August, 2017

Dear Students:

Congratulations on your commitment to the mission of Early College High School @ Midland College! Our students have accomplished much over the last five years, and we have great hopes that this year will continue to even surpass those achievements. You have an exciting opportunity to truly make a difference in a school that is special. Thanks for being part of it!

ECHS@MC is different!

• We have high academic and behavioral expectations for every student.
• We do not accept failure, no matter what it takes.
• We offer extensive support.
• We take ownership of our own success.
• We respect the opportunities offered to us.
• We seek ways to give back to our community.

As a high school student in a college setting, you will face high expectations and many challenges. At times you may feel discouraged, but do not give up! The faculty and staff at ECHS@MC believe in you and are committed to helping you achieve your dreams. To do so, you must continuously strive to “keep the fire burning,” to develop motivation and work habits that will ensure your success. We can hardly wait to see what the future holds for each one of you!

With great expectations,

ECHS@MC Staff

Rising above, going beyond, and conquering all!
Faculty & Staff

Mrs. Renee Aldrin  
Principal  
renee.aldrin@midlandisd.net

Mrs. Crystal Jack  
Assistant Principal  
crystal.jack@midlandisd.net

Mrs. Megan Medina  
Counselor  
megan.medina@midlandisd.net

Mrs. Sylvia Marquez  
Secretary  
sylvia.marquez@midlandisd.net

Ms. Tacy Hicks  
MAPS I-Freshman Support  
tacy.hicks@midlandisd.net

Ms. Marissa Aranda  
MAPS II-Sophomore Support  
marissa.aranda@midlandisd.net

Mrs. JoAnn Leyva  
College Transition-Jr. Support  
joann.leyva@midlandisd.net

Mrs. Tamara Thompson  
Senior Seminar-Sr. Support  
tamara.thompson@midlandisd.net

Mrs. Genevra Miller  
English I  
genevra.miller@midlandisd.net

Ms. Kelli Laughlin  
English II  
kelli.laughlin@midlandisd.net

Mrs. Tammie Williams  
Algebra I  
tammie.williams@midlandisd.net

Mr. Shawn Huffman  
Algebra II  
shawn.huffman@midlandisd.net

Mr. Fraron Holik  
College Math Prep/ECO  
fraron.holik@midlandisd.net

Mrs. Sara Ashley  
Geometry  
sara.ashley@midlandisd.net

Mrs. Mary Livingston  
Biology  
mary.livingston@midlandisd.net

Mrs. Lathrice Davis  
Chemistry/PE  
lathrice.davis@midlandisd.net

Mr. Chris Berardi  
Physics  
chris.berardi@midlandisd.net

Ms. Melissa Wright  
ISIS  
melissa.wright@midlandisd.net

Mr. Ben Malone  
World History  
ben.malone@midlandisd.net

Mrs. Lina Galindo  
Spanish I,II,  
lina.galindo@midlandisd.net

Mr. Steven Flato  
PE  
steven.flato@midlandisd.net
# Early College High School @ Midland College

## Regular Bell Schedule

<table>
<thead>
<tr>
<th>DAY</th>
<th>1&lt;sup&gt;st&lt;/sup&gt;</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt;</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt;</th>
<th>4&lt;sup&gt;th&lt;/sup&gt;</th>
<th>TUTORIALS</th>
<th>LUNCH</th>
<th>5&lt;sup&gt;th&lt;/sup&gt;</th>
<th>6&lt;sup&gt;th&lt;/sup&gt;</th>
<th>7&lt;sup&gt;th&lt;/sup&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>TR</td>
<td>7:45-8:25</td>
<td>8:30-9:15</td>
<td>9:20-10:05</td>
<td>10:10-10:55</td>
<td>11:00-12:05</td>
<td>12:10-12:30</td>
<td>12:30-1:00</td>
<td>1:00-2:05</td>
<td>2:10-3:15</td>
</tr>
</tbody>
</table>

## Super Friday Bell Schedule

<table>
<thead>
<tr>
<th>DAY</th>
<th>1&lt;sup&gt;st&lt;/sup&gt;</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt;</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt;</th>
<th>4&lt;sup&gt;th&lt;/sup&gt;</th>
<th>Lunch</th>
<th>5&lt;sup&gt;th&lt;/sup&gt;</th>
<th>6&lt;sup&gt;th&lt;/sup&gt;</th>
<th>7&lt;sup&gt;th&lt;/sup&gt;</th>
<th>Super Friday</th>
</tr>
</thead>
</table>

*****************************************************************************************************************************************
EARLY COLLEGE HIGH SCHOOL
@ Midland College

Mission Statement
In four years, all ECHS@MC students will complete an individual learning path demonstrating commitment to self, peers and community, graduating with an associate’s degree, prepared and admitted to a bachelor’s degree program.

Core Values
Being part of the ECHS@MC community is an honor that must be cherished and upheld daily. ECHS@MC students and staff will live by the core values we have set for our community. It is the responsibility of all community members to maintain and support the following values:

KINDNESS  treating others with compassion and courtesy;  
no put-downs

RESPONSIBILITY  being dependable to complete tasks and to follow rules & directions

INTEGRITY  doing what’s right even when no one is watching;  
being trustworthy

HONESTY  being truthful in your words and actions;  
no cheating or plagiarism

RESPECT  appreciating the value of other people, their opinions & their property

DESIRE  doing your best in order to be your best

The legacy of Early College High School @ Midland College will be strengthened by the pursuit to exemplify these values in every realm of our lives.
Early College High School @ Midland College
Commitment to Excellence

Parent/Guardian Commitment

We fully commit to ECHS@MC in the following ways:

• We will make sure our child is at school on time every day, missing only for illness or emergencies.
• We will make arrangements for transportation whenever he/she needs tutorials.
• We will always notify the school when our child is absent, and we will make sure all work is completed.
• We will make arrangements for our child to attend Saturday School whenever it is assigned.
• We will make sure our child follows the dress code and the Student Code of Conduct.
• We will always make ourselves available to our children and to the school staff, and we will address any concerns they might have.
• We will help our child in the best way we can.
• We will partner with the school staff and make sure that our child completes all assignments on time.
• We will partner with the school staff and make sure that our child completes all assignments on time.
• We commit to supporting our student's attendance at ECHS@MC for four years.
• Failure to adhere to these commitments can cause my child to be transferred back to the home campus.

Student Commitment

We fully commit to ECHS@MC in the following ways:

• I will always be kind and treat others with respect.
• I will attend school every day and arrive to all classes on time.
• I will contact Midland College instructors myself if I am going to miss a college class.
• I will attend tutorials and Saturday School whenever they are assigned.
• I will complete all assignments and homework to the best of my ability and turn them in on time.
• I will seek help in class and in tutorials when I need it.
• I will follow all rules and behave appropriately in response to the high standards of ECHS @ MC.
• If I make a mistake, I will tell the truth and accept responsibility for my actions.
• I will always follow the directions of the high school and college staff members without argument.
• I commit to attend ECHS@MC for four years.
• Failure to adhere to these commitments can cause me to be transferred back to the home campus.
**ADMINISTRATIVE POLICIES**

All ECHS @ MC students must comply with all policies outlined in the MISD Student-Parent Handbook as well as the Midland College Catalog and Handbook. Additional expectations are outlined below.

<table>
<thead>
<tr>
<th>ATTENDANCE</th>
<th>IT IS THE STUDENTS’ RESPONSIBILITY TO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>It is the expectation for ECHS@MC students to have perfect attendance.</td>
<td>• Ensure the accuracy of his/her attendance record.</td>
</tr>
<tr>
<td><strong>IF THE STUDENT IS ILL OR HAS A FAMILY EMERGENCY AND MUST MISS SCHOOL:</strong></td>
<td>• Monitor his/her attendance record in order to maintain academic credit.</td>
</tr>
<tr>
<td>• A parent is expected to call the school office to report the absence within 3 days of a student’s absence.</td>
<td><strong>FOR HIGH SCHOOL CREDIT TO BE AWARDED:</strong></td>
</tr>
<tr>
<td>• The student is expected to contact the college professor/instructor to discuss the absence prior to missing the class.</td>
<td>• The student must be present in class 90% of the semester.</td>
</tr>
<tr>
<td>• The student must provide a doctor’s note to the attendance clerk within 3 days of absence in order to receive an excused absence.</td>
<td>• Translation: The tenth absence (excused or unexcused) in one semester in any class=NO CREDIT.</td>
</tr>
<tr>
<td><strong>IF A STUDENT BECOMES ILL OR HAS A FAMILY EMERGENCY AND MUST LEAVE SCHOOL:</strong></td>
<td>Parents may appeal for credit by providing a written statement that explains his/her lack of attendance. The Attendance Review Committee will determine if credit will be awarded. (TEA Section 25.092)</td>
</tr>
<tr>
<td>• A parent must come into the office to sign the student out of school.</td>
<td><strong>COMPULSORY ATTENDANCE:</strong></td>
</tr>
<tr>
<td>• Students 18 &amp; older must have a parent call prior to the student signing themselves out of school.</td>
<td>Texas public schools are required to report to their local juvenile justice entity any student and their parent that (TEA Section 25.092):</td>
</tr>
<tr>
<td>• If a student needs to make contact with a parent, the student may come to the office for assistance.</td>
<td>• Is absent 10 + days or parts of days within a 6-month period. (this includes tutorials/detentions)</td>
</tr>
<tr>
<td><strong>IF A PARENT CHOOSES TO TAKE A STUDENT OUT OF SCHOOL FOR LUNCH:</strong></td>
<td>• Is absent 3 + days or parts of days within a 4 week period. (this includes tutorials/detentions)</td>
</tr>
<tr>
<td>• The parent must have the student back in time for class so the student does not lose any instructional time.</td>
<td><strong>THESE INCLUDE:</strong></td>
</tr>
<tr>
<td>• The parent can only take their student.</td>
<td>• Tardies</td>
</tr>
<tr>
<td><strong>COLLEGE CLASSES:</strong></td>
<td>• Excused absences and unexcused absences to tutorials, academic detention, or class</td>
</tr>
<tr>
<td>• Students will not be pulled from college classes for check-out.</td>
<td><strong>STUDENTS MAY BE PLACED ON PROBATION DUE TO EXCESSIVE ABSENCES OR TARDIES. PROBATION CAN RESULT IN DISMISSAL FROM ECHS@MC.</strong></td>
</tr>
<tr>
<td><strong>UPON RETURN:</strong></td>
<td></td>
</tr>
<tr>
<td>• It is the students’ responsibility to obtain all missing assignments from their teachers/professors.</td>
<td></td>
</tr>
<tr>
<td>• Students are required to complete all missing work within the allotted time.</td>
<td></td>
</tr>
</tbody>
</table>
**MIDLAND COLLEGE**

ECHS@MC is located on the campus of Midland College, and therefore shares facilities with MC instructors, staff, and students. We are guests on this campus, so we must respect Midland College staff, students, and facilities at all times.

Students are to exhibit behavior appropriate for a post-secondary educational environment and thus are expected to:

- Speak quietly when entering all buildings. This includes the Scharbauer Student Center and the Jack E. Brown dining facility as these areas are used for studying.
- Use designated crosswalks at all times while crossing the street.
- Walk on the sidewalks only.
- Completely refrain from roughhousing, horseplay, and public displays of affection.
- Preserve and protect campus property by disposing of trash properly.

Students have access to MC facilities for academic purposes only. Students are not allowed to “hang out” in buildings without a specific academic reason.

**DISCIPLINE**

Students will comply with the Midland ISD Code of Conduct, Midland College rules and expectations, and standards set by ECHS@MC.

Students are responsible for conducting themselves properly in a manner appropriate for a college student.

Student responsibilities for achieving a positive learning environment at school or school related activities include:

- Attending all classes regularly and on time
- Being prepared for each class with appropriate materials and assignments

- Being appropriately dressed and groomed
- Behaving in a responsible manner
- Avoiding violations of the student code of conduct
- Obeying all school rules including Midland College rules and expectations
- Cooperating honestly with staff in investigation of disciplinary cases and volunteering known information to a serious offense

**Students will be placed on disciplinary probation if they have excessive discipline referrals during a semester or a single serious offense. If discipline issues persist, students may be dismissed from ECHS@MC.**

**TARDIES**

Because ECHS@MC is a college setting, there are no bells. It is important that students learn to manage their time. It is expected that students report to class on time. A tardy is defined as arrival to class after the scheduled start time. Tardies are disruptive to the instructional process and therefore unacceptable.

<table>
<thead>
<tr>
<th>Tardies</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>Verbal Warning</td>
</tr>
<tr>
<td>4th &amp; every tardy after</td>
<td>Detention</td>
</tr>
<tr>
<td>6th Tardy</td>
<td>Parent Contact</td>
</tr>
<tr>
<td>10th Tardy</td>
<td>Saturday School</td>
</tr>
</tbody>
</table>

**BUS TRANSPORTATION**

Bus transportation is available to ECHS@MC students. For information on routes and bus numbers please contact MISD Transportation at: 432.689.1760
LOCKERS
Since ECHS@MC is located in a college setting, lockers are not available. Students are responsible for their personal property and textbooks.

LUNCH OPTIONS
Students have three options for on-campus meals:
- The ECHS@MC cafeteria is located in room 115. MISD Breakfast is free to all ECHS@MC students. Based on reported family income MISD lunch is provided: Free, Reduced Rate, Regular Rate
- The Scharbauer Student Center snack bar
- The F. Marie Hall coffee shop
- Jack E. Brown dining facility

All 9th graders are to remain on campus during lunch.

All 10th – 12th graders may leave campus for lunch

MEDICATION
ECHS@MC does not have a staff nurse on campus. In situations where a nurse is needed, we have access to a school nurse on call. ECHS@MC staff and administration have been trained to dispense medication.

A student who must take prescription or nonprescription medicine during the school day must have a written request on file. The medicine must be in its properly labeled container and submitted to the office. Any medication found in a student’s possession will be confiscated, and student may receive disciplinary consequences.

DRESS CODE
ECHS@MC students do not have to wear uniforms. However, appropriate dress is required at all times. Students must adhere to the MISD dress code policy (see MISD Student – Parent Handbook). If a school administrator determines that a student’s grooming and/or dress violates the dress code, the student shall be given an opportunity to correct the problem and must do so immediately. Reminders:
- Leggings are NOT pants. If a student wears leggings, the shorts or skirt covering the leggings must be 3 inches above the knee.
- No tank tops. Bare backs and shoulders are not allowed.
- Holes in jeans must not be higher than be 3 inches above the knee.
- Skirts and shorts must be 3 inches above the knee.
- No sagging pants.
- No pajamas or house shoes
- Hats are not allowed in any building
- No apparel that has labeling/designs that represent inappropriate content

ELECTRONIC DEVICES
Students who violate the MISD Student Code of Conduct regarding electronic devices will have the electronic device confiscated by school personnel and placed in the school office.

The device will only be returned to their parent/legal guardian after 3:15 p.m.
- 1st offense: Parent/legal guardian signs for device in the office after 3:15 pm
- 2nd offense: Parent/legal guardian signs for device in the office after 3:15 pm, $15 fee is paid
- 3rd and subsequent offenses: Device is held for 5 days Parent/legal guardian signs for device in the office after 3:15 pm on the 5th day $15 fee is paid
PROBATION
FAILING A COLLEGE COURSE: Students will be placed on academic probation if they fail 1 college class. They must pass all high school and college classes the next semester or they will be dismissed from ECHS@MC. If students fail 2+ college courses in a single semester, they will be dismissed at the end of the current semester.

FAILING A HIGH SCHOOL COURSE: Students will be placed on academic probation if they fail 2 high school classes in a single semester. They must pass all high school and college classes the next semester or they will be dismissed from ECHS@MC. If students fail a high school class that is required for high school graduation, they must work with the counselor for credit recovery. If students refuse to comply with credit recovery they will be dismissed at the end of the current semester.

DISCIPLINARY PROBATION Students will be placed on disciplinary probation if they have excessive discipline referrals during a semester or a single serious offense. Students may also be placed on disciplinary probation for serious attendance problems. If students continue to have attendance or discipline issues during the probationary period, they will return to their home campus the following semester.

SCHOOL DAY
The school day will begin at 7:45 and end at 3:15.

TEXTBOOKS
State-approved textbooks and college textbooks are provided free of charge for each class. Books must be covered by the students as directed by the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent/guardian.

IDENTIFICATION CARDS
Students will be issued an ID card that identifies them as an ECHS@MC student as well as a Midland College Student.

Students are required to have their ID card with them during school hours and at school-sponsored events.

This ID card entitles students to free admission to Midland College athletic events as well as use of the Fasken Learning Resource Center (Library) and the computer labs on the campus of Midland College.

Students are required to have their ID cards for any testing in the testing center, enter any MC computer labs, and in order to leave the classroom at any time.

The cost to replace a lost ID card is $5.00.

PARKING
Students must provide a copy of their driver’s license and proof of insurance to the principal to receive approval to drive and park on campus. Once approved, student must receive MC parking permit.

Operating a motor vehicle on the Midland College campus is a privilege and is conditional on complying with the rules and regulations set forth in the Midland College Handbook.

• Students must obtain a vehicle registration permit located at the information desk in the Scharbauer Student Center. Operation of a vehicle without a permit is a violation of traffic and parking regulations.
• Parking permits must be affixed to the inside of the windshield on the lower right side.
• Parking spaces for staff are designated by signs at the end of every row and by yellow striping on the pavement. Students may not park in these areas.
ACADEMIC AWARDS
Students must achieve a 4.5 semester grade point average during two consecutive semesters in secondary school to receive an academic letter. For determining awards in the 9th grade, students must achieve a 90 or above average in the spring semester of their 8th grade year in the core subjects of English, math, science, and social studies, and any high school credit earning class, and a 4.5 semester grade point average in the fall of their 9th grade year.

ACADEMIC INTEGRITY
Academic integrity is essential in all education settings and particularly at ECHS@MC. Students found to have engaged in academic dishonesty shall be subject to disciplinary penalties and grade penalties set forth by MISD for high school courses and Midland College for college coursework.

Academic dishonesty includes cheating from or copying the work of another student, plagiarism and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from students.

CLASSIFICATION
After the 9th grade, students are classified according to the number of credits earned toward graduation. Grade/classification will be based on the following:

<table>
<thead>
<tr>
<th>Credits Earned</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>10 (Sophomore)</td>
</tr>
<tr>
<td>12</td>
<td>11 (Junior)</td>
</tr>
<tr>
<td>18</td>
<td>12 (Senior)</td>
</tr>
</tbody>
</table>

At Midland College, student classification is defined as follows:
- Freshman: 1-29 semester hours
- Sophomore: 30-59 semester hours

GRADE POINT AVERAGE (GPA)
The MISD GPA scale is included in this handbook. Grade points are awarded based on the semester average in the course. Grade points are averaged to create a cumulative GPA. GPAs are updated twice per year in January and in June (upon the completion of the semester). The Midland College GPA scale is as follows:
- A= 4 points
- B= 3 points
- C= 2 points
- D= 1 point

Midland College GPAs are also updated in January and June.

TSI COMPLIANCE
All students must be TSI (Texas Success Initiative) compliant by the start of their junior year.

Each student must take the TSI before the start of school their 9th grade year.

To continue in the program, each student must pass all sections of the TSI.

LATE WORK
Teachers will follow district policy for make-up work after an absence. The following regulation will apply to all other late work for students at ECHS@MC:

*One school day late* — A maximum grade of 70 – Student will be assigned a mandatory tutorial to complete the work.

*Two school days late* — A maximum grade of 60 – Parents will be contacted

*Three school days late* — A maximum grade of 50

At ECHS@MC, students are required to attend mandatory after school tutorials for all missing assignments or an average below 70.
PARENT CONNECTION
MISD encourages parents to assist in monitoring the progress of their child. Parents are encouraged to enroll in the online grade monitoring service called Parent Connection. It is a free service. Parents can obtain a free account that will allow them to view their child’s grades online. Visit the MISD website at [www.midlandisd.net](http://www.midlandisd.net) and select the Parent Connection Link for information on obtaining free password protection access. Parents will be required to complete information online as well as return a signed form to the campus.

PLANNERS
Students are provided with a custom ECHS @ MC planner. All students must use this planner. The cost to replace a lost planner is $5.00.

REPORT CARDS
Report cards are completed every six weeks and mailed to the home. At the end of the first three weeks of a grading period, parents will be given written notice if the student’s performance in any core course below 70, is below the expected level of achievement, has dropped two or more letter grades, and/or has conduct that is unsatisfactory and/or would receive a grade of U. Progress must be signed by the parent and returned to the school the following day. College course grades are reported only at the end of the semester.

SYLLABUS
Students will receive a syllabus for each of their classes, including their college classes. The student must be familiar with the class requirements, assignments, and assessments. The student should use his/her planner to organize assignments.

MAKE UP WORK
It is the students’ responsibility to obtain and complete all make-up work for both high school and college classes in a satisfactory manner within the allotted amount of time. A student shall be allowed at least one day of make-up any college course work is at the discretion of the college professor.

WAIVER
Juniors and seniors who meet attendance, grade and disciplinary criteria will receive an attendance waiver reducing the days at the end of the school year up to 10 days.

TUTORIALS
Tutoring is available before and after school according to the tutorial calendar posted in each classroom and on the ECHS@MC website. Tutoring may also be available during lunch as arranged by appointment with individual teachers.

MANDATORY TUTORIALS
Students will be assigned to mandatory tutorials when:

- No assignment is turned in
- An assignment is turned in incomplete
- When they have failed an assessment
- When they are in danger of failing

Teachers will assign Mandatory tutorial. Attendance to mandatory tutorials is not optional; students are REQUIRED TO ATTEND.
TECHNOLOGY

Personal technology devices are allowed at ECHS@MC for instructional use only. Technology can be a great learning tool. ECHS@MC encourages the use of technology and makes it widely available to our students. Because we are located on a college campus our students have unfiltered web access. All technological resources utilized at ECHS@MC are limited by the restrictions stated in the Midland ISD student handbook.

STUDENTS ARE PROHIBITED FROM:

- Accessing social networking, music, gaming, entertainment sites (Facebook, Vine, Pinterest, and Pandora etc.) from any MISD or MC technology at any time.
- Utilizing any electronics for non-educational purposes during instructional time.
- Bringing IPODS, MP 3 players, Gameboys, etc. into the instructional setting
- Knowingly viewing or violating others’ personal accounts.
- Violating others’ intellectual property rights, including downloading and viewing others’ information without explicit permission from the copyright holder and proper citation is explicitly forbidden.

DATA STORAGE:

Students have access to various Internet based storage applications (iCloud, Dropbox, etc.) Therefore, at no time is a student to save any information on any MISD technology devices.

MONITORING:

To every extent practical, steps shall be taken to promote the safety and security of users of ECHS@MC’s online and offline technology.

All ECHS@MC staff shall:

- Educate
- Supervise
- Actively monitor

Appropriate usage of all online and offline technology usage at all times in accordance with Midland ISD policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act.

ECHS@MC RESERVES THE RIGHT TO SUSPEND OR REVOKE THE PRIVILEGE OF A STUDENTS’ USE OF ANY AND ALL TECHNOLOGY UTILIZED ON ITS CAMPUS OR TAKE OTHER DISCIPLINARY OR LEGAL ACTIONS WHEN NECESSARY TO PROTECT SAFER, POLICY, AND A FOCUSED LEARNING ENVIRONMENT.