



Student Handbook

2018-2019

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Vision

Vision

We are committed to empowering a diverse body of students to develop and apply knowledge and skills in order to pursue individual goals for the future, and become productive citizens who value life-long learning. We envision a school in which:

- All students produce college quality work.
- All stakeholders work in a cooperative/collaborative relationship.
- Students are self-motivated, independent learners who seek out their own education.
- Students transition successfully to the workforce or an institution of higher learning.

Mission

We will accomplish this vision by designing rigorous curricula and support and intervention structures that ensure all students meet or exceed all expectations required to obtain both a high school diploma and an associate degree/college credit hours.

Collective Commitments

- We will provide positive and immediate feedback to our students.
- We will utilize specific instructional strategies, interventions, and tools adopted by both ECISD and Odessa College.
- We will create opportunities for parents to become involved with their child's education.

Core Values

Being part of the this learning community is an honor that must be cherished and upheld daily. 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:

Respect, Responsibility, Initiative, Pride, Honesty & Integrity

Respect: to consider worthy of high regard (esteem).

Responsibility: the quality of being dependable (trustworthiness).

Initiative: energy shown in getting action started (ambition).

Pride: a sense of pleasure that comes from some act (self-worth).

Honesty: the quality or state of being truthful and fair (sincere).

Integrity: the quality of being honest and fair (virtue).

Parent and Student Commitment

Parent/Guardian Commitments - I/We fully commit to the campus in the following ways:

- I/We will make certain our child is at school on time every day, missing only for illness or emergencies.
- I/We will make arrangements for transportation whenever he/she needs tutorials.
- I/We will always notify the school when our child is absent, and we will make certain that all work is completed.
- I/We will make arrangements for our child to attend Saturday School whenever it is assigned.
- I/We will always make ourselves available to our children and to the school staff to address any concerns they might have.
- I/We will partner with the school staff and make sure that our child completes all assignments on time.
- I/We commit to supporting our student's attendance.
- I/We will help our child be successful in school and to meet their commitments in the best way we can.

Student Commitments - I fully commit to the campus in the following ways:

- I will always be kind and treat others with respect as I strive to follow the Core Values.
- I will attend school every day and arrive to all classes on time.
- I will contact Odessa College instructors myself when I am going to miss a college class.
- I will attend tutorials and Saturday School as assigned.
- I will complete all assignments and homework to the best of my ability and submit in a timely manner.
- I will seek help in class and in tutorials when needed.
- I will follow all campus protocol and behave appropriately in response to the high expectations.
- 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 the campus for four (4) years.

I understand that failure to adhere to these commitments will result in natural consequences and may result in me being transferred back to the home campus.

****Upon acceptance to OCTECHS a commitment page was signed by all students and parents.**

Campus Policies

Students must comply with all policies outlined in the ECISD Student Handbook and Student Code of Conduct as well as the Odessa College Catalog and Handbook.

*****Additional expectations required of students are outlined below.*****

Attendance

We **expect** students to have **perfect** attendance.

Missing the school day due to student illness or family emergency: A parent is expected to call the school office to report the absence on the day it occurs. 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 main office within 3 days of the absence in order to receive an excused absence.

Leaving during the school day due to student illness or family emergency: A parent must come into the office to sign the student out of school. If a student needs to make contact with a parent, the student may come to the office for assistance.

Taking a student out of school for lunch: The campus is closed for lunch. Parents and students must adhere to this expectation.

Leaving during a college class: Students should not be pulled from college classes for check-out.

Returning from an absence: It is the students' responsibility to obtain all missing assignments from their teachers and professors.

It is the student's responsibility to: Ensure the accuracy of his/her attendance record and monitor his/her attendance record in order to maintain academic credit

Awarding of high school credit: By state law, students must be present in class 90% of the semester in order to receive credit. 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 fails to abide by attendance policies.

Students may be placed on probation due to excessive absences. Probation can result in dismissal from OCTECHS.

Tardies

The campus is a college setting and does not operate with bells. Students will be expected to manage their time and 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.

Students may be placed on probation due to excessive tardies. Probation can result in dismissal from the campus.

Late Work

We expect students to be diligent in turning in work on or before the assigned deadline. College professors DO NOT accept late work. Students are required to follow instructors' policies.

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. College class make-up time is at the discretion of the professor.

Academic Integrity

Academic integrity is essential in all education settings. Students found to have engaged in academic dishonesty shall be subject to disciplinary penalties and grade penalties set forth by ECISD for high school courses and Odessa 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.

Parent Portal

Parents are expected to enroll in the online grade monitoring service called txConnect which is a free service. Parents can obtain a free account that will allow them to view their child's grades and attendance online as well as receive informational messages from the campus. Parents may complete all required information online at:

<http://www.ectorcountysd.org/site/Default.aspx?PageID=966>

Early College High Schools at Odessa College

The ECISD early college high schools are located on the campus of Odessa College of which we are guests. It is imperative that we respect Odessa College staff, students and facilities at all times.

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

Students are to exhibit appropriate post-secondary behavior which includes:

- Using designated crosswalks
- Speaking quietly when entering and occupying **all** buildings
- Refraining from roughhousing, horseplay and public displays of affection.
- Preserving and protecting campus property
- Throwing trash in appropriate containers

Discipline

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 the campus.

Students are responsible for displaying behaviors appropriate for a college student by achieving and maintaining a positive learning environment at school or school related activity which includes:

- Attending 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 which includes exhibiting core values
- Avoiding violations of the student code of conduct
- Cooperating with staff in investigation of disciplinary cases and volunteering known information to a serious offense.

Dress Code

Students are to be appropriately dressed at all times. If a school administrator determines that a student's grooming and/or clothing violates the dress code, the student shall be given an opportunity to correct the problem and must do so immediately. The student will have to call a parent or wear campus assigned clothing if not dressed within the professional dress code standards. Students must adhere to the following policies.

Items not allowed:

- No burnout tops, strapless tops, backless/holes tops, tube tops, see through tops **or** see through tops with spaghetti straps underneath.
- No spaghetti strap type tops, low cut or revealing tops.
- No tank tops or doubling on tank tops.
- No over the shoulder tops.
- Shirts and shorts must be no shorter than five inches from the top of kneecap and hemmed.
- No extremely tight clothing.
- If wearing leggings, tops must cover to mid-thigh (below hips).
- No caps or hats may be worn inside the buildings.
- Extremely torn clothing will not be permitted. All clothing must be hemmed.
- No holes above the knee in pants, shorts or skirts.
- No pajamas or house shoes allowed.
- No body piercing (other than normal earrings) examples: nose rings, tongue, lip, eyebrow piercing.
- No shaved hair designs; no mohawks.
- Tattoos or appearance (**including hair length**) that affects the education environment will **not** be allowed.
- Hair styles and length must be appropriate due to safety issues and on-the job training classes, as well as portrayal of the professionalism expected of students.

Inappropriate clothing/styles of dress include (but are not limited to) the following examples:

- Baggy or sagging pants or shorts: Extremely wide legs are not allowed. Wide leg jeans in the proper waist size are generally acceptable. Pants must be appropriate size for wearer. Pant and shorts must be worn at the waist. No SAGGING!
- Athletic style tank tops/muscle shirts or underwear-type shirts. Basketball-type jerseys will not be worn either by themselves or over t-shirts.
- Extremely long/big shirts. Any shirt/blouse that is longer than the fingertips or that has a shirrtail is to be tucked in the pants/skirt/shorts.
- No trench coats
- No underclothing showing at any time.
- Any type of clothing, jewelry or makeup including t-shirts that advertise, support or display inappropriate language including sexual messages or innuendos, gestures, tobacco, alcohol, illegal drugs, violence, or Satanic philosophy.
- Any style of grooming or clothing that could be associated with gang membership or that might cause disruption to the educational process will not be allowed.
- Bare midriffs, bare shoulders, backless wear or see through clothing, are NOT permissible.
- Hats, bandanas, caps, hairnets, and sunglasses are not to be worn at any time.

- Excessive makeup. This includes black lipstick, extremely heavy mascara and/or eyeliner.
- Unnatural hair color/design--such as red, purple, green, spray, dye or extreme modes of hair design.
- Students must wear shoes at all times. Bathroom slippers or footwear not intended for outdoor wear (or shoes equipped with roller blades/wheels) are not allowed.

Electronic Devices & Technology

Students who violate the Internet Awareness Policy and/or the ECISD Student Code of Conduct regarding electronic devices will have the electronic device confiscated by school personnel and placed in the school office. Because we are located on a college campus, our students have areas that have unfiltered web access. Students are prohibited from:

- Accessing social networking, music, gaming, and social/entertainment sites
- Knowingly viewing or violating others' personal accounts
- Bringing speakers, etc., on campus
- Violating others' intellectual property rights without explicit permission from the copyright holder and proper citation is not allowed.

At no time may a student save any information on any OC technology device.

Staff will educate, supervise and actively monitor safe and secure use of all technology.

Hallways & Walkways – In the hallways, students are allowed to text but are not allowed to talk on the phone. If students are using headphones in the hallway, it's one ear in / one ear out and music should not be loud. Speakers are not allowed on campus.

Classroom – Students are not allowed to use cellphones in the classroom unless the teacher has determined that the student's cellphone will be used for a class assignment or project. If a teacher collects a phone from a student, he or she is personally responsible for that device.

Campus administration has the right to suspend or revoke any or all technology privileges.

School Day

The school day will begin at 8:35am and end at 4:25pm for all high school classes. ECISD breakfast will be served in the designated area from 8:10am to 8:30am. Please note that college classes start and end times will vary.

Office hours are from 8:00am - 5:00pm. Campus administration is available beyond these hours by appointment. Please check with the school secretary for availability of administration.

Bus Transportation

Bus transportation is available to students who qualify. For information on routes, bus numbers and schedules please contact the ECISD Transportation Department at 432-456-9864.

Closed Campus

Both early college high schools are closed-campus. Students are not allowed to leave campus during the school day without being checked out by parents in the main office for both appointments and emergencies. This includes during lunch. Students who leave campus during the school day without permission from administration (or after checking out in the office will face disciplinary action).

Lockers

Students are responsible for their personal property and textbooks at all times. There are no lockers on campus. Backpacks are suitable for transportation of student items.

Textbooks

Classroom sets are available for students to use at school. College textbooks are provided by Odessa College and students should comply with college procedures given by college professors/instructors regarding their use.

Medication

There is no school nurse on campus. In situations where a nurse is needed, we have access to Laura Mathew, RN. Staff will be able to dispense medication if there is a written request on file. Other prescriptive medicine must be in its properly labeled container and must be submitted to the main office.

Lunch

Students will be provided on campus meal choices by ECISD School Nutrition. ECISD lunch is available as: free, reduced or regular and is based on reported family income. Students may also bring lunches from home. Two microwaves and a refrigerator are available in the ECISD School Nutrition Portable for student use. Other eating areas will be available to students depending on their grade level. Students must remain on campus during lunch.

Identification Cards

The cost to replace a lost or defaced ID card is \$20.00 and is obtained at the Wrangler Center in the Saulsbury Campus Center.

School Hours

Our building is open to students between 8:00am and 5:30pm. Students staying for tutorials, credit recovery classes, or clubs are permitted to stay longer.

Gifts

No gifts, flowers or balloons are allowed for delivery to students at school.

Cafeteria Expectations

Students are to use polite table manners while eating and stay seated until dismissed. Students may not play with food, trays or trash and must clean up after eating. Students are to respect all adults who are in charge of the cafeteria area.

TSI (Texas Success Initiative)

Compliance

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

To continue in college class work beyond the 10th grade year, each student must **pass** all sections of the TSI. Students in advanced math classes must become TSI compliant before taking the college math class which is a requirement on each associate's degree plan.

All students need to be TSI compliant by the start of their Junior year. Students who fail to become TSI compliant will be dismissed from the program to return to their home campus.