

Spring Early College Academy

Student / Parent Handbook

2017-2018



The First. The Few. The Future.

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ADMINISTRATION

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VISION

Spring Early College Academy will be widely recognized as one of the premier high schools in the Houston Area

MISSION

The Spring Early College Academy's mission is to prepare students to be critical thinkers, responsible citizens, and confident leaders while receiving rigorous and relevant instruction through best teaching practices and AVID strategies to close the achievement gap by preparing all students for college readiness that results in the attainment of secondary baccalaureate degree and promotes personal responsibility for lifelong learning and philanthropy.

GOALS

1. Graduate 75% of students with an AA or at least 30 hours of college
2. 100% students TSI ready in ELA and 75% math by the end of 11th grade
3. Increase the number of AP passing scores by 10%
4. Ranked in top ten in our comparison group
5. 97.5% student attendance rate

SCHOLAR PLEDGE

*As an Spring Early College Academy Scholar,
I choose to succeed and to prosper.
I am responsible for my actions and decisions.
I choose to be an active participant in my learning.
I am accountable for my future.
I choose to value myself and others.
I choose to serve, to lead, and to embrace each new challenge.
For I am the Spring Early College Academy*

PRINCIPAL'S MESSAGE

Welcome to Spring Early College Academy! We have a tradition of excellence and look forward to continuing that tradition this school year. We believe in each of our students and know that they can succeed if they put forth the required effort. I hope to be able to serve you and to help lead our campus so that we have an encouraging, supportive environment that leads to student success.

Diana Kimberly, Principal

ACADEMIC INFORMATION

ACADEMIC INTEGRITY POLICY

Spring Early College Academy is committed to the pursuit of excellence and high levels of academic integrity. Academic dishonesty will not be tolerated. Academic dishonesty is using a person's work, concepts, designs, data, ideas, research, or documentation, without giving proper credit to the source. It goes beyond plagiarism to also include lying, cheating, using or providing unauthorized materials in preparation for an exam/test/quiz, or using or providing unauthorized materials during an exam/test/quiz, and other acts, such as the theft or falsification of records and files. The following are forms of academic dishonesty:

- Looking at someone else's work product, or knowingly allowing someone else to look at one's work product during an exam, test, or quiz
- Using any kind of "cheat notes" during an exam, test, or quiz
- Copying any work assigned to be done independently or letting others copy one's work (It is the responsibility of the individual teacher to clarify expectations about homework and projects with their classes, preferably in writing on their course syllabi.)
- Having unauthorized access to or using stolen exams, tests, or quizzes
- Providing or selling exam, test, or quiz information to other students
- Using an electronic device (calculator, cell phone, camera, or other gadgets) to give or receive or copy information before, during, or after an exam, test, or quiz
- Collaborating on an exam, test, quiz or assignment with any other person without prior approval from the teacher
- Lying about attendance or ability to complete assignments and/or assessments
- Lying about other people being responsible for low grades or missing scores/assignments
- Claiming credit for work in a group project when work was done by others
- Attempting to misrepresent the authorship of student work, i.e., having someone else write a paper
- Copying or closely paraphrasing sentences, phrases, or passages from an un-cited source while writing a paper or doing research
- Using the views, opinions, or insights of others without proper acknowledgement
- Fabricating or altering laboratory data
- Accessing and/or using copyrighted test bank questions or any materials designed for instructors' use only

(Adapted from Cupertino High School)

Teachers will use their professional judgment in determining whether a student has been academically dishonest. If the teacher determines that this is the case, the teacher will submit a conduct referral to administration. There may be disciplinary consequences and the student may receive a "0" on the assignment. The actions taken at the school level will comply with district policy. In the event that the academic dishonesty occurs in a Lone Star College class, there may be disciplinary consequences at Lone Star College and at Spring Early College Academy. The Lone Star College professor will determine the academic penalty.

ACADEMIC PERFORMANCE POLICY

Students at Spring Early College Academy are expected to maintain high standards of academic performance. Students are to maintain a semester average of 75 or better in all classes and grades of C or better in all Lone Star College classes. Support is available in the form of tutoring at Lone Star College, tutorials on Monday and Tuesday from 3:30 – 4:30 at Spring Early College, AVID study groups, and

individualized plans that can be made with teachers. Students who fail a class for a 6 weeks may be assigned to mandatory tutoring in order to help them meet the academic performance policy.

Failure to meet the grade expectations will result in academic probation meetings, individual improvement plans, and possibly a change of placement to the student's zoned high school.

Seniors who are not eligible to take college classes will have a placement committee meeting to determine whether they will remain at Spring Early College or be placed at their zoned high school. Thus, it is essential that rising seniors maintain their Lone Star College and Spring Early College grades.

ADVANCED PLACEMENT CLASSES

Advanced Placement classes are college level classes certified through the College Board that are offered at high school campuses. In May, towards the end of the class, students are required to take the AP exam. One great benefit of taking AP Exams is the opportunity to earn college credit and placement. Nearly all colleges and universities in the United States grant credit and placement for qualifying AP scores. You can save money and get a head start on your degree when you enter college with credit you've already earned through AP. SECA offers the following classes: AP Human Geography, AP World History, AP English 3, AP Spanish.

AVID

All students are enrolled in AVID 1-4 as appropriate. The purpose of AVID is to help support our students in attaining the college readiness skills needed for success at SECA and beyond. These skills include organization, time management, prioritization, study skills, goal setting, note taking, and many more. In AVID 3 and 4, the focus is identifying careers of interest, possible majors, researching colleges/ universities, writing entrance/ scholarship essays, applying to colleges, applying for scholarships, and completing the FAFSA. Every SECA student must apply to at least three colleges/ universities. In addition, the AVID teacher serves as an advocate for his/ her students and helps monitor student grades.

COUNSELING DEPARTMENT

The mission of the Spring Early College Academy Counseling Department is to provide all students with a comprehensive school counseling curriculum that promotes and encourages student achievement. The role of the Counselor is to assist students with developing their academic, career, social, and personal abilities. Collaboration and cooperation between counselors, students, faculty, administrators, parents, and the community will provide a safe and caring environment to assist all students in becoming responsible and productive lifelong learners.

Procedure for requesting to see the Counselor:

Students may make an appointment to see the Counselor at any time by filling out a Counselor Request form found in the front office.

Procedure for Requesting TSI Testing Tickets and SAT/ACT Waivers:

Students may request testing tickets and waivers by completing a request form found in the front office. Students will receive the tickets and waivers within 24 hours of the request.

Schedule changes

If a student has concerns regarding their schedule, they will need to make an appointment with the Counselor by filling out a Counselor Request Form before school, after school, or during passing periods.

Reasons for a schedule change:

- Missing Graduation Requirement
- Scheduling conflict
- Scheduling error

- Summer school grade changes current placement

Schedule changes WILL NOT be made for the following:

- Period preference
- Teacher preference
- Classroom location

MANDATORY TUTORING

Each six weeks, the grade level team will meet with the Student Support Specialist to determine which students are in need of mandatory tutoring. This decision will be based on student performance in the class, teacher observations, performance on standardized tests, and counselor input. If the student is assigned to mandatory tutorials, the student will be notified by the Student Support Specialist. The notification will include the days, times, and locations of the tutoring. In general, mandatory tutorials occur on Mondays and Tuesdays from 3:30 – 4:30. We have tutorial buses available on those days. This information will also be emailed to the parent. Failure to attend mandatory tutorials may result in a conduct referral and disciplinary consequences. Attendance at tutorials is taken into consideration at academic probation and placement committee meetings.

SCANTRONS

Often, LSC classes require students to use scantrons for their tests. These may be purchased at the SECA front office or at the textbook store at LSC.

Administrative Policies and Procedures

ATTENDANCE POLICY

If a student is absent, parent must call Attendance Clerk at (281) 891-6880 to report absence. Parent must send child with a written note the day of return. Any absence not cleared after 3 days of the absence will be considered an unexcused absence.

Only authorized persons may pick up a student from school. A child will NOT be pulled from class until parent or authorized person arrives and presents a valid driver license in order to have a child released. School dismissal time is 3:10 PM. Students will not be pulled from class after 3:00 PM.

BUS ROUTE CHANGES

If a student needs to ride a different bus route, student must bring a transportation change note to the Principal's office prior to noon the day of the change. Please include child's full name, ID #, grade level and telephone # where parent/guardian can be contacted. All transportation changes must be approved by Principal or designee. If approved, the student will be provided a "transportation change form". The student should present this form to the bus driver.

CHANGE OF ADDRESS

It is important that any change of address or telephone number be reported to the Registrar's Office. A copy of a current utility bill or lease is required for an address change.

DRESS CODE POLICY

Students will abide by Spring ISD dress code. "The objective of this dress code is to provide an appropriate educational environment while allowing students to dress comfortably within limits to facilitate learning. Students' attire can have a positive or negative effect on the learning process, contribute to students' success and generate a safe and positive learning environment. We expect students to maintain the type of appearance that is not distracting to students, teachers or the educational process of the school."

LSC BEHAVIOR EXPECTATIONS

Spring Early College Alphas are always expected to represent themselves in a professional and mature manner. While at Lone Star College, we expect our students to stand out as exemplars. They are to be on time, well dressed, well behaved, and responsible. They are to follow SISD student code of conduct as well as that of Lone Star College system. Classes should not be skipped, language should not contain profanity. Attire should meet dress code. This includes the food court, recreation center, and all other location at Lone Star College. Students who violate the LSC code of conduct will be subject to sanctions by the LSC and the SECA. This may include removal from the Spring Early College Academy and placement in either Richey Academy (for violations that warrant it per SISD student code of conduct) or at their zoned campus.

LSC GRADE MONITORING

Lone Star College classes do not report grades to Parent Connect or to Spring Early College Academy until the end of the semester. Thus, it is imperative for parents to touch base with their daughters/ sons and ask them to display grades in D2L. Students should always monitor their grades closely. If a student is aware they are struggling they should meet with their professor and discuss what they can do to improve. Students should avail themselves of the tutoring center too. Finally, students who are struggling in their college classes should notify SECA counselor or administration.

At the conclusion of each semester, SECA requests and LSC provides a list of final grades that are at that point transcribed to the high school transcript. If there is a grade less than a C, that generates a Probation/ Placement meeting.

LOST AND FOUND

Students who find lost articles are asked to bring them to the front office where the owner can claim them. Those students who have lost articles should come to the office to claim their possessions as soon as possible. Should the article not be in the office, please check again within a few days. Each six weeks unclaimed articles will be placed in the cafeteria for a short period of time, if still unclaimed they will be donated to charity.

MEDICATIONS

If it is necessary to bring medication (prescription and non-prescription) to school, it must be brought to the Nurse's Office immediately upon arriving at school in the original package along with the completed Medication Release Form (included in the information distributed on opening day) giving permission for office personnel to administer the medicine. The top portion of the form is for prescribed medication; the bottom portion is for non-prescription medication (Advil, Tylenol, etc.). One or both areas will need a parent's signature to dispense any medicines. **AT NO TIME WILL THE STUDENT BE PERMITTED TO USE THE TELEPHONE TO GAIN PERMISSION TO TAKE ANY MEDICINES, INCLUDING ADVIL, TYLENOL, ETC.** Medications are kept in a locked cabinet at all times.

NURSES/ HEALTH CLINIC

If a student becomes ill during school, he/she must report to the clinic. The student **WILL NOT REMAIN IN THE RESTROOM, OR ELSEWHERE.** Should it be necessary for the student to go home, the parent or guardian will be contacted by the school nurse first and then the student will be released from school. **NO STUDENT WILL LEAVE THE SCHOOL PREMISES BECAUSE OF ILLNESS WITHOUT PROPERLY CHECKING OUT THROUGH THE ATTENDANCE OFFICE.**

RESTROOM POLICY

- Students are encouraged to use the restroom during passing periods, lunch, before or after school.
- Students are not allowed out of class during the first 15 and last 15 minutes of class. The reason for this is to allow the class to begin and end in an orderly fashion.

School Expectations

- Dress must be appropriate for school. The principal reserves the right to make judgment as to what is appropriate.
- No inappropriate language and gestures.
- No running, yelling, pushing, shouting or congregating in the hallway.
- No food or drink outside of cafeteria.
- Verbal harassment and physical harassment will not be tolerated.
- The snack machines are off limits during school hours and after school for students riding buses.
- Students should be where they belong at all times.

- Drawstring backpacks are not allowed.
- Be prepared for class work (have all necessary items). All class tardies will accumulate.
- Keep the room neat, and take care of all school property.
- Be courteous and respectful to teachers and classmates.
- Be dismissed by the teacher at the end of class.
- No public displays of affection.
- Students are not allowed in building before 7:15 a.m. unless they present a signed pass from teacher or parent.

SCHOOL PROPERTY

- Student assistance in maintaining a clean, attractive building and grounds helps promote the fine reputation associated with SECA academic and extra-curricular programs.
- Equipment issued to students as a part of the regular school or extra-curricular program must be returned in its original condition, allowing for normal wear. Students responsible for losing, damaging or destroying school property will be charged the current replacement cost or current repair charges necessary to return the property to its original condition.
- Failure to pay the assessed charges for lost, damaged or destroyed school property may result in the withholding of student grade cards, student graduation diplomas and/or transcripts indicating courses completed or credit earned.
- Students shall be notified when nonpayment of charges for lost, damaged or destroyed school property will result in the actions listed above and shall have the right to an informal hearing with a building administrator to discuss the situation.
- Students involved in the deliberate defacing or vandalism of school property may be subject to serious disciplinary action in addition to the assessment of charges necessary to restore the property to its original condition.
- Remember, the condition of the building reflects the image of the student. **BE PROUD OF YOUR SCHOOL.**

STUDENT ID CARDS

Students will be issued a SISD / SECA id card. Students are to keep that card with them while at school and school events. It does not have to be worn but must be available on request. Replacement cards may be purchased from the front office.

Students are issued a LSC id card. Replacement cards may be purchased from the LSC library.

STUDENT PARKING

Students with a valid driver's license and proof of insurance may purchase a parking permit from the front office. Students are to park in designated areas. Students parking in areas designated for staff or visitors will receive consequences that may include fines. Similarly, students found parking without a permit will incur consequences and possibly fines.

Seniors are allowed to drive to LSC. They should obtain a LSC parking permit.

TARDY POLICY

Students are expected to be prompt and on time. This is a college environment where we expect students to be where they are supposed to be, when they are supposed to be. Consider the following adage "To be early is to be on time. To be on time is to be late. To be late is unacceptable."

If a student is late to any class period, the student is to report to the front office and get a tardy slip which will be used to gain admission to their class. They are to go directly from the front office to class. There is not time to waste. Missing classroom instruction will reduce learning.

Excessive tardiness is considered three or more tardiness is defined at SECA as 3 or more tardies in a week or 5 or more in a 3 week period. The consequence for excessive tardiness is a detention hall.

TEXTBOOKS

- Students will have high school textbooks and on-line resources available in class. Any parent wishing to have a set of textbooks at home must request the resource from classroom teacher. Parents are responsible for the care of books until they are returned at the termination of that course. Any costs incurred through loss or damage of texts will be assumed by the parent.
- College textbooks are distributed each semester to individual students. Again, students are responsible for the care of books until they are returned at the conclusion of that course. Any costs incurred through loss or damage of texts will be assumed by the parent and student.

TRANSCRIPTS

Requests for transcripts can be made through the SECA Registrar's office. The fee for transcripts is \$1.00 cash only.

TRANSPORTATION

Increased enrollment has resulted in crowded buses and tighter bus schedules. Common courtesies and promptness to designated bus stops will benefit all. While on the bus, keep hands and head inside the bus at all times and refrain from loud talking or laughing. Other rules to observe include the following:

- Obey the bus driver. He/she has complete control of their bus.
- Bus riders should never tamper with the bus.
- Do not throw anything out of the windows.
- Bus riders should stay in their seats while the bus is in motion.
- Bus riders are expected to be courteous to fellow students and to the bus driver.
- Quietness is essential when approaching a railroad crossing.
- While on the bus, students are under the authority of and directly responsible to the bus driver. Students who board the bus must remain on the bus until it arrives at school or their regular point of departure.
- Disorderly conduct or persistent refusal to submit to authority of the bus driver shall be reason for revocation of bus transportation privileges to any student.
- Help keep the bus clean. Do not leave lunches, books, papers or other articles on the bus.
- Observe rules of safety and common sense at all times.
- No horseplay around or on the bus.
- No smoking or use of tobacco of any kind will be permitted on the bus at any time.
- Students who desire to ride a bus other than the one normally assigned must secure written permission from the principal in advance.

Riding the school bus is a privilege not a right. Violation of campus/ district rules may result in disciplinary action including suspension and/or loss of bus riding privileges.

VISITORS

In order to promote safety and security ALL VISITORS MUST report to the front office, and present a Texas Drivers License or other valid photo ID at the reception desk. Visitors must check out before leaving the campus.