

EARLY COLLEGE HIGH SCHOOL  
@ Midland College



STUDENT – PARENT  
HANDBOOK  
2017-2018

*Educating the Future!*



Midland Independent School District



*Educating the Future!*



Midland Independent School District

*Early College High School @ Midland College*

*3600 N. Garfield  
Midland, TX 79705  
432-685-4641*

*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!***

# ECHS @ Midland College

3600 Garfield Midland, TX. 79705

## Important Phone #s

***ECHS @ MC***

*(432) 685-4641*

***MIDLAND COLLEGE***

*(432) 685-4500*

***MIDLAND COLLEGE POLICE***

*(432)685-4734*



## School Motto

Rising Above, Going Beyond,  
and Conquering All!

## School Colors

Forest Green and Columbia Blue

## Mission

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, and prepared and admitted to a bachelor's degree program.

## Faculty & Staff

**Mrs. Renee Aldrin**

**Mrs. Crystal Jack**

**Mrs. Megan Medina**

**Mrs. Sylvia Marquez**

**Ms. Tacy Hicks**

**Ms. Marissa Aranda**

**Mrs. JoAnn Leyva**

**Mrs. Tamara Thompson**

**Mrs. Genevra Miller**

**Ms. Kelli Laughlin**

**Mrs. Tammie Williams**

**Mr. Shawn Huffman**

**Mr. Fraron Holik**

**Mrs. Sara Ashley**

**Mrs. Mary Livingston**

**Mrs. Lathrice Davis**

**Mr. Chris Berardi**

**Ms. Melissa Wright**

**Mr. Ben Malone**

**Mrs. Lina Galindo**

**Mr. Steven Flato**

Principal

Assistant Principal

Counselor

Secretary

MAPS I-Freshman Support

MAPS II-Sophomore Support

College Transition-Jr. Support

Senior Seminar-Sr. Support

English I

English II

Algebra I

Algebra II

College Math Prep/ECO

Geometry

Biology

Chemistry/PE

Physics

ISIS

World History

Spanish I,II,

PE

renee.aldrin@midlandisd.net

crystal.jack@midlandisd.net

megan.medina@midlandisd.net

sylvia.marquez@midlandisd.net

tacy.hicks@midlandisd.net

marissa.aranda@midlandisd.net

joann.leyva@midlandisd.net

tamara.thompson@midlandisd.net

genevra.miller@midlandisd.net

kelli.laughlin@midlandisd.net

[tammie.williams@midlandisd.net](mailto:tammie.williams@midlandisd.net)

shawn.huffman@midlandisd.net

fraron.holik@midlandisd.net

sara.ashley@midlandisd.net

mary.livingston@midlandisd.net

lathrice.davis@midlandisd.net

chris.berardi@midlandisd.net

[melissa.wright@midlandisd.net](mailto:melissa.wright@midlandisd.net)

ben.malone@midlandisd.net

lina.galindo@midlandisd.net

steven.flato@midlandisd.net

# Early College High School @ Midland College

## Regular Bell Schedule

### Early College High School @ Midland College Bell Schedule 2017-2018

DAY	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	TUTORIALS	LUNCH	5 <sup>TH</sup>	6 <sup>th</sup>	7 <sup>TH</sup>
MWF	7:45- 8:50	8:55- 9:50	9:55- 10:50	10:55- 11:50	11:55-12:15	12:15- 12:45	12:45- 1:30	1:35- 2:20	2:25- 3:15

DAY	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>TH</sup>	TUTORIALS	LUNCH	6 <sup>TH</sup>	7 <sup>TH</sup>
TR	7:45- 8:25	8:30- 9:15	9:20- 10:05	10:10- 10:55	11:00- 12:05	12:10-12:30	12:30- 1:00	1:00- 2:05	2:10- 3:15

### Super Friday Bell Schedule

DAY	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	Lunch	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	Super Friday
Super Friday	7:45- 8:25	8:55- 9:50	9:55- 10:50	10:55- 11:50	11:55-12:45	12:41- 1:17	1:20- 1:51	1:54- 2:25	2:25- 3:15

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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 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.

## ATTENDANCE

It is the expectation for ECHS@MC students to have perfect attendance.

### IF THE STUDENT IS ILL OR HAS A FAMILY EMERGENCY AND MUST MISS SCHOOL:

- A parent is expected to call the school office to report the absence within 3 days of a student's absence.
- The student is expected to contact the college professor/instructor to discuss the absence prior to missing the class.
- The student must provide a doctor's note to the attendance clerk within 3 days of absence in order to receive an excused absence.

### IF A STUDENT BECOMES ILL OR HAS A FAMILY EMERGENCY AND MUST LEAVE SCHOOL:

- A parent must come into the office to sign the student out of school.
- Students 18 & older must have a parent call prior to the student signing themselves out of school.
- If a student needs to make contact with a parent, the student may come to the office for assistance.

### IF A PARENT CHOOSES TO TAKE A STUDENT OUT OF SCHOOL FOR LUNCH:

- The parent must have the student back in time for class so the student does not lose any instructional time.
- The parent can only take their student.

### COLLEGE CLASSES:

- Students will not be pulled from college classes for check-out.

### UPON RETURN:

- It is the students' responsibility to obtain all missing assignments from their teachers/professors.
- Students are required to complete all missing work within the allotted time.

## IT IS THE STUDENTS' RESPONSIBILITY TO:

- Ensure the accuracy of his/her attendance record.
- Monitor his/her attendance record in order to maintain academic credit.

## FOR HIGH SCHOOL CREDIT TO BE AWARDED:

- The student must be present in class 90% of the semester.
- Translation: The tenth absence (excused or unexcused) in one semester in any class=NO CREDIT.

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)

## COMPULSORY ATTENDANCE:

Texas public schools are required to report to their local juvenile justice entity any student and their parent that (TEA Section 25.092):

- Is absent 10 + days or parts of days within a 6-month period. (this includes tutorials/detentions)
- Is absent 3 + days or parts of days within a 4 week period. (this includes tutorials/detentions)

## THESE INCLUDE:

- Tardies
- Excused absences and unexcused absences to tutorials, academic detention, or class

**STUDENTS MAY BE PLACED ON PROBATION DUE TO EXCESSIVE ABSENCES OR TARDIES. PROBATION CAN RESULT IN DISMISSAL FROM ECHS@MC.**

## 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.

1-3 Tardies:	Verbal Warning
4 <sup>th</sup> & every tardy after:	Detention
6 <sup>th</sup> Tardy:	Parent Contact
10 <sup>th</sup> Tardy:	Saturday School

## 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 9<sup>th</sup> graders are to remain on campus during lunch.**

**All 10<sup>th</sup> – 12<sup>th</sup> 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.**

- 1<sup>st</sup> offense: Parent/legal guardian signs for device in the office after 3:15 pm
- 2<sup>nd</sup> offense: Parent/legal guardian signs for device in the office after 3:15 pm, \$15 fee is paid
- 3<sup>rd</sup> and subsequent offenses: Device is held for 5 days  
Parent/legal guardian signs for device in the office after 3:15 pm on the 5<sup>th</sup> 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 9<sup>th</sup> grade, students must achieve a 90 or above average in the spring semester of their 8<sup>th</sup> 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 9<sup>th</sup> 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 9<sup>th</sup> grade, students are classified according to the number of credits earned toward graduation. Grade/classification will be based on the following:

<u>Credits Earned</u>	<u>Classification</u>
<b>6</b>	<b>10 (Sophomore)</b>
<b>12</b>	<b>11 (Junior)</b>
<b>18</b>	<b>12 (Senior)</b>

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 9<sup>th</sup> 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 21<sup>st</sup> 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 SAFETY, POLICY, AND A FOCUSED LEARNING ENVIRONMENT.**