff
Lisa Torres	President, PTO	Parent Member
		Parent Member
		Business Member
Lois Avery	Dean of Academics, HCC	Community Member

GRADUATION

Graduation: Texas Recommended High School Program

The State of Texas Recommended High-School Program is the minimum expectation for graduation at North Houston Early College High School. Students take rigorous mathematics, science, and social studies classes, computer science, fine arts, and two or three years of a foreign language. It targets high-level proficiencies and is designed to be a full preparation program. It also provides students with the flexibility to build a strong foundation of specialized knowledge and skills in specific academic or career areas. To receive a high school diploma a student must meet the credit requirements and pass the state’s exit level tests prior to graduation. Students and parents are responsible for selecting the proper courses needed to fulfill graduation requirements during course selection each year. The faculty and staff offer guidance and assistance.

Graduation: Texas Recommended Plan

Credits	Courses	Credits	Courses	Credits	Courses	TOTAL
4	English	.5	Speech*	1	Technology*	
4	Mathematics	2	Language Other Than English	1	Fine Arts	
4	Science	1.5	PE*	3.5	Electives*	
4	Social Studies	.5	Health*			
16		4.5		5.5		26

Speech, Health, Technology, and 1 semester of PE credits are all **subject to change based on new state legislation and HISD board policy. The courses may become electives and no longer required. NHEC will still require two years of technology courses to promote being technologically ready for college.*

Graduation: Texas Assessment of Knowledge and Skills (TAKS)

In addition to obtaining all of the credits for the above courses, high school students must have a passing score on the Texas Assessment of Knowledge and Skills (TAKS) in English/ Language Arts, Mathematics, Science and Social Studies. TAKS is scheduled to be replaced with the End of Course (EOC) exam in the near future.

Graduation: Personal Graduation Plan (PGP)

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

Graduation: “Dropping Out” of School

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

CURRICULUM, INSTRUCTION and ASSESSMENT

Curriculum, Instruction and Assessment: Texas Essential Knowledge and Skills

The Texas Essential Knowledge and Skills (TEKS) is divided into a Foundation Curriculum and an Enrichment Curriculum for which a school district is required to provide instruction to all essential knowledge and skills for each course. TAC §74.3(b) (1) provides that “the district must ensure that sufficient time is provided for Faculty Members to teach and students to learn the subjects in the required curriculum.” A school must offer all courses specifically stated as a graduation requirement. Credit can be awarded only for courses for which TEKS have been approved or those approved as innovative courses. Courses not required for graduation may be offered as electives.

The Foundation or Core Curriculum			
Language Arts	Mathematics	Science	Social Studies
English I	Algebra I	Integrated Physics and Chemistry	World Geography
English II	Algebra II	Biology	World History
English III	Geometry	Chemistry	US History
English IV	Pre-Calculus	Physics	Government
	Math Models		Economics
The Enrichment Curriculum			
Fine Arts	Health	Languages Other than English	Physical Education
Economics	Technology	Career and Technology	

Curriculum, Instruction and Assessment: Texas Assessment of Knowledge and Skills (TAKS)

The TAKS are state-mandated assessment instruments administered to students in grades 3-11 to evaluate a student’s mastery of minimum skills necessary for high school graduation and readiness to enroll in an institution of higher education in the core academic areas of mathematics, English language arts, social studies, and science. Exit-level assessments are taken in Year 3 and must be passed to be eligible for high school graduation. TAKS information and study guides can be downloaded from the Texas Education website at <http://www.tea.state.tx.us/>.

Curriculum, Instruction and Assessment: Textbooks

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

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

Curriculum, Instruction and Assessment: Student Advocacy

To be success in college, students must be ready to learn, responsible for their learning and respectful of others. North Houston Early College supports the development of self-advocacy with a guided student advisory program. Students meet with their faculty advisor four times a week for ongoing academic and personal advocacy and support.

Curriculum, Instruction and Assessment: Learning Difficulties

If a student experiences learning difficulties, the parent may contact the school principal to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for special education evaluation. Students having difficulty in the general education classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

Curriculum, Instruction and Assessment: Library Services

Students use the HCC-Northeast library facilities. Hours will vary during HCCS semester breaks. Year 1 and Year 2 students must have written permission from a staff member to go to the library during school hours. The front office must be made aware of a student's location at all times.

Curriculum, Instruction and Assessment: Character Education

HISD's character education plan, adopted by the Board of Education in March 1989, calls for all schools to implement a K-12 values program with instruction provided weekly and reinforced throughout the school on a daily basis. North Houston Early College will focus on teaching tolerance, random acts of kindness, peaceful conflict resolution, and student leadership in 2008-2009.

Curriculum, Instruction and Assessment: General Grading Guidelines

The student's mastery level should be the only factor in determining a grade for a subject or course
Faculty members are expected to:

- + Align instruction to assessment;
- + Ask *Professional Learning Community* questions to guide instruction and assessment:
 - + What is it students must learn?
 - + How will I know when they have learned it?
 - + What will I do when they do not learn it?
 - + What will I do when they do learn it?
- + Abide by **Assessment FOR Learning** practices as outlined in *Classroom Assessment for Student Learning: Doing it Right - Using it Well* by Rick Stiggins;
- + Assess student mastery daily and adjust instruction accordingly;
- + Administer campus benchmarks at course Midterm and Final Exam;
- + Commit to a fair, valid, and consistent grading procedures to measure student's mastery of the Texas Essential Knowledge and Skills (TEKS);
- + Communicate the system to students and parents at the beginning of each semester;
- + Use statistically relevant and objective assessment measurements that could be proven in a court of law when evaluating student achievement; and

Document all assessments in a grade book or appropriate computer program; and

The following are not to be used to determine a student's course grade:

- + Nonacademic considerations (attendance or participation in extracurricular activities);
- + Scores on a required TAKS; or
- + A student's conduct infractions.

Curriculum, Instruction and Assessment: Communicating Mastery of Knowledge and Skills

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

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

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

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

Curriculum, Instruction and Assessment: Final Examinations

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

A student who is awarded an exemption from any final exam is not counted present for ADA funding purposes, even though the student is not required to be in attendance when the exam is given. Final exams will be reported on a range of 0-100 based on the actual score achieved on the test. An extremely low failing grade on a final exam may cause a student to earn a final course average of less than 50. Students who are found to be cheating on their final exams should be given a zero on the exam.

Each 9 weeks grade will count as 40% of the final course grade and the final exam will count as 20% of the final course grade. If the final exam grade is higher than the final course average and documents a higher level of mastery than the course average, the faculty member may use their professional judgment to grant the higher grade. Since the computer program will average all submitted grades, the faculty member must adjust the second 9 week grade accordingly and document the reason in the grade book. Students are not allowed to retake a final examination to improve their grade.

Curriculum, Instruction and Assessment: Report Cards/Progress Reports

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

ACADEMIC RECORDS

Academic Records: Minimum Grade of 50

Grades will be reported on a range of 50-100. When the final cycle average is determined, if that average is less than 50, a 50 will be recorded on the grade sheet as the cycle grade.

Academic Records: Grade Changes

An examination or course grade is final and may not be changed unless the grade is arbitrary, erroneous, or not consistent with school district grading policy. Faculty members must initiate all grade changes and principals must approve any changes. Principals, counselors, or other administrators will not arbitrarily change grades issued by faculty members. Grades may only be changed at the school where they were issued. Grade appeals may be addressed to the faculty member and the principal. If the parent believes that the faculty member has violated HISD or school policies and procedures regarding grading, and the faculty member and/or principal do not settle the appeal, the parent may appeal to the regional superintendent.

Academic Records: Rounding

All grade averages with a remainder of .5 or above will be rounded off to the next highest number, including 69.5, which rounds off to 70. In order to receive credit for a course, a student must earn an average of 70.0 or better.

Academic Records: Excessive Absences

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

Academic Records: Incomplete Grades

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

Academic Records: Conduct and Citizenship

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

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

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

Any faculty member who plans to issue a "U" in conduct must have first referred the student to the principal for administrative review. For each student so referred, a detailed discipline report should be prepared and signed by the principal and the faculty member, stating specific incidents and dates. If the principal gives a conduct cut, it shall become the cycle average, regardless of what conduct marks may have been assigned by individual faculty members. A conduct mark, once given, cannot be changed on the permanent record unless it has been determined by the principal that a mistake was made in the original mark. Under no circumstance may conduct infractions be used to affect the student's academic grade.

Academic Records: Sufficient Attendance for Grading Cycle

Grades will be issued for all students enrolled in a course for more than two weeks at schools using nine-week reporting cycles. A student who drops a course after the third week of the semester (15 school days for schools with a conventional schedule) will have a "50 W" recorded on the permanent record or Academic Achievement Record (AAR) for that course. This grade will be used in computing the student's grade point average and rank in class.

Academic Records: Grade Point Average and Class Rank

Divide the total number of grade points by the total number of grades to determine a grade point average (GPA). The class rank is determined by a straight numerical ranking of cumulative GPAs from highest to lowest. Year 4 students will receive a preliminary and a final class ranking during their senior year. The preliminary is based on all data received through Year 3. The final ranking includes all data from the fall semester of Year 4. Year 5 students are considered college transfer students and high school class rank does not apply.

Academic Records: Requests for Student Records/ Transcripts

Verification of Enrollment (VOE) forms and school records will be ready the next school day after 3:00 PM. Requests for official and unofficial transcripts will be ready in five (5) school days. Students will receive three (3) transcripts at no charge. A \$1.00 charge will apply for each additional transcript. All requests must be in writing on official forms available in the front office.

ATTENDANCE

Attendance: Compulsory School Attendance (TEC § 25.085)

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

Attendance: Faculty Member Duties

It is the responsibility of each faculty member to take attendance at the official time designated and for each class period; maintain accurate attendance records; communicate absences to the office and to parents in a timely manner; implement the school-wide attendance management system; and ensure that opportunities are provided for all students to make up work for excused and unexcused absences.

The absences are either excused or unexcused and must be recorded accordingly. These absences apply to the number and type of absences accumulated.

Attendance: Excused Absences (TEC § 25.087)

Excuses for being absent from class or being tardy to class are personal illness, sickness or death in the family, quarantine, participation in school activities with permission of the principal, juvenile court proceeding documented by a probation officer, approved college visitation, emergencies, or "any other cause acceptable to teacher, principal, or superintendent."

Students may be excused for temporary absence resulting from observing religious holy days, attending a required court appearance, or a temporary absence resulting from health care professionals if that student commences classes or returns to school on the same day of the appointment. A student may miss up to five (5) classes to attend extracurricular activities. More than five (5) will be considered unexcused

Students marked absent or tardy must present a written excuse from their parents, guardian or physician no later than three school days after the student returns to school. The reason for an excused absence must be stated orally or in writing and signed by the parent/guardian of the student or a school official. The written, electronic or oral excuse must be received by the school within three days after the absence or tardy. School personnel should document phone calls, email messages, or oral statements of parents excusing student absences. Faculty members and principals may accommodate special circumstances for late notes or absence verification. The district attendance specialist assigned to the school may investigate any excused case. A student found guilty of misrepresenting the validity of an excuse or permit is subject to disciplinary action.

A student must be in attendance at least 60 minutes in a 90-minute class period in order to be counted present. A student who arrives in class at the significant period after the tardy bell but before official attendance is taken is to be counted "Tardy". During the significant period, a student not present at the time ADA attendance is taken is to be counted "Absent."

The counting of all absences, excused and unexcused, begins the day after a student is enrolled in an HISD school for the first time for that school year. If a student transfers from one HISD school to another all absences should be transferred and applied to that class or subject at the new school

Attendance: Absences for Extracurricular Activities

Absences for extracurricular activities do not count as absences as they apply to the HISD attendance policy unless a student accumulates more than five for one semester in a particular class or subject. If a student accumulates more than five absences for extracurricular activities for one semester in one class or subject, each absence over five becomes an unexcused absence, and these unexcused absences apply to the HISD attendance policy. Absences for extracurricular activities do not count as absences for ADA accounting no matter how many a student may accumulate since under state regulations a student is counted present for ADA purposes if he is participating in an activity approved by the local school board and is supervised by a professional staff member who has a bachelor's degree and is eligible for participation in the Teacher Retirement System of Texas.

Attendance: Homework Requests

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

Attendance: Minimum Attendance for Class Credit (TEC § 25.092)

A student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered. The counting of all absences, excused and unexcused, begins the day after a student is enrolled in an HISD school for the first time in a school year. All absences transfer. In an 18- week semester (with an every-other-day class rotation) **a student may not have more than two (2) unexcused absences per class** to receive class credit.

Attendance: Credit Appeals for Attendance (TEC § 25.092)

Students with unexcused absences exceeding 7% but less than 25% of class meetings must complete a plan approved by the principal. Students with absences in excess of 25% of class meetings must appeal to the School Attendance Committee to determine that the unexcused absences were due to extenuating circumstances. If the School Attendance Committee decides to award credit for a passing average with an asterisk (*), then school personnel will take necessary action to allow the credit to be awarded to the student. If the Committee denies credit, the student can appeal that decision through the current appeal process: School Attendance Committee, to Principal, to Regional Superintendent, to HISD Student Record Appeals Committee. If credit is denied at each level, the student can then appeal to the HISD Board of Education.

Attendance: School Attendance Committee

The School Attendance Committee reviews absences of students who have excessive unexcused absences. According to HISD Attendance Guidelines, the committee may grant or refuse credit for subjects the student is passing based on the extenuating circumstances. The committee is appointed by the principal, with the majority comprised of classroom faculty members. Review HISD *Secondary Guidelines* for more details.

Attendance: Excessive Absences

Grades will be issued for all students enrolled in a course for more than two weeks at schools using nine-week reporting cycles. A student who drops a course after the third week of the semester (15 school days for schools with a conventional schedule) will have a "50 W" recorded on the permanent record or Academic Achievement Record (AAR) for that course. This grade will be used in computing the student's grade point average and rank in class.

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

Attendance: Tardy to Class

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

Attendance: Students with Disabilities

Absences directly related to a student's disability would be considered excused regardless of how they might be classified for a student without disabilities. For example, if a student with emotional disabilities is truant from class and that nonattendance is directly related to the child's emotional disability, the absence from class would be considered excused. Principals are to take into consideration a student's disability and its relationship to the student's absences in determining whether or not to excuse the absences. The ARD/IEP Committee must meet to determine appropriate options/services to reduce student absences.

Attendance: Homeroom

When a student accumulates four unexcused absences in homeroom for one semester, he will receive a "P" as the conduct grade. The "P" will automatically become the student's conduct average unless a "U" as an office conduct grade has been assigned due to a different infraction of the rules. When a student accumulates six unexcused absences in homeroom for one semester, he will receive an "U" as the conduct grade. The "U" will automatically become the student's conduct average.

Attendance: Student Suspensions

All days missed (no more than three) by a student during the suspension period are excused absences. The student is required to make up all work that was missed during the days of suspension. If the student makes up the work, the grades from the makeup work will be averaged with other grades for the grading period to determine the cycle end grade. Within five school days of the student's return to school from the suspension, all missed work must be made up. A suspended student will receive a "U" in conduct for that grading cycle.

Attendance: Academically Engaged Time

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

Attendance: Attendance Referrals

If a student is absent from school three days or parts of days in a four week period without parental consent, or is absent without an excuse for 10 or more days or parts of days in a six-month period, the student's parent or legal guardian is subject to prosecution under TEC §25.093; and the student is subject to prosecution under TEC §25.094.

The school will send a "NONATTENDANCE NOTICE" to a student's parent if the student has been absent from school, without excuse for three days or parts of days within a four-week period or if the school is unable to determine why the student is absent or if the school questions the validity of the reason given for the absence. A copy of the "NONATTENDANCE NOTICE" will be sent to the attendance specialist so a Warning Notice can also be sent.

If a student fails to attend school without excuse for 10 or more days or parts of days within a six-month period in the same school year, the school will send an Attendance Referral to the Attendance Specialist requesting a court case be filed against the student's parent, the student, or both in Justice of the Peace Court, and/or send "HARRIS COUNTY JUVENILE PROBATION REPORT" to Intake Court Services at Juvenile Probation Department and send a copy to parent and attendance specialist.

When the referral has been completed by the attendance specialist and the student or family cannot be found, the student may be withdrawn. Also, if all efforts fail to improve the attendance of students that are *not of compulsory school age*, a request for withdrawal should be made by the principal or designee. Students withdrawn under this provision will be considered dropouts for accountability purposes for students in grades 7-12.

Tardiness and class cutting problems, except those occurring during the time of attendance accounting, are in-house concerns covered by the Code of Student Conduct. In extreme situations, after the school has exhausted its disciplinary options, and there is documented evidence that the student's grades are being affected, a referral requesting a warning notice is in order as the law states a student shall attend school for the entire period the program of instruction is provided.

Attendance: Funding Based on Average Daily Attendance (ADA)

It is important that every student attend school and be on time daily. Funding is allocated to schools based on the number of students in actual attendance every day. That is known as Average Daily Attendance. Even though attendance is taken for each and every class for student credit purposes, the official campus **ADA TIME** for school funding purposes is **9:45 AM**. All attendance is submitted via Chancery at that time. It is vital that counts be accurate and submitted punctually every day

Attendance: ADA Teacher

The ADA teachers are assigned responsibility for student attendance. The ADA teacher initiates parent contact when a student has three or more absences. The ADA teacher completes a Behavior/Nonattendance Form, the existing building reporting form, the HISD Discipline Card, or requests a computerized (SIS) Attendance Referral Form from the ADA clerk, and submits it to the administrator in charge of attendance. The ADA teacher is required to monitor absenteeism and to submit additional referrals on students who fail to maintain school attendance.

COURSE CREDIT

Course Credit: Minimum Attendance for Class Credit (TEC § 25.092)

A student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered. The counting of all absences, excused and unexcused, begins the day after a student is enrolled in an HISD school for the first time in a school year. All absences transfer. In an 18-week semester (with an every-other-day class rotation) **a student may not have more than two (2) unexcused absences per class** to receive class credit.

Course Credit: Credit Appeals for Attendance (TEC § 25.092)

Students with unexcused absences exceeding 7% but less than 25% of class meetings must complete a plan approved by the principal. Students with absences in excess of 25% of class meetings must appeal to the School Attendance Committee to determine that the unexcused absences were due to extenuating circumstances. If the School Attendance Committee decides to award credit for a passing average with an asterisk (*), then school personnel will take necessary action to allow the credit to be awarded to the student. If the Committee denies credit, the student can appeal that decision through the current appeal process: School Attendance Committee, to Principal, to Regional Superintendent, to HISD Student Record Appeals Committee. If credit is denied at each level, the student can then appeal to the HISD Board of Education.

Course Credit: Whole Course Credit or Composite Grading

Whole-course credit applies to all two-semester sequential courses. Students whose first semester grade is a 60 or above and whose total grade points for both semesters combined is 140 or above will receive credit for both semesters of the course. A student who fails the second semester is not eligible to receive the credit for the second semester using composite grading.

Course Credit: Late Entries/Early Withdrawals

A student who enters at the beginning of the semester may not enroll in a new course for credit after the first 15 days of a semester unless he or she receives a special exemption from the principal or the School Attendance Committee. Therefore, a student should not request a schedule change to a new course after the first 15 days of a semester.

A student who drops a course after the third week of the semester (15 school days) will have a "50W" recorded for that course on his permanent record, and it will be calculated into his or her GPA. A student forced to drop a course because of illness or some other circumstance beyond his control would have only a "W" recorded. The principal shall make the final determination.

The 15/6 day rule for dropping courses does not apply to a student who is exited from a pre-AP or AP class through the exit process described in the section on Advanced Academics into a regular class in the same subject. Grades from the pre-AP or AP class should be transferred to the corresponding grading cycles for the regular class where appropriate. The final ranking should reflect the crediting the regular class.

POLICIES AND PROCEDURES

Policies and Procedures: Fundraising and Financial Procedures

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

Policies and Procedures: Field Trips

Consult the HISD Student Activity Field Manual before beginning any fundraising project. All field trips must support the curriculum and enhance learning opportunities for students. Before approval, the following criteria will be evaluated:

- + Does this field trip correlate with and support the curriculum?
- + Are there learning activities planned before, during, and after the trip?
- + Is there any cost to students?
- + What kind of teacher support is necessary?
- + What kind of parental support is necessary?
- + All requests must be submitted to administration at least three weeks prior to the date of the trip

Policies and Procedures: Computer Usage

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

Policies and Procedures: Personal Computers, Electronic Devices, Games, and Items of Value

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

Policies and Procedures: Photography, News Media, Video

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

Policies and Procedures: Delivery of Celebration Items to Students

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

Policies and Procedures: Cellular Phones

Parents who need to contact a student must call the school office, not the student's cell phone. To prevent interruption of academic instructional time, please limit calls to urgent matters. Cellular phones are permitted on campus. However, students should not use their phones during instructional time.

Policies and Procedures: Commercial Sales during the School Day

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

Policies and Procedures: Transportation

HISD does not provide transportation for North Houston Early College students. Students must arrange for private transportation, a private bus service, or ride Houston **METRO**. Students who take HCC classes on another HCC campus must provide their own transportation to and from said campus.

Policies and Procedures: Student Drivers / Parking Permits

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

DRESS AND GROOMING GUIDELINES

Administration expects everyone to attend to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. No item of clothing or odor from another human being should distract students or faculty members from the process of learning.

NHEC dress guidelines are designed to promote self-discipline in the areas of personal hygiene, modesty, and campus safety and security. Individuals should shower or bathe daily, use deodorant and wear freshly laundered clothing. Basically, clean, modest clothing that fits is the key. The basic rule of "Neck to Knees" applies if coverage is maintained in the areas between the neck and knee, then there should be no problem. For slogan and graphics guidelines on T-shirts: no promotion of drugs, alcohol, violence, weapons, sex or tobacco.

If a particular style is questionable, ask the building principal for guidance before deciding to wear it to school. The decision of campus administration is final. If there is a personal problem with anyone's hygiene, the person will be counseled individually. Parents will be notified if their student has been placed on a personal grooming and modesty plan for wearing items of clothing or fashion deemed inappropriate for the school environment. Individuals who violate the guidelines may be **required** to wear them along with appropriately-fitted long pants until appropriate self-modesty and self-discipline is established. The school community will be notified of any changes to these guidelines

SOCIAL NORMS

It is the hope of North Houston Early College staff that students will follow social norms and not need of any discipline measure outside of their own personal self-discipline. This requires knowledge of social norms. In addition to those cited here, social norms of behavior can be found in the HISD Student Code of Conduct. Students receive and sign a form indicating that they have received the Code of Conduct at the beginning of each school year. Students and parents are responsible for knowing its content. A copy is on file in the main office and available online at www.houstonisd.org.

Social Norms: Academic Integrity Code

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

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

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

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

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

Social Norms: Recognition of School Authority

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

Social Norms: Punctuality and Meeting Deadlines

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

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

Social Norms: Free Speech

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

Social Norms: Theft and Vandalism

All members of the NHEC community must work to eliminate theft and vandalism. When funds are spent to replace stolen campus property or repair damage to the campus, less money can be spent on students. Students must report all incidents immediately to campus administration for investigation.

In reference to personal belongings, do not leave anything of value, including backpacks and books, unattended. It is strongly recommended that personal items of value and sums of money that exceed \$20.00 not be brought on campus. Each individual (student, faculty member, staff member and parent) is responsible for protecting their personal property from theft or vandalism and for any incurred cost.

There is to be no writing, tagging or drawing on any North Houston Early College or HISD property. This includes desks, walls, bathroom stalls, chairs, benches, computers or textbooks. Any student caught defacing school property will be referred to the principal and may have to compensate for the property they damage.

Parties guilty of campus or personal theft and/or vandalism will be prosecuted to the fullest extent of the law including, but not limited to, forfeiting their privilege to attend North Houston Early College High School in subsequent years. In some circumstances these are considered a Level IV violation and may result in a referral to an alternative educational campus.

SAFE and DRUG-FREE SCHOOLS

The North Houston Early College staff is committed to providing a safe, orderly and caring environment in which students feel comfortable, share responsibility for maintaining a positive school climate and take pride in their school and their achievements. Students, faculty members and staff shall work and learn, supervise others, or be supervised in an environment free of discrimination, harassment, and abuse. Attitudes and behaviors that promote mutual respect and harmonious relations will be continuously encouraged.

Safe and Drug-Free Schools: Conflict Resolution

North Houston Early College High School pledges to resolve conflicts in a process which encourages good faith and an equitable mediation format. Administration is trained in the process of Conflict Resolution and acts of good faith to provide peaceful resolutions based on school law the best interest of the student.

Safe and Drug-Free Schools: Child Abuse

State law provides that any school employee, agent, or contractor who suspects child abuse or neglect submit a written or oral report (within 48 hours or less) to at least one of the following authorities: local state law enforcement (HISD Police - 713/ 892-7777); The Texas Department of Protective and Regulatory Service, Child Protective Services (1-800-252-5400); a local office of Child Protective Services (Harris County Children's Protective Services, 5110 Southwest Freeway, Houston, Texas 77056) or the state agency that operates, licenses, certifies, or registers the facility in which the alleged child abuse or neglect occurred.

Safe and Drug-Free Schools: Sexual Harassment

Employees shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and an employee is prohibited, even if consensual. Students shall not engage in sexual harassment toward anyone. A substantiated charge of sexual harassment shall result in disciplinary action. Sexual harassment includes unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors. District employees are prohibited from sexually harassing or sexually abusing students. Romantic relationships between students and employees are prohibited.

The law requires district employees who receive information about sexual harassment or sexual abuse of a student that may reasonably be characterized as known or suspected child abuse or neglect shall make report a to the appropriate authorities. HISD shall notify the parents of all students involved in sexual harassment by a student or students when the allegations are not minor. The district shall notify parents of all incidents of sexual harassment or sexual abuse by an employee. Notice shall include providing a copy of Board Policy FNCJ.

Safe and Drug-Free Schools: Hate Crimes

Congress has defined a hate crime as a "criminal offense against a person or property motivated in whole or in part by an offender's bias or hate against a race, religion, disability, ethnic origin or sexual orientation." The Federal Bureau of Investigation (FBI) investigates and prosecutes crimes of hate as civil rights violations, which fall under its jurisdiction. A 1994 federal law increased penalties for offenses proven to be hate crimes. **North Houston Early College administration, faculty and staff will promote and enforce zero tolerance for hate speech or activities that promote hate.**

Safe and Drug-Free Schools: Bullying

Under the old HISD conduct policy, a student who bullied or verbally abused another student would have a report sent home to parents and could be placed in detention at school. But under the new, tougher policy, bullying or verbal abuse will become a much more serious offense, with principals having the authority to suspend or send the student to a disciplinary alternative school. Cheating, plagiarism, or copying the work of another student also will become a more serious offense.

Safe and Drug-Free Schools: Tobacco

No one shall use tobacco products in district buildings or the in district vehicles. Faculty or staff members may not use tobacco products in the presence of students at school or at school-related activities.

Safe and Drug-Free Schools: Drugs

No one shall manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:

Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
Alcohol or any alcoholic beverage.

Any abuseable glue, aerosol paint, or any other chemical substance for inhalation.

Any other intoxicant, or mood-changing, mind-altering, or behavior- altering drugs.

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance. An employee or student who uses a drug authorized by a licensed physician through a prescription specifically for that employee's or student's use shall not be considered to have violated this policy.

All employees are subject to reasonable suspicion testing for alcohol and/or drug use. An employee who tests positive for prohibited drugs and/or alcohol shall be subject to termination, except where an employee voluntarily admits to alcohol or illegal drug use and commences counseling or rehabilitation prior to an event that leads to the initiation of any alcohol or drug testing; such an employee must thereafter refrain from using alcohol and/or illegal drugs.

Parents will be notified and asked to come to the school immediately if there is a reasonable suspicion that their child is under the influence. Any violations will be referred to HISD police.

Safe and Drug-Free Schools: Reporting Violations

Administration's goal is to create an ideal workplace free of any violations. Inform campus administration of any and all violations immediately so situations can be resolved and dealt with in professional and appropriate manner. There are additional HISD resources through which reports can be made and resolved, including the Employee Hotline, the Employee Assistance Program, the Equal Employment Opportunity, Professional Standards, District Police, and Internal Affairs Departments, as well as other appropriate law enforcement authorities. The Board has designated the chief of staff for business services as the clearinghouse for all reports of wrongdoing and for the coordination of resolutions.

STUDENT DISCIPLINE

Discipline shall be administered when necessary to protect students, school employees, or property and maintain order. Discipline shall be based on a careful assessment of the circumstances of each case. Factors to consider shall include: the seriousness of the offense, the student's age, the frequency of misconduct, the behavior history and student's attitude, the potential effect of the misconduct on the school environment, state law requirements, and self-defense as a mitigating factor. Students shall be treated fairly and equitably. Refer to the HISD Code of Student Conduct for details.

Student Discipline: Referring Problems to Administration

+ Level I: Faculty Intervention

Any staff member who observes a student violating class rules may correct the student. A record of the offenses and disciplinary actions should be maintained by the faculty member. The teacher should discuss the misbehavior with the parent, an administrator, or support personnel. Level I behavior violations and discipline options/responses are not limited to those provided. Serious or repeated violations may result in a more severe response or referral to Level II. Faculty members manage the following Level I behavior:

- + Violations of established classroom rules, norms or procedures;
- + Defiance or refusal to participate in classroom activities;
- + Unexcused tardiness;
- + Failure to bring required materials, assigned work or communication from home;
- + Any behavior that disrupts the educational process including, but not limited to eating in class, cell phones, creating excessive noise or dress code violations; and
- + Failure to protect individual computer-account passwords from disclosure.

Faculty members may use any of the options listed below to maintain classroom discipline

- + Verbal correction;
- + Teacher-student conference;
- + Parent contact: note or telephone call to parent;
- + Detention (maintained by teacher) before or after school
- + Other appropriate in-class disciplinary actions
- + Restriction of school-bus privileges by the bus operator

+ Level II: Administrator Intervention

Level II acts of misconduct include those student acts that interfere with the orderly educational process in the classroom or in the school. A teacher who observes a student engaged in Level II or higher misconduct will fill out a discipline/referral form for the principal or other appropriate administrator. The principal will forward an oral or written report to the parents.

Student Discipline: Documentation of Student Behavior or Incident

Faculty member records and reports are required for legal documentation and are subject to the Open Records Act. School correspondence is not private and should not be written in an emotional or subjective manner. Only the student's behavior or incident should be described. Only one student should be mentioned by name. The following are two different versions of the same incident with John Doe:

Example 1:

John Doe stood on a chair and threw his World Geography textbook across the room. He said, "This sucks." The book landed nearly 10 feet away and approximately 1 foot from two other students. The other students were not injured. John left the classroom after the incident. The book pages are now separating from its binding.

Example 2:

That disruptive John Doe stood up and had his dirty shoes all over the chair again. His parents did not teach him any manners. He was yelling and cursing and throwing everything he could get his hands on. He is out of control. He needs medication. He nearly killed Jane and Juan and that's a violation of safe and drug-free schools. He ran out of class and slammed the door in my face. I think he wanted to hurt me and I feel violated. I want him out of my class. He does not respect me and does not follow my directives that's a violation of the Student Code of Conduct and is a Level 2 offense because this is the same behavior every day. I do not deserve this treatment.

ALL STUDENT RECORDS AND REPORTS SHOULD BE MODELED AFTER EXAMPLE 1

Student Discipline: Removal of Student from Classroom for Misconduct

Texas Education Code §37.002 allows a teacher to remove a student from a classroom if that student repeatedly interferes with the faculty member's ability to effectively communicate with other students TEC §37.003 requires each school to establish a three-member Placement Review Committee to determine placement of a student when a faculty member refuses the return of the student to the faculty member's class and make recommendations to the district regarding re-admission of expelled students.

Student Discipline: Zero Tolerance

There are serious consequences resulting from weapons possession, violent behavior, and criminal activity on any HISD property. HISD will pursue charges, arrests and removal to a juvenile detention facility or county jail in every case where students commit a serious violation of the Code of Student Conduct, Education Code or Penal Code. The following chart indicates offenses for which placement in a district alternative educational placement like Community Educational Partnerships (CEP) is discretionary and marks with an "X" where placement in CEP or an expulsion is **MANDATORY by STATE LAW:**

Disciplinary Codes and Alternative Educational Placements
(State Law Mandated Alternative Placements are marked with an "X")

Code and Translation		CEP	Expulsion
01	Permanent removal by a teacher from class (Teacher has removed the student from classroom and denied the student the right to return. TEC §37.003 has been invoked.)~ TEC §37.002		
02	Conduct punishable as a felony -TEC §37.006	X	
04	Possessed, sold, or used marijuana or other controlled substance . TEC §37.006 and 37.007 for under the influence	X	
05	Possessed, sold, used, or was under the influence of an alcoholic beverage -TEC §37.006 and 37.007	X	
06	Abuse of a volatile chemical - TEC §37.006	X	
07	Public lewdness or indecent exposure -TEC §37.006	X	
08	Retaliation against school employee -TEC §37.006 and 37.007 (* <i>Retaliation against school employee or volunteer coupled with an offense in TEC 37.007</i>)	X	X*
09	Based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity for felony offenses in Title 5 , Penal Code-TEC §37.006 and TEC §37.007.	X	
10	Based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity for felony offenses not in Title 5 , Penal Code TEC §37.006 and TEC §37.007.		
11	Used, exhibited, or possessed a firearm -TEC §37.007 and/or 37.007 brings a firearm to school.		X
12	Used exhibited, or possessed an illegal knife -TEC §37.007		X
13	Used exhibited, or possessed an illegal club -TEC §37.007		X
14	Used exhibited, or possessed a prohibited weapon under Penal Code Section 46.05-TEC §37.007		X
16	Arson-TEC §37.007		X
17	Murder , capital murder, criminal attempt to commit murder , or capital murder-TEC §37.007		X
18	Indecency with a child -TEC §37.007		X
19	Aggravated kidnapping -TEC §37.007		X
20	Serious or persistent misconduct violating the student code of conduct while placed in alternative education program-TEC §37.007		
21	Violation of student code of conduct not included under TEC §37.006, 37.007, or 37.002		
22	Criminal mischief -TEC §37.007		
23	Emergency Placement/Expulsion-TEC §37.019		
26	Terroristic threat -TEC §37.006(a)(1) or 37.007	X	
27	Assault under Penal Code Section 22.01 against a school district employee or volunteer-TEC §37.007	X	
28	Assault under Penal Code Section 22.01 against someone other than a school district employee or volunteer-TEC §37.006	X	
29	Aggravated assault under Penal Code Section 22.02 against a school district employee or volunteer-TEC §37.007		X

Disciplinary Codes and Alternative Educational Placements (continued)

(State Law Mandated Alternative Placements are marked with an "X")

Code and Translation		CEP	Expulsion
30	Aggravated assault under Penal Code Section 22.02 against someone other than a school district employee or volunteer-TEC §37.007		X
31	Sexual assault under Penal Code Section 22.011 or aggravated sexual assault under 22.021 against a school district employee or volunteer-TEC §37.007		X
32	Sexual assault under Penal Code Section 22.011 or aggravated sexual assault under 22.02 1 against someone other than a school district employee or volunteer-TEC §37.007		X
33	Possessed, purchased, used or accepted a cigarette or tobacco product as defined in the Health and Safety Code, Section 3.01, Chapter 161.252		
34	School-related gang violence		
35	False alarm/false report -TEC §37.006 and 37.007	X	
36	Felony controlled substance violation-TEC §37.007		X
37	Felony alcohol violation-TEC §37.007		X
41	Fighting/Mutual Combat -Excludes all offenses under Penal Code §22.0 1		
42	Truancy (failure to attend school) — Parent contributing to truancy - TEC §25.093		
43	Truancy (failure to attend school) — 2 3 unexcused absences - TEC §25.094		
44	Truancy (failure to attend school) — 210 unexcused absences - TEC §25.094		
45	Truancy (failure to attend school) — failure to enroll in school - TEC §25.085		
46	Aggravated robbery - TEC §37.007		X
47	Manslaughter - TEC §37.007		X
48	Criminally negligent homicide - TEC §37.007		X
49	Engages in deadly conduct - TEC §37.007		X
50	Used, exhibited, or possessed a non-illegal knife (s 5.5") as defined by the district's student code of conduct and as allowed under TEC §37.007		X
51	Firearm - Used, exhibited or possessed a firearm off-campus, but within 300 feet of school property as specified in TEC §37.007		
52	Illegal Knife, Club, or Prohibited Weapon - Used, exhibited or possessed an illegal knife, club, or prohibited weapon off campus, but within 300 feet of school property as specified in TEC §37.007		
53	Serious Offense Conduct: Engaged in conduct that contains the elements of the offenses specified by TEC §37.007(a)(2)(A-H) occurring off-campus, but within 300 feet of school property . This includes aggravated assault, sexual assault, aggravated sexual assault, arson, murder, capital murder, criminal attempted murder or capital murder, indecency with a child, aggravated kidnapping, aggravated robbery, manslaughter, or criminally negligent homicide .		
54	Felony Marijuana, Controlled Substance, Dangerous Drug, or Alcoholic Beverage Engages in conduct punishable as a felony as specified by TEC §37.006 of selling, giving, or delivering to another person, or the possession, or use, or being under the influence of: marijuana, a controlled substance, a dangerous drug, or alcoholic beverage; or committing a serious offense while under the influence of alcohol, off-campus but within 300 feet of school property .		

PUBLIC EDUCATION

A student's education in high school is more than just a responsibility. The Texas Supreme Court has held that both education and attendance at a public school are fundamental rights of all people in the state and are both guaranteed and protected by the Texas Constitution. Chapter 4, part A of the Texas Education Code states:

*The mission of the public education system of this state is to ensure that **all** Texas children have access to a quality education that enables them to achieve their potential and fully participate now and in the future in the social, economic and educational opportunities of our state and nation. That mission is grounded on the conviction that a general diffusion of knowledge is essential for the welfare of this state and for the preservation of the liberties and rights of citizens. It is further grounded on the conviction that a successful public education system is directly related to a strong, dedicated and supportive family and the parent involvement in the school is essential for the maximum educational achievement of a child*

Public Education: Free and Appropriate Education

The instructor should be contacted first in regards to concerns about instructional materials and curriculum, not receiving the education to which a student is legally entitled or not being treated with courtesy and respect. If this step brings no resolution, then please contact one of the school administrators for further assistance.

Public Education: Rights of Students and Parents

Under federal and state regulations, students and parents have rights which could have an effect on the educational program. A complete explanation of these rights is found in the HISD Code of Student Conduct.

Public Education: The Pledge, Moment of Silence and School Prayer

TEC §25.082 directs school boards to require students to recite the pledges to the United States and Texas flags once each school day. The 80th legislature amended Section 3100.101 of the Government Code to specify that the pledge to the Texas flag is: "Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible." A district shall excuse a student from reciting a pledge on request of the student's parent or guardian. The law also directs school boards to provide for a minute of silence following the pledges during which students may reflect, pray, meditate, or engage in another silent activity that is not distracting to other students. There are no provisions to excuse a student from the moment of silence. No Child Left Behind Act of 2001 requires that local districts certify that they have no policy that prevents constitutionally protected prayer in public schools.

Public Education: Texas Public Information Act

The Texas Public Information Act is the state law counterpart to the federal *Freedom of Information Act* that requires records maintained by governmental bodies (such as school districts) to be made available to the public upon written request. An exception is the release of student records. The Act expressly states that "information is accepted from (required public disclosure) if it is information in a student record at an educational institution." Under the Public Information Act, student records shall be made available only on the request of (1) educational institution personnel having a legitimate educational interest in the records; (2) the student (if the student is 18 years old or older) or the student's parent, legal guardian, or spouse; and/or, (3) a person conducting a child abuse investigation as required by the Texas Family Code. Further information is available in the Guidelines for Complying with the Texas Public Information Act

or from HISD Department of Legal Services and the Department of Records Management or on the website at: <http://dept.houstonisd.org/records/Texaspi.htm>.

Public Education: Family Educational Rights and Privacy Act (FERPA)

FERPA (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students"

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- + School officials with legitimate educational interest;
- + Other schools to which a student is transferring;
- + Specified officials for audit or evaluation purposes;
- + Appropriate parties in connection with financial aid to a student;
- + Organizations conducting certain studies for or on behalf of the school;
- + Accrediting organizations;
- + To comply with a judicial order or lawfully issued subpoena;
- + Appropriate officials in cases of health and safety emergencies; and
- + State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information: student name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Public Education: Removal of Student from Course by Parent

Parents are entitled to review all teaching materials, textbooks, and other teaching aids used in the classroom of the parent's child; and review each test administered to the parent's child after the test is administered. A parent is not entitled to remove the parent's child from a class or other school activity to avoid a test or to prevent the child from taking a subject for an entire semester. A parent is entitled to

remove the parent's child temporarily from a class or other school activity that conflicts with the parent's religious or moral beliefs if the parent presents or delivers to the faculty member a written statement authorizing removal.

Public Education: Parental Consent

Parents must give their consent for their student to leave campus during school hours for any reason. Parental consent or the consent of the adult student is required before psychological testing and video or audio taping for non-school purposes. School district employees are allowed to conduct a psychological exam, test, or treatment *without parental consent*, if it is allowed under state or federal law regarding special education.

A student may not be referred to an outside counselor for care or treatment of a chemical dependency or an emotional or psychological condition unless the campus obtains prior written consent for the referral from the student's parent, discloses to the student's parent any relationship between the district and the outside counselor, and informs the student and the student's parent of any alternative public or private source of care or treatment reasonably available in the area.

State law prohibits school employees from recommending or suggesting the use of psychotropic drugs or any particular medical or psychological diagnosis. A parent's refusal to consent to use of a psychotropic drug to a student or to a psychiatric evaluation or examination of a student as grounds, by itself, for prohibiting the child from attending a class or participating in a school-related activity.

Public Education: Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 is a civil rights law that prohibits discrimination on the basis of disability. The law prohibits discrimination against disabled students and requires that school districts take affirmative action's (making buildings and programs accessible) when necessary to accommodate students and other persons with disabilities.

Public Education: Individuals with Disabilities Education Act

The Individuals with Disabilities Education Act ensures that all children with disabilities will have a free, appropriate education available to them that meets their unique needs. Through federal and state laws special education programs and services are provided to students whose disabling conditions interfere with their education.

Public Education: Dyslexia

The Houston Independent School District provides a free and appropriate public education to students identified as having dyslexia or dyslexia-related disorders. Due-process procedures are available under the provisions of Section 504 Rehabilitation Act of 1973 or the Individuals with Disabilities Education Improvement Act (IDEA). Contact the school principal for specific information related to the dyslexia identification process.

As defined in TEC §38.003: *Dyslexia* is disorder of constitutional origin manifested by a difficulty in learning to read, write, or spell, despite conventional instruction, adequate intelligence and socio-cultural opportunity. *Related disorders* include disorders similar to or related to dyslexia such as developmental auditory imperceptions, dysphasia, specific developmental dyslexia, developmental dysgraphia, and developmental spelling disability.

FACULTY and STAFF

Faculty and Staff: Professional Development

The state requires twenty (20) hours of professional development and HISD requires an additional forty-five (45) hours conducted in accordance with district-developed standards, campus-based and related to achieving campus performance objectives. The Shared Decision-Making Committee (SDMC) must approve campus professional development that includes training in technology, conflict resolution, discipline strategies or instruction of students with disabilities for educators that work primarily outside the area of special education. Schools must be able to demonstrate that school personnel have received professional development designed to assist students at risk of dropping out of school. The following is a quick Professional Development Guide:

- + **Curriculum** is **WHAT** the teacher chooses to teach. Teachers **MUST** teach what is being assessed for students to be successful.

The Guiding Question:

- + What is it we (the state, the district, and the school) want every student to know and be able to do?
- + Professional Development should include:
 - + Texas Essential Knowledge and Skills
 - + HISD CLEAR
 - + HISD Power Objectives
 - + Texas Assessment of Knowledge and Skills

- + **Instruction** is **HOW** the teacher chooses to teach. Not every student learns the same way. Instruction must meet every student's needs.

Guiding Questions:

- + What various methods will I use to teach different students the curriculum?
- + What will I do if those strategies fail?
- + Professional Development should include:
 - + *Classroom Instruction that Works* (Marzano)
 - + *Rigor, Relevance, Relationships* (Daggett)
 - + Lesson Cycles
 - + Special Populations (ESL, G/T, LEP, LD, ED)

- + **Student Engagement** is the **active participation** of students in learning. Attendance at school is mandatory, but learning is voluntary and so is a student's engagement.

Guiding Questions:

- + What will I do to learn my students' likes, dislikes, interests, and learning styles?
- + How can I use that information to entice students to learn the lesson?
- + How will I know if they are engaged in learning?
- + Professional Development should include:
 - + *Working on the Work* (Schlechty)
 - + Learning Styles

- + **Assessment** is all methods used to **gather information** to determine if learning has occurred. Assessment does not have to be for a grade. The information gained from any assessment should be used to plan or modify instruction.

+ Guiding Questions:

- + How will I know if students have learned the curriculum?
- + What will I do if they have not learned it?
- + What will I do if they have learned it?

- + Professional Development should include:
 - + *Assessment for Learning* (Stiggins)
- + **Professional Learning Communities** are teams of educators who **learn** about and **collaborate** on curriculum, instruction, and assessment issues. They actively participate in enhancing the art of pedagogy and increasing student learning.
 - + Guiding Questions:
 - + What should students know and be able to do?
 - + How will we know when they have learned it?
 - + What will we do when they don't?
 - + What will we do when they do?
 - + Professional Development should include:
 - + *Professional Learning Communities* (Dufour)
- + **School Climate and Culture** is how the school looks, feels, and how individuals interact and treat each other.
 - + Guiding Questions:
 - + How do I want others to treat me?
 - + How do others want to be treated?
 - + Do my words, actions or deeds create problems and conflict or solutions and peace?
 - + Are things better when I leave than when I arrived?
 - + Professional Development should include:
 - + A Framework for Understanding Poverty, Ruby Payne
 - + Conflict Resolution
 - + Peer Mediation
 - + Random Acts of Kindness

Faculty and Staff: Standards of Employee Conduct

All district employees shall be expected to adhere to the standards of conduct set out in the *Code of Ethics and Standard Practices for Texas Educators*. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. For purposes of defining prohibited conduct, the following shall apply:

- + **Immorality** is conduct that is not in conformity with the accepted principles of right and wrong behavior or that the Board determines is contrary to the moral standards that are accepted within Houston Independent School District (HISD).
- + **Moral turpitude** is an act of baseness, vileness, or depravity in the private or social duties that a person owes another member of society in general and that is contrary to the accepted rule of right and duty between persons. Examples include, but are not limited to theft, attempted theft, swindling, forgery, indecency with a minor, and prostitution.
- + **Workplace** is defined as the site for performance of work done in connection with one's employment with the district. This includes any district building or premise; any district-owned or district-approved vehicle, including any vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event where students are under the jurisdiction of the district.

Faculty and Staff: Employee Responsibilities

- + Arriving at work on time every day and following attendance procedures;
- + Satisfactorily completing the duties as specified by the job description and/or contract;
- + Relating to colleagues and supervisors with respect, courtesy, and in a professional manner;
- + Spending the workday on work-related activities to the exclusion of personal business;
- + Dressing in a manner that is appropriate for the job assignment and that reflects positively on the district, and that includes the use of all issued safety equipment;
- + Recognizing that employment with the district is not guaranteed, but is dependent on employee performance, budget, and need;
- + Following the established rules of behavior for the district and society in general as defined by local, state, and federal laws;
- + Conducting their duties in a safe manner, following the district's general safety policies and department rules regarding proper use of approved safety equipment and apparel; and
- + Following the directives of the supervisor.

Faculty and Staff: Highly Qualified Teachers

Faculty members, librarians, aides, administrators, and counselors must hold the appropriate certificates or permits. A teaching contract is void if the employee does not have a valid certificate or permit. Visit the State Board of Educator Certification (SBEC) website at <http://www.sbec.state.tx.us> for more detail about teacher certification guidelines and copies of online certificates.

Faculty and Staff: Relatives, Personal Aides, and Hired Help

No one may bring relatives, personal aides, or hired helpers to assist in the performance of duties or schoolwork on district premises or at school-sponsored activities without prior approval of the principal/work location supervisor and/or Human Resources Department. School volunteers must be screened through the HISD VIPS program.

Faculty and Staff: Required Paperwork and Reports

Faculty members must be prepared to submit health and safety documents, grades and academic progress reports, textbook documentation, lesson plans, attendance information, reports required for accreditation review, information related to a complaint, grievance, or actual or potential litigation that requires the classroom faculty member's involvement, or any information specifically required by law, rule, or regulation.

Faculty and Staff: Duty Schedule

The official faculty duty schedule is based on a 7 hour and 45 minute workday from 8:00 AM until 3:30 PM. Faculty members are expected to be on campus, signed-in, and actively working by 7:45 AM. To do so means arriving before 7:45 AM. All employees in a small school environment have many duties outside the traditional classroom and must be prepared to be available for professional development, committee meetings, school activities, tutorials and other duties as assigned.

Faculty and Staff: Religious Holidays

Absence for religious holidays applies to all persons required to hold a certificate by the SBOE. Please make administration aware of all religious holidays by filling out the required paperwork at the beginning of each school year.

Faculty and Staff: Private Lessons and Tutorials for Profit

A faculty member shall not be permitted to use the school building for giving private lessons for pay or to receive any money for giving instruction outside of school hours to pupils for whom the faculty member will assign grades.

Faculty and Staff: Lunch Duty

A faculty member may be required to supervise students during lunch, if necessary, due to a personnel shortage, extreme economic conditions or unforeseen circumstances. A faculty member may not be required to supervise students during lunch more than one day in a school week.

Faculty and Staff: Preparation and Planning

Each faculty member is entitled to at least 450 minutes within each two-week period for instructional preparation, including parent-faculty member conferences, evaluation of students' work, and planning. A planning period may not be less than 45 minutes and must be scheduled during the instructional day. This applies to faculty members teaching at least four hours per day. An adequate supply of instructional materials shall be made available to faculty members.

Faculty and Staff: Lesson Plans

Written lesson plans are required of every faculty member to facilitate efficient and effective instruction of the district curriculum. The lesson plan will serve as a means of administrative monitoring of the instructional program. In the absence of the faculty member, the lesson plan shall provide the associate faculty member a guide for presenting the daily activities. For students with disabilities, a current Individualized Education Plan (IEP) shall be used as the basis for the development of lesson plans.

Faculty and Staff: Absence from Duty

It is expected that the proper paperwork is on file for absences in advance. A faculty coverage plan will be created each semester for emergencies. In case of an emergency or illness, an up-to-date emergency lesson plan folder should be on file in the main office. Please note the following guidelines

+ Personal Illness! Personal Business

- + Report an absence by contacting the HISD Substitute Teacher Assignment & Reporting System (STARS) at 713-556-7511 as soon as possible, but no later than 6:00 a.m. on the day of the absence. Call or text the school secretary at 832-573-9101 to give her the job number.
- + For sudden, inexplicable illness, accident, or tragedy (an emergency that happens after 6 AM) call the school secretary at 713-556-7511.

+ Late Arrival! Early Departure

- + Late arrivals and early departures need the approval of the principal. Make the request in writing in an email and await a response. Faculty Members should arrange class coverage prior to the request and submit the plan in the request.
- + Failure to notify the school may result in an unexcused absence.

- + For emergency late arrivals to work, call the school secretary as soon as possible. Notification does not automatically excuse a tardy arrival.
- + Off Campus Activities during Duty Day
 - + Faculty and staff are to remain on campus during the instructional day, unless approved by the principal.

Faculty and Staff: Substitute Folder

Faculty members must submit a substitute folder to the school secretary the day prior to any absence. It should include a lesson which could be delivered by an associate teacher with a student product to be completed for your review of the lesson instruction. A self-guided exploration by the students is preferable. Students must be aware of what is expected of them when their faculty member is absent from duty. Also, include instructions for attendance, classroom protocols, rules, names of students who can help them, and the location of your emergency folder.

Faculty and Staff: Emergency Lesson Plan Folder

Emergency lesson plan folders are used when there is an unexpected absence from duty by a faculty member. The folders should be stored in the main office of the school secretary. They should include everything contained in the substitute folder.

Faculty and Staff: Meetings

Administration schedules faculty meetings. Unless needed to address some type of immediate emergency, participants will be given reasonable notification prior to the meeting.

Faculty and Staff: Data Quality and Management

Entries, withdrawals and absences should be posted on a daily basis. Required documentation is not acceptable unless it is also coded on the computer. All major files (teacher, master schedule scheduling grade reporting, attendance, discipline, special programs, and student demographics) must be accurate since errors on one can impact others. Missing data results in a "Fatal Error" on PEIMS, and the student will not be counted for funding or program enrollment, resulting in a loss of funds. Inappropriate accreditation status, compliance reprimand, censure, or criminal prosecution can also be the result of inaccurate records.

The Texas Penal Code §37.10 increases the classification of the offense of tampering with a governmental record from a Class A misdemeanor to a third degree felony if the record is a public school record.

Faculty and Staff: Student Grading and FERPA

Under no circumstance shall students grade test papers or record grades of other students. Students should not be allowed to handle any documents on which another student's grades are recorded. This includes grade books, report cards, notice of progress forms, permanent record cards, academic achievement records, etc. The computation of a student's grade average or grade point average by another student is also prohibited.

Faculty and Staff: Grade Book Requirements

Faculty member grade books must be on file in the registration record clerk's office or other location designated by the school principal for the five years in high school. Grade books may be electronically maintained so long as the grade book software is district supported for five years for high schools

required by state law. End-of-year printouts must be signed and dated by the faculty member. The

grade book content requirements are as follows:

- + Faculty member's legal name, course titles, course numbers; and class periods;
- + A legend designating the weighted value of each type of grade, i.e., test, homework, oral presentation, daily assignment, etc.
- + A conversion table for all non-numeric marks that apply to the grading process, i.e., letter grades, checks, pluses, etc.
- + Adequate documentation to determine the final grade from the recorded marks in case of a parental challenge of a student's grade;
- + Every student absence recorded on the appropriate day and documented as to excused, unexcused, or extracurricular. If documented absences are maintained in a separate document, that document must accompany grade books for filing and auditing purposes.
- + Recording of each student's entry and withdrawal date, if necessary;
- + Names of all enrolled students even if enrolled for only one; and
- + Instructional accommodations for students with disabilities to document implementation of the modifications.

Faculty and Staff: Notice of Unsatisfactory or Failing Grades to Parents

Parents should always be made aware and have an opportunity to help their children succeed. Texas Education Code §28.022 **requires** teachers to notify the parent or a legal guardian at least every three weeks of a nine-week grading period, in writing, if a student's progress in any one of the foundation areas is unsatisfactory. **HISD requires that the parent or a legal guardian must be notified if a student's grade falls below 70 in any course.** A notice of progress report must also be sent to the parent if a student is absent more than three days in an 18-week class which is scheduled to meet every other day. **If a student's average falls below 70 or the absence limit is exceeded after the scheduled notice of progress reports have been sent home, the faculty member should send a report home immediately.**

COLLEGE

College: The College Board's Advanced Placement Program®

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

College: Readiness

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

College: Entrance Exams

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

College: Placement and Credit by Exam

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

College: Dual Credit

Before beginning college coursework, students must receive the high school principal's recommendation and meet all HISD and [HCC requirements](#). Students must pass the [Texas Higher Education Assessment \(THEA\)](#) prior to enrolling in college level coursework or one of the Texas Success Initiative (TSI) testing instruments (e.g. [ASSET](#), [COMPASS](#), [ACCUPLACER](#), [THEA](#)). HCC Northeast administers the THEA.

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

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

North Houston Early College HS		Houston Community College		
Campus number 101- 912-308		Dual Credit	Texas Core Curriculum Course	
High School Course	Credits	Course #	College Course Name	Hours
Middle School (possible)	Spanish I or Spanish I Native Speaker			
	Spanish II- Native Speaker	1 or 2		
	Algebra I	1		
	IPC	1		
	Keyboarding	0.5		
	Possible Total	4.5		
Year 1	English I	1		
	World History Studies	1		
	Biology	1		
	Algebra I			
	Geometry	1		
	Spanish I Spanish I Native Speaker			
	Spanish II Spanish II- Native Speaker	1		
	BCIS	1	POFI 1301 Computer Applications I	3
			POFI 1341 Computer Applications II	3
	Elective	1		
College Connect/Skill Building	local	GUST 0303 Guided Studies	3	
Year 1 Total	7			9
Year 2	English II	1		
	World Geography	1		
	Chemistry	1		
	Spanish II	1		
	Geometry			
	Algebra II	1	MATH 1314 College Algebra	3
	Visual Art IA		ARTS 1311 Foundations of Design I	
	Visual Art IB		ARTS 1312 Foundations of Design II	
	Dance IA	Choose one	DANC 1345 Modern Dance DANC 1305 World Dance (Western) DANC 1306 World Dance (Eastern)	
	Dance IB	Choose one	DANC 1341 Ballet DANC 1347 Jazz	
	Theatre IA		DRAM 1310 Intro to Theatre	
	Theatre IB	Choose one	DRAM 1330 Basic Theatre Practice DRAM 1351 Acting	6
	General Music A		MUSI 1301 Music Fundamentals	
	General Music B	Choose one	MUSI 1192 Guitar (<i>music = 2 less credits</i>) MUSI 1181 Piano (<i>music = 2 less credits</i>) MUSI 1183 Voice (<i>music = 2 less credits</i>)	4*
	Elective (Technology)	1	ITSC 1309 Integrated Software App. I ITSE 1301 Web Design Tools	3 3
Year 2 Total	7		<i>* not in total</i>	15

North Houston Early College HS		Houston Community College		
Campus number 101- 912-308		Dual Credit	Texas Core Curriculum Course	
High School Course	Credits	Course #	College Course Name	Hours
Year 3	English III	1	ENG 1301 Composition I ENG 1302 Composition II	3 3
	US History	1	HIST 1301 US History I HIST 1302 US History II	3 3
	Physics	1		
	Algebra II		MATH 1314 College Algebra	3*
	Precalculus	1	MATH 1316 Plane Trigonometry MATH 2412 Precalculus	3 4
	Communication App.	0.5	SPCH 1311 Speech	3
	Health Education	0.5	PHED 1304 Personal Health	3
	Found. of Personal Fitness	0.5	PHED 2113 Individual Fitness	1
	Degree Elective	0.5	Elective (one semester)	3
	Year 3 Total	6	<i>*not in total</i>	
Year 4	English IV	1	ENG 2322 British Literature I ENG 2323 British Literature II	3 3
	United States Government	0.5	GOV 2301 Am Govt I	3
	Economics	0.5	ECON 2301 Macroeconomics	3
	Precalculus		MATH 1316 Plane Trigonometry MATH 2412 Precalculus	3* 4*
	Ind. Study- MATH 1324		MATH 1324 Finite Math	3
	Ind. Study- MATH 1325	1	MATH 1325 Business Calculus	3
	Astronomy		PHYS 1303 Stellar & Galactic Astronomy PHYS 1304 Solar System Astronomy	6*
	SCI 4731 D SCI 4732 D		CHEM 1411 General Chemistry CHEM 1412 General Chemistry II	
	Choose Astronomy or choose two semesters of another 4th year science.		GEOG 1401 Earth Science I GEOG 1402 Earth Science II	
			BIOL 1406 Biology for Science Majors I BIOL 1407 Biology for Science Majors II	
			BIOL 1408 Biology for Non-Science Majors I BIOL 1409 Biology for Non-Majors II	
		1	PHYS 1401 College Physics I PHYS 1402 College Physics II	8
	Aerobic Activity I	Choose one	PHED 1111 Aerobic Conditioning PHED 1158 Yoga	
	Aerobic Activity II		PHED 1115 Aerobic Conditioning	
	Individual Sports I	Choose one	PHED 1150 Swimming I PHED 2111 Weight Training/ Conditioning	
Individual Sports II	Choose one	PHED 2150 Swimming II PHED 2115 Weight Training/ Conditioning	2	
Degree Elective	0.5	Elective (one semester)	3	
Degree Elective	0.5	Elective (one semester)	3	
Year 4 Total	6	<i>* not in total</i>		34
DEGREE PLAN TOTAL		26	87	

Health and Human Services

Health and Human Services: School Nurse

NHEC, like many college campuses, does not employ a school nurse or physician. Students should not come to school when they have a high fever. Parents will be called for minor injuries or if a student becomes ill while at school. Emergencies will be directed to 911.

Health and Human Services: Immunizations

The State of Texas requires students to have current and updated immunizations. A student may not be allowed to attend school without the state-mandated immunizations. Any student exempt due to medical or religious reasons must submit an affidavit as specified by state law. It is the responsibility of the student and parent to provide the school with an accurate immunization record or affidavit of exemption.

Health and Human Services: Medication at School

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

Health and Human Services: Breakfast and Lunch

HISD contracts food service to the Aramark Food Services Company. Breakfast and lunch is served on campus daily. Students that qualify for free or reduced lunch prices should complete the appropriate application form. Students may also bring their own lunch. Students may choose to eat in the commons or patio area, but are not permitted to leave the school premises during lunch without prior authorization from the Attendance Office staff. Students are expected to clean their own area after eating; including placing all trash in the proper receptacle.

Health and Human Services: Lost and Found

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

Health and Human Services: Social Services/ Social Worker

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

STUDENT ACTIVITIES and HONORS

Student Activities and Honors: University Interscholastic League Academic Competition

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

Student Activities and Honors: UIL Eligibility

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

Student Activities and Honors: National Honor Society

The purpose of the National Honor Society is to create enthusiasm for scholarship, stimulate a desire to render service, promote leadership, and develop character in the students of secondary schools. Selection of candidates by the Faculty Council and is based on outstanding scholarship, character, leadership, and service. To be eligible for candidacy, students must be in Year 2, Year 3 or Year 4 at North Houston Early College High School. Year 1 students may not be candidates, but their academic and social records are used in the membership selection process. The minimum GPA requirement is a 3.7. Entry into the National Honor Society is not only based on strong academic achievement, but social action as well. It is recommended that students volunteer their time to work with school and community organizations.

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

Student Activities and Honors: Student Advisory Council and Student Government

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

Student Activities and Honors: Clubs and Organizations

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

Student Activities and Honors: Honor Roll

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

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

PARTNERSHIPS

Partnerships: Community and Parent Involvement

All North Houston Early College parents, community members and businesses are encouraged to become an active part of the success of North Houston Early College High School.

Partnerships: Volunteers (VIPS)

VIPS are HISD volunteers. Each year, thousands of parents, students and community partners support HISD students and teachers by volunteering their time. VIPS represent all economic, ethnic and educational backgrounds. They are caring adults or children who tutor students, serve as classroom assistants to teachers, provide enrichment and hands-on experience with computers, work in the library, clinic, office, cafeteria, and provide other support. All volunteers must register online at <http://www.houstonisd.org> and pass a criminal background check before they can participate as a volunteer.

Any adult that registers through the HISD VIP process can share their time and talents with students and staff by volunteering to work in various capacities. Volunteer staff members make significant contributions to the overall success of the total North Houston Early College program. Please contact the NHEC VIPS coordinator if you are interested in volunteer opportunities.

Partnerships: Parent Teacher Organization

It is our goal to have the most active PTO in HISD. Please call the main office at 713.696.6168 for the latest contact information for PTO activities and membership.

Partnerships: Addressing Parent Concerns

All parents are encouraged to contact the instructor first to address any educational concerns. Should this fail to resolve the concerns or create additional conflict, administration will conduct mediation between the parties in conflict. All faculty members are expected to receive training and follow conflict resolution and mediation guidelines. It is imperative that all faculty members communicate (*not merely document an attempt to communicate*) regularly with the parents of their students.

SECURITY

The number one core value of HISD is Safety above All Else. Everyone on campus shall adhere to district safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

Security: Campus Plan

"Safety Above All Else" is the first *Core Values* of HISD. Each school has a plan to maintain the safety and security of students, staff, and school property. The Campus Safety/Security Plan, available for review in the main office, addresses:

- + Entry and egress to-and-from the campus;
- + Procedures for sign-in and identification of all visitors including parents, volunteers, patrons, contractors and/or vendors;
- + Procedures for removal of access intruders;
- + Security of administrative offices;
- + Security of files;
- + Security of classrooms; and
- + Routine facilities/grounds (general and specific) safety inspections.

The Campus Safety/Security Plan includes:

- + A list of members of the Safety, Security, and Emergency Preparedness Council;
- + Names of individuals on campus trained in CPR/Standard First Aid;
- + Location of the ambulance loading zone;
- + Name of the individual responsible for unlocking pedestrian/perimeter gates during emergencies/evacuation;
- + Bus pick-up location during bus evacuation;
- + Evacuation site plan specifying pre-designated relocation sites north, south, east, and west of the campus, during emergency evacuation;
- + Procedures for activating fire/emergency alarms during fire or other disaster notification;
- + Directive to Faculty Members to carry, on their person, the class roster/grade book during fire exit/disaster drills and/or real emergencies;
- + An employee fan-out system;
- + Specified emergency points to be used by parents during emergencies if/when perimeter gates are locked;
- + Specified date/time when Faculty Members will be trained on the locations and use of fire extinguishers;
- + Campus map with a key/legend that identifies the location of parking lots, sidewalks, gates, flagpole driveways, ambulance loading, and emergency entrance/exits;
- + Items specified in *HISD Emergency Preparedness Plan Manual* Section 5, pages 1-2.

Security: Evacuation Plan/ Fire Drills

The **Fire Safety Plan** with an evacuation plan map of the building has been approved by the City Fire Marshal, or his designated representative. The evacuation plan map, indicating primary and secondary evacuation routes and location of fire extinguishers and/or pull stations, will be followed in the event of a real fire (or other evacuation) emergency. The evacuation plan map is posted in every classroom where it is clearly visible. Every Faculty Member and student occupying the school is trained in evacuation procedures. The City of Houston Fire Code requires, at minimum, one fire exit drill to be conducted every month, in all grade levels, at all schools. A disaster drill is to be conducted each semester. One disaster drill is to be conducted during the first week of school in conjunction with the monthly fire exit drill. Exit drills are to simulate "walk-through" drills, per the established procedures from the campus emergency evacuation plan, the (red book) *HISD Emergency Preparedness Plan Manual*, the (blue book) *Campus Safety Manual*, the Guidelines for Preparing Effective Campus, Safety, Security and Emergency Preparedness Councils, and Houston Fire Code.

Security: Identification Badges

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

Security: Visitation to Other HISD Campuses

Students may not visit other HISD schools during the school day without prior approval of that school's principal. A student's unapproved presence will be deemed as trespassing and is subject to punishment under the law. The home school of the student will be notified so proper disciplinary actions can be taken.

Security: Emergency Messages to Students

The school has been entrusted with their safety and well-being each student during the school day. **We must be informed FIRST!** In case of an emergency in which a student must be reached, the parent must in person or via telephone state the nature the emergency. A decision will be made, based on information received, how best to inform the student. School support will be provided, if necessary. Parents are cautioned not to call a student's cell phone during the school day. If it has not been powered off, it may be confiscated.

Security: Visitors to North Houston Early College

All visitors to campus must sign in and out in the main office. Persons who do not have official school business are not to be on campus during school hours without prior approval from campus administration. Parents are always welcome, but should contact instructors or school administration to schedule their visit in advance.

Safety and Security: Weapons

Employees are prohibited from possessing or using any of the weapons defined in Section 46.05 of the Penal Code while on district property, while working in the scope of assigned duties, or while attending district-sponsored activities. Any exceptions to this provision shall be specifically authorized by the Superintendent or designee.

Safety and Security: Criminal Background Checks

A criminal background check shall be conducted on all active personnel annually. Employees shall disclose a prior record when requested to do so at the time of employment. Failure to do so would result in termination of employment. A review committee will assess the records of employees found to have criminal records that may bar them from continued employment in the district. Employees are required to notify the district within 30 days should they be charged with, convicted of, granted deferred adjudication, or enter a plea of no contender to any felony or any misdemeanor involving moral turpitude. This notification must be made in writing to the custodian of records in the Human Resources Department. Failure to do so could result in termination of employment.