

# East Early College High School



2008-09 Student Handbook



**East Early College  
High School**

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## School Philosophy

The East Early College High School is dedicated to creating a college-bound culture. In that effort, we pledge to provide a safe and structured learning environment that will enable us to work with all stakeholders. Our goal is to graduate all incoming freshmen in 4-5 years with not only the advanced high school diploma but also with up to 60 hours of college credit. Our targeted group is comprised of previously underserved student populations from the East region of Houston I.S.D, and our goal is to follow the early college credo of rigor, relevance, and relationships.

East Early College High School was established in 2006 in the East Region of Houston following the early college principles and the standards set by the Texas Education Agency and the Houston Independent School District.

***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, as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.***



## School Culture

Everyone works together  
Everyone has a voice  
Everyone has a talent or gift  
Everyone gives something back

## School Address/Phone:

East Early College High School  
2524 Garland Street  
Houston, Texas 77087  
Phone: 713-847-4809  
Fax: 713-847-4813

## **What is an Early College High School?**

Early College High Schools are small schools where students earn both a high school diploma and two years of college credit (Associate's Degree) toward a Bachelor's degree. Early Colleges are places for learning, designed to help young people progress toward the education and experience they need to succeed in life and family-supporting careers.

For more information on the early college education model, go to the following web site:

**<http://www.earlycolleges.org/>**

Other Helpful Web Sites:

Our School:

**<http://hs.houstonisd.org/eechs/>**

Houston Community College:

**<http://secollege.hccs.edu/index.php>**

Texas Education Agency (help your child prepare for TAKS):

**<http://www.tea.state.tx.us/student.assessment/resources/release/taks/index.html>**

### **Our Pledge to You:**

- We will give you every opportunity to be successful in a rigorous educational setting.
- We will offer support, inspiration, leadership and travel opportunities.
- We will provide a safe, print-rich, supportive school environment.

### **Your Pledge to Us:**

Your pledge to us:

- You will obey our school rules at all times on both campuses or on trips away from the campus.
- You will do your best work, and devise a study plan for yourself.
- You will ask for help with class work or with problems that interfere with your concentration in school.

## 2008-09 EECHS Administrative Staff

### **Castro, Joel**

Bolden, Tamera  
Campos, Elvira  
Fariza, Dominique  
Garcia, Rosa  
Gil, Joseph  
Herrera, Belinda  
Jimenez, Ninfa  
Perez, Erica

### **Principal**

Dean of Students  
Custodian  
School Social Worker  
Plant Operator  
Clerk  
School Secretary  
Attendance Clerk  
Front Office

## 2008-09 EECHS Faculty

Baldwin, Aline	Librarian, Literacy
Baldwin, Trevor	Soccer Coach
Finch, Ronnie	Math Department Chair
Brannen, Megan	English
Dvizac, Anthony	Social Studies
Jenison, Brian	Physical Education
Jones, Taron	Business/Technology
Lyons, Shirley	English Department Chair
Manluctao, Luenna	Math
Merchant, Charlene	English
Mims, Deborah	English
Neidecker, Brad	Math
Nitsch, Andrea	Social Studies Department Chair
Puno, Katherine	Science
Santos, Jose	Business/Technology
Sigren, Lief	Science Department Chair
Tran, Danny	Science
Vining, Deborah	Social Studies

**Attendance/Permits: Ms. Jimenez or Mr. Gil**

**HCC/college questions: Ms. Bolden**

**Lost and Found: Main Office**

**Nurse's Station/First Aid: Main Office**

**Textbooks: Ms. Baldwin**

**Transcripts: Mr. Santos**

**Scheduling Issues/Conflict Resolution: Ms. Bolden**

## **Alphabetical Listing of Student Rights & Responsibilities**

***Please note: Many of the rules listed below are required by law, and others are for the benefit of all. Still others are required by Houston Community College, and are non-negotiable.***

### **Academic Standards**

All students are expected to maintain at least a B average at all times.

### **Admissions**

Students are admitted to East Early College High School based on the following criteria:

- A completed application
- A letter of recommendation from a former teacher or administrator
- A personal interview with the administrative staff
- Grades that show potential for high school and college success
- Standardized test scores that show ability

EECHS uses a rolling admissions process, which means that as qualified applicants apply they are accepted. Applications received after all spaces for the upcoming year have been filled are placed on a waiting list.

### **Advocacy**

All students will be assigned to a year-long advocacy group. This will be the group that you bond with, talk about academic and social issues, work together on projects and service-learning, as well as form a relationship with your advocacy instructor. Advocacy is a safe haven to discuss current issues that may affect student attitudes or academic success, and will be led by EECHS teen leaders.

### **Arrival and Dismissal**

#### **Arrival:**

Students are not to be dropped off in the morning earlier than one hour before the start of the school day (7:00 A.M. M-TH and 7:30 A.M. on Fridays). Students are to be dropped off on the Rustic side of the campus and walk through the gate. Students are not to be dropped off in the morning in the staff parking lot. No exceptions!

#### **Dismissal:**

Students are to be picked up in the same location, no later than 30 minutes after the end of the school day. If a student is staying after school for a school-sponsored activity, they must leave campus at the time the activity ends (4:30 P.M.) Our campus goal is to ensure that students are safe and supervised at all

times. Once a student arrives on campus, he or she may not leave the campus to make purchases or walk around. Once you arrive on campus, you must remain on campus until the end of the school day. Parents are responsible for any student dropped off or picked up at an off-campus location.

### **Attendance**

Daily attendance is mandatory. If you are absent, we will call parents to verify the absence. Upon your return please bring a note written and signed by your parent with your full name, the date of the absence, a number where a parent may be reached, and the reason for the absence. Acceptable reasons are illness of the student, death in the family, court appointment (with appropriate documentation). Please try to schedule non-emergency appointments for after school or on Fridays during club time (dental cleanings, general physicals, braces or eye appointments) in order to maximize your educational benefits.

You are expected to see the instructor for any missed classes during a time when that teacher is not teaching to obtain and submit make-up work.

### **Cars/Driving to School**

At no time may students park their cars, trucks, or any other motor vehicles in the faculty/staff parking lot on our campus. If a student has a valid driver's license, registration, and proof of insurance, they must get a student parking permit from the Houston Community College security office. Upon obtaining a valid permit, students may park in student parking in the HCC lot.

Under no circumstances may students go to their cars during the school day. Students may not transport other students from the HCC campus after school.

### **Community Service**

Students are required to complete service hours to the school in the freshman through super-senior years. Students should not only keep track of their own hours, including the type of activity, date, time spent, and name of staff member who supervised, but also verify with the office that this information has been recorded in the student's permanent file. Forms are available in the office. Community service cannot be awarded unless the community service was approved by the school in advance. Options will be provided to students.

### **Competitions**

All students are required to participate in history fair and present a project. Students will also have the option to participate in science fair, recruiting, performances, outside competitions such as Name that Book, chess, debate, or other academic contests. In addition, students may compete in soccer and cross-country.

## **Cross-Curricular Projects**

Learning is more effective when the same activities are used in several different instructional areas. Teachers often collaborate on units that will reinforce skills learned in other subject areas. A school-wide project may include units from math, science, social studies, technology, and ELA.

## **Discipline**

Student self-discipline is an important component of college-readiness. Level 1 of student misconduct is redirection, and students are encouraged to immediately fix the problem without arguing. While we will listen to you in most cases, some items are non-negotiable and students are expected to comply. If misconduct is not corrected, students may be sent to the office for further action. If a student is assigned detention, the student must serve that detention on the day assigned. Unserved detentions must be cleared through Saturday school, with the time being doubled.

More serious infractions may result in a behavior contract to be entered into as a condition of the student remaining at EECHS. This will be signed by all three partners: the student, the staff, and the parent.

Students are responsible for informing parents of any Level 1 violation that includes detention or Saturday school. Parents will be notified immediately by school personnel of more serious incidents that result in suspension.

## **Dress Code**

Due to immersion in college courses as well as frequent visits to the HCC campus, students will not wear uniforms. Instead, all students are required to dress for college success.

- Shirts with collars and buttons (polo-style or button-down, collegiate or dress). Shirts must be completely buttoned with the exception of the top button. Necklines must not expose cleavage. Shirts may not be worn on the outside of the collared shirt.
- No headgear or sunglasses will be worn in the building (except those worn for obvious medical reasons and results therefore). No caps, hats, scarves, bandanas, sweat bands, or toboggans allowed to be worn inside of buildings.
- Shirts must be short or long-sleeved (no sleeveless or tank tops).
- Shirts are to be tucked in or no longer than the student's wrist.
- Any type or style of pants, as long as they fit. Pants that are baggy or too tight will not be allowed.
- Under no circumstances should pants or shorts be worn below the waist line.

**(Dress code, continued)**

- Tattoos are not allowed.
- For safety reasons, hoop earrings may be no more than two inches in diameter.
- Sweat pants are not allowed, except for those approved by the P.E. instructor and worn during P.E. class.
- Shoes must be worn at all times (no slippers, flip-flops or stocking-feet).
- Skirts and shorts may be no more than one inch above the knee when student is standing.
- On Fridays, students are allowed to wear East Early College High School T-shirts or college T-shirts.
- Clothing may not at any time include Sports teams, references to drugs or alcohol, cartoons, gang/neighborhood related, or include inappropriate language. This includes Physical Education class, field trips, or weekend campus functions.
- No facial piercings are allowed.
- No hair carvings are allowed.
- Any hair, makeup, or clothing that is a distraction to teachers, students or staff will not be allowed.
- Dress code rules apply any time that the student is on campus during school hours or at any other time. Dress code remains in effect while student is on the HCC campus.

School administrators will make final determinations on dress code issues.

**Electronic Devices**

The school will not be responsible for the loss of electronic devices taken up during the school day. Electronic devices are not to be used during the school day, on or off campus. This includes cell phones, personal listening devices, hand-held games, cameras, and personal computers. Students caught using cell phones or listening devices during the school day will have them confiscated. EECHS will follow the HISD Code of Conduct, which includes a fine of \$15.00 and a detention referral.

In case of emergency, students may ask permission of the instructor or administrator to use the phone in the main office to contact parents.

**Enrichment Activities**

Enrichment activities will be available on Friday afternoons during the school day. Each student will have the opportunity to participate in two in-depth exploratory activities of his or her choosing. These consist of academic, athletic, and social activities that will vary depending on student interest and staff availability.

### **Field Trips**

Field trips will be scheduled regularly throughout the school year. Some will be subject-related for specific groups of learners, and others will involve the entire school. Excellent conduct is required on all field trips, and school rules are always in effect when off-campus. Students should be orderly, respectful of other people's time and efforts, clean up after themselves and classmates, and always thank the guides, bus drivers, and others who are helpful. People always respond well to politeness. Wherever we go, you are representing the entire school.

If there is a field trip scheduled on a school day and during school hours, students are required to attend. There will always be a learning objective that cannot be effectively covered through any other method.

As an early college high school, students will have the opportunity to visit as many colleges and universities as possible, as well as to be involved in the opportunities provided through the Houston Community College system

### **Five-Year Plan**

Students may graduate from EECHS in four years with a high school diploma and college credit hours, but they also have the option for a fifth-year, as a Super Senior, to attend primarily college courses. Each student will meet at least once a year for a face-to-face meeting with an academic advisor to talk about grades and courses needed for graduation, as well as courses to be taken for the Associate's degree. Courses will be determined by the student's prerequisite courses, grades, and maturity level. Placement testing will also determine placement in both high school and college courses. No student will be placed into any college course unless college test scores, grades, and a demonstrated ability to follow rules is in evidence.

### **Grades**

East Early College High School is on a 4.0 grading system. The HISD grading scale is used, as shown below:

90-100 = A  
80-89 = B  
75-79 = C  
70-74 = D  
69 and below = F

Students are encouraged to keep up with all assignments by using the planners issued to all students. Students must keep up with projects, due dates, and deadlines. Many projects will be completed as a group, and it will be required that all participants contribute equally and manage their fair share of the work. All students are given the opportunity to participate in tutorials (either as learners or tutors). If a student fails two academic courses, tutorials will be mandatory until the next marking period. If a student fails the next marking period also, parents will be called in for a conference. At this time, students will be placed on academic probation and given extra support to understand the classroom material.

### **Gum**

Gum chewing is not allowed on campus at any time by students. Students are not allowed to chew gum when attending H.C.C. activities.

### **HCC**

While on the HCC campus, certain areas are forbidden: the HCC bookstore, student lounge, and elevators. The exceptions would be if the activity is part of a classroom assignment and students are supervised by their instructor. While at HCC, students are expected to be respectful, quiet, and cooperative. If at any time a class is canceled or shortened without notice, students are to return to EECHS immediately as a group and report to the main office.

The restrooms outside the Fine Arts Center near the pick-up and drop-off area are not to be used by EECHS students at any time.

Students who have an 8:00 HCC class must report to EECHS and be signed in by 7:40 AM. Students who report directly to HCC without signing in will be withdrawn from the class. After 7:40 AM, students will be marked tardy. On the third tardy to an HCC class, students will be withdrawn.

After two absences of any kind in a college class, HCC will withdraw the student. There is no distinction between an excused or unexcused college absence. However, students must still bring a note to the high school attendance office. If there are days when HISD does not hold classes but HCC does, students are required to attend their college courses.



## Honor Code-Developed by the Class of 2010

### *The East Early College High School Code of Ethics and Honor*

As an EECHS student:

I will complete all work on time without making excuses.

I will ask for help when I need it.

I will pay attention when an adult is speaking.

I will be on time, prepared to work, and with all my personal needs taken care of when I arrive in my classes.

I will use a planner to stay organized.

I will keep my word and always tell the truth.

I will keep the campus clean and not deface or remove the property of others.

I will treat others the way I want to be treated.

I will not copy anyone else's work and submit it as my own.

### **ID Cards**

Every student will be issued an I.D. card from Houston Community College. Students are expected to know their I.D. number, and to carry their I.D. cards with them at all times. This card is used for identification purposes, as well as access to the Houston Community College computer lab and library. If a student loses his or her I.D. card, there will be a \$15.00 charge payable to the H.C.C. campus security office. H.C.C. will accept cash only, and you will not have a new picture taken.

### **Leadership Opportunities**

One component of the early college high school model is developing student leaders. You will be given opportunities to speak to groups of adults, students, peers, and parents in an effort to provide them with growth in this area. Students will choose and develop their own activities depending on their interests, dependability, and strengths. Students may be presenting study modules to other students, conducting freshman orientation sessions, and presenting advocacy lessons.

### **Lunch Room Conduct**

Students are to remain orderly and quiet in the lunchroom and at the picnic tables. Students will enter and be seated, or immediately go to stand in the lunch line. Students who cut in line in the cafeteria will face disciplinary action. Students are not allowed to stand in the cafeteria. All students who sit at a table are responsible for picking up trash from that table, even if it does not belong to them. Birthdays will not be celebrated on campus with birthday cakes, treats, or outside food unless done in advocacy and with the prior permission of the advocacy teacher. No candles, helium balloons, or knives are allowed.

**Parents may not bring in outside food for students during the school day due to H.I.S.D. and City of Houston codes.** Outside food will not be delivered to you in the cafeteria or anywhere else. Students may not bring food or treats in for holidays, special occasions, or just for fun. Food may only be brought to school for multi-cultural celebrations that are planned for school-wide participation.

### **Medication**

Medication will not be administered by any student without physician's orders and parental approval. Parents must bring the prescription to the office in its original container to be administered by office personnel. Students may not carry on their person any medication (prescription or over-the-counter) including pain medication, cold medicine, sinus pills, vitamins, weight loss pills, birth control pills, hyperactivity medicine, or any other type of medication.

### **Multicultural Activities**

There will be a variety of school-wide activities that will help everyone to understand other countries, cultures and customs. These are always learning activities, and students are expected to not only participate fully during these activities, but also to reflect upon them afterwards. Some activities may study the following areas: Asian-Pacific, the Holocaust, Black History, Mexican-American Heritage, and others as time permits.

### **Plagiarism**

While this topic is covered in the honor code, it is very important to understand the campus policy. Plagiarism is the act of copying any portion of another person's work and submitting it as your own. The instructors at EECHS do check work to ensure that it is your own, and we deal harshly with students who copy from others. This includes work from the internet, another person's homework, class work or definitions. The scanning system at H.C.C. is used to check all student work using a sophisticated system that will give the percentage of copied

work. On the third plagiarism offense, a student will have his/her transfer denied to EECHS.

In addition, it is the policy of Houston Community College to expel students who are caught plagiarizing work. ***Students who are expelled from HCC will be dismissed from EECHS!*** If you are unsure about how to use or document sources, please check with your instructor or the school librarian.

### **School Holidays**

There are many school holidays throughout the year. Students are encouraged to rest and relax, but students may take only those days that are official school holidays. Please do not plan to extend your vacation if it will require you to miss instructional days. These will be counted as unexcused absences.

### **Student Relationships**

Students should follow the Golden Rule and treat others as they wish to be treated. Students having conflicts or disagreements with other students should attempt to work these issues out amicably. If the situation cannot be resolved, students are to bring the situation to a staff member. The students will be brought in for conflict resolution in an effort to talk through the problem and resolve the situation. Any behavior that could interfere with instruction will be dealt with calmly and immediately.

Respect and consideration should be used at all times with all classmates, teachers, staff, and substitute teachers.

### **Tardiness**

Arriving to school or class late is considered a discipline infraction. Tardiness takes away from instruction, and will be dealt with severely. If you are tardy to any class including first or fifth period, you must report to the office and sign in. You will be given a slip to admit you to class. On the third tardy, you will be assigned detention, and for every tardy thereafter. If tardies continue to accrue, Saturday detention or suspension will be assigned.

### **Testing**

Scheduled testing for all ninth-grade EECHS students:

- COMPASS test (required prior to admission to any HCC class). Students must score College Level in math, reading, and writing
- NNAT-Identification of gifted/Talented students
- Stanford (required by HISD)
- TAKS (required by the State of Texas for promotion)
- Benchmark (done by academic departments to identify student needs)

- All students will take final exams in every subject. The final exam grade will constitute one-fourth of the student's semester average.

Scheduled testing for all tenth-grade and eleventh-grade EECHS students:

- COMPASS test retesting is required for any student who has not scored College Level in math, reading, and writing. This must be done by December of the tenth grade.
- TAKS
- Stanford
- PSAT/NMSQT
- SAT
- Benchmark (done by academic departments to identify student needs).
- All students will take final exams in every subject. The final exam grade will constitute one-fourth of the student's semester average.

Students are also encouraged to take End of Course testing if they feel prepared in any foreign language.

### **Visitors**

When there are visitors on our campus, be polite and helpful. If it is during passing time or non-instructional time we encourage you to smile, say hello, and even introduce yourself if possible. We want all visitors to feel welcome. We also want to ensure that students stay on task and continue lessons or learning activities despite company or visitors.

**Always say, "Hi, my name is (say your first name). May I help you?"**

### **Important HISD Dates, 2008-2009**

**First day of classes:** August, 25, 2008  
Labor Day holiday: September 1, 2008  
Fall Holiday: October 9, 2008  
PSAT/NMSQ Testing for all sophomores: October 16, 2008  
**Thanksgiving holiday:** November 22-24, 2008  
Final exams for first semester: December 16-19, 2008  
First semester ends: December 19, 2008  
**Winter break:** December 22, 2008-January 5, 2009  
Second semester begins: January 6, 2009  
Martin Luther King holiday: January 19, 2009  
**Spring break:** March 16-20, 2009  
Spring Holiday: April 10, 2009  
Memorial Day holiday: May 25, 2009  
Final exams for second semester: May 25-May 28, 2009  
**Last day for students:** May 28, 2008

### **Important HCC Dates, 2008-2009**

**First day of classes:** August 25, 2008  
Labor Day holiday: September 1, 2008  
Last day for withdrawals: November 6, 2008  
Thanksgiving Holiday: November 27-30, 2008  
Final Exams: December 8-14, 2008  
Grades available: December 19, 2008  
**First day of winter semester:** January 20, 2009  
President's Day holiday: Monday, February 16, 2009  
Spring Break: March 16-20, 2009  
Easter holiday: April 10-12, 2009  
Final exams: May 11-17, 2009  
Grades available: May 22, 2009

## High School Testing Dates, 2008-09

Stanford Test, All Students: Date TBA  
TAKS ELA, Grades 9, 10, 11: March 3, 2009  
Grade 10 TAKS Math: April 28, 2009  
Exit Level Math: April 29, 2009  
Grade 10 Math: April 30, 2009  
Grade 10 Science: April 30, 2009  
Exit Level Science: April 30, 2009  
Grade 10 Social Studies: May 1, 2009  
Exit Level Social Studies: May 1, 2009  
TELPAS: March 16-April 20, 2009

## Report Card Dates

10/15/08  
11/19/08  
1/14/09  
3/4/09  
4/22/09  
6/10/09

Houston ISD  
**expectation:**  
GRADUATION



Every Student Every Day

Education Partners  
Houston Community College



The Bill and Melinda Gates  
Foundation



Texas High School Project