

# Clear Horizons

## Early College High School

### Student/Parent Handbook

#### 2022-2023



*Rising to the challenges of tomorrow, today.*

## Clear Horizons Early College High School

281-929-4657

13735 Beamer Road, Box 913

Houston, TX 77089

<http://chechs.ccisd.net/>

### Contacts

Principal  
April Tidwell  
[aetidwell@ccisd.net](mailto:aetidwell@ccisd.net)

Dean of Instruction and  
Assistant Principal  
Donna Baggs  
[dbaggs@ccisd.net](mailto:dbaggs@ccisd.net)

Lead Counselor (11, 12)  
Judith Sutphin  
[jsutphin@ccisd.net](mailto:jsutphin@ccisd.net)

Counselor (9, 10)  
Samina Chaudhry  
[schaudhry@ccisd.net](mailto:schaudhry@ccisd.net)

Dual Credit Director  
Kristen Ross  
[Kristen.Ross@sjcd.edu](mailto:Kristen.Ross@sjcd.edu)

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**Teri Crawford**  
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Principal

**Donna Baggs**  
Dean of Instruction/Assistant Principal

**Vision:**

Empower learners who are traditionally underrepresented in college to earn sixty college credit hours and a high school diploma in four years.

**Mission:**

The mission of Clear Horizons, the premier Early College High School in the state of Texas, is to equip all students for post-secondary success with an Associate Degree and to embolden all students to be contributing members of society by offering an advanced academic environment, individualized instruction, personal accountability, meaningful relationships, and service learning while celebrating diversity.

**Motto:**

Rising to the challenges of tomorrow, today.

The purpose of this handbook is to document for students and parents the rules, policies, procedures, and systems that direct our work. There is no intent to duplicate the CCISD and SJC policies, catalogs, and codes of conduct. Those documents are referenced throughout.

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## **Early College High School Background**

Clear Horizons Early College High School (ECHS) was established in 2007 on the campus of San Jacinto College (SJC) South on Beamer Road and earned a TEA Exemplary rating in 2008, 2009, 2010 and 2011. In 2012 the rating system was changed. Clear Horizons continues to meet the highest performance standards, consistently earning all TEA Distinction Designations for which the school is eligible. Students have the opportunity to graduate each year with an Associate Degree from San Jacinto College three weeks before walking across the stage and receiving a high school diploma from the Clear Creek Independent School District. Prior to 2007, our program operated under the name Project Excel with a focus on advanced students. Beginning a 2007, the program shifted to the Early College High School concept.

Early College High Schools are based on the belief that academic rigor, student autonomy, and the opportunity to save time and money, are powerful motivators for students to work hard and meet serious intellectual challenges. Since 2002, the partner organizations of the Early College High School Initiative have initiated or redesigned hundreds of schools across the country. There are more than 200 Early College High Schools in Texas. The schools are designed so that low-income youth, first-generation college goers, English language learners, students of diverse ethnicities, and young people who are traditionally underrepresented in higher education can simultaneously earn a high school diploma and an Associate Degree or up to two years of college credit toward a Bachelor's Degree in a tuition-free setting. Most of the students at Clear Horizons ECHS claim a minority group membership and the rate of student economic need is higher than the rest of the CCISD student population.

Clear Horizons Early College High School is a CCISD charter school serving approximately 450 students. Eighth grade students in CCISD may apply each spring to participate in the lottery selection for 125 seats in the freshman class. All coursework is taught at the Honors, Advanced Placement, and Dual Credit levels. Twenty hours of service-learning projects are required annually, and semester-long internships are provided in both the junior and senior years.

The operation of Clear Horizons is governed by the policies of CCISD and SJC. Critical governing documents include:

- CCISD Educational Planning Guide
- CCISD Grading and Reporting Procedures
- CCISD Student Code of Conduct
- San Jacinto College Catalog
- San Jacinto College Student Handbook

### **CCISD Mission, Goals, and Beliefs**

<https://www.ccisd.net/our-promise>

### **SJC Mission and Values**

<http://www.sanjac.edu/about-san-jac/overview/vision-mission-values>

### **CCISD Educational Planning Guide – Course Catalog**

The CCISD Educational Planning Guide is available online at

<https://www.ccisd.net/courseselection>

### **CCISD Grading and Reporting Procedures**

The CCISD Grading and Reporting Procedures is available online at

<https://www.ccisd.net/policy>

### **CCISD Student Code of Conduct – Discipline**

The CCISD Student Code of conduct is available online at

<https://www.ccisd.net/policy>

### **SJC Catalog**

The SJC Catalog is available online at

<http://www.sanjac.edu/catalog>

### **SJC Student Handbook**

The SJC Student Handbook is available online at

<https://www.sanjac.edu/student-services/educational-planning/student-handbook>

## **Admission**

Applications are placed on the Clear Horizons website each January (<http://chechs.ccisd.net/>). Informational events are hosted throughout the school district to recruit eighth graders who are interested in applying. All applicants must complete the Clear Horizons online application for participation in the lottery. Any eighth-grade student residing in Clear Creek ISD can apply. The application deadline is in late February and an electronic lottery follows. The Texas Education Agency's charter blueprint for Early College High Schools requires that a minimum of 40% of the incoming freshmen class are students who are designated as economically disadvantaged. The computerized lottery system will give a selection preference to these students, assuming that 40% of the applicants meet the eligibility criterion for free and reduced meals. Applicants receiving lottery numbers 1 – 125 must then complete the application process to attend San Jacinto College. Applicants with lottery numbers 126 and above will maintain their rank order on the Waiting List. Should a vacancy occur in January of the freshmen year or in the summer prior to the sophomore year, the Waiting List will be utilized to invite students to transfer to Clear Horizons.

Admitted students must complete all applicable CCISD and SJC enrollment paperwork, online or otherwise. It is important that students note their high school as Clear Horizons ECHS on the SJC application. Students and parents will be required to complete the Clear Horizons ECHS Student/Parent Agreement on an annual basis. In addition, students must provide proof of the Meningitis immunization and complete the TSIA college readiness exam prior to enrolling in classes at SJC.

## **Academic Calendars**

CCISD and SJC calendars are not always identical. Students are responsible for attending all high school and college classes every day. Parents are responsible for providing transportation on the days for which the traditional calendar does not align with the ECHS calendar. Clear Horizons ECHS will publish a calendar that addresses attendance.

Intersession is a special schedule used for those days when the college is not in session, but the high school is. During Intersession, seniors and other advanced students with fewer high school classes will have alternative academic activities and attendance responsibilities. The Texas Education Agency requires that high school students attend school four hours a day, every day, on the high school calendar. Clear Horizons students will be required to attend and/or participate in another school activity (ex: seminars or service learning) when college classes are not in session.

## **Diplomas – Programs of Study**

All students are expected to fulfill the CCISD Distinguished Level of Achievement (DLA), as defined TEA HB 5, diploma requirements. The State of Texas Assessments of Academic Readiness (STAAR) End of Course (EOC) test score requirements remain in effect for all Clear Horizons ECHS students and all CCISD graduation plans. All Clear Horizons ECHS students are expected to work toward completing three years of the same language to facilitate acceptance to the 4-year university of choice.

The expectation is for all Clear Horizons graduates to obtain at least 60 hours of college credit to be used towards a four-year Bachelor Degree at a university. All students will pursue a SJC Associate of Arts in General Studies. Students may choose a different major during their 10<sup>th</sup> grade sophomore conference. All costs associated with courses outside the General Studies degree plan will be charged to the parents of the student, unless approved by the Clear Horizons ECHS principal. Permission to pursue a different major must be solicited from both the Clear Horizons ECHS Counselor, as well as the SJC Dual Credit Director. The change of major must be approved prior to submitting a Course Selection Sheet that includes coursework outside the General Studies major. Students who do not wish to pursue a specific major will remain on the degree plan for an Associate of Arts in General Studies.

## **Four-Year Planning**

The CCISD four-year planning process is re-visited each year in the spring semester. Counselors will visit student's classes in the spring semester to revise four-year plans. Students submit the four-year plan electronically in Naviance Family Connection. Parents can view the plan in Naviance Family Connection. Students are required to submit a Course Selection Card each year in February to document their course requests for both semesters for the coming school year. Course Selection Cards require signatures of parents and students. The Clear Horizons ECHS counselor and administration will use this information to arrange high school and college courses for the coming year. It may not be possible to change your registration after the course selection process takes place each February. See applicable sections on schedule changes. All students will meet with San Jac Dual Credit Educational Planners for advising sessions throughout their four years at Clear Horizons Early College High School. Students in their senior year will attend their advising session in the fall semester of senior year. Additionally, all students attending Clear Horizons ECHS will meet with their high school counselor at least once per year.

## **College Readiness Testing**

The Texas Higher Education Coordinating Board, through the Texas Success Initiative (TSI), requires that all institutes of higher learning assess the academic skills of each entering undergraduate student to determine the student's readiness to enroll in freshman-level academic coursework by taking the Texas Success Initiative Assessment (TSIA). Students will have to meet criteria on the math, reading, and writing portions of the TSIA before they are eligible to enroll in certain college level courses. Students who do not meet the appropriate criteria for college level courses are required to pursue remediation and to retest.

The form to retest is distributed by the ECHS counselor and then approved and signed by the dual credit director. The student should take the signed form to the testing center on the assigned test date. Re-testing may be limited by the college to certain dates. Re-testing attempts may be limited. Students may be required to receive additional instruction prior to re-testing.

The TSIA Student Information Brochure can be found at the following:

<http://www.thecb.state.tx.us/reports/PDF/6401.PDF?CFID=62526892&CFTOKEN=52170818>

TSIA Sample Questions can be found at the following:

<https://secure-media.collegeboard.org/digitalServices/pdf/accuplacer/accuplacer-texas-success-initiative-assessment-sample-questions.pdf>

### **Exemptions from TSIA:**

- **ACT** – Students with a **composite score of 23** with a minimum of 19 on the English test and 19 on the Mathematics test. ACT scores are valid for five years.
- **SAT** – Students with a **minimum score of 480** on the Evidence-Based Reading and Writing (EBRW) test and a **minimum score of 530** on the mathematics test.

[https://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p\\_dir=&p\\_rloc=&p\\_tloc=&p\\_ploc=&pg=1&p\\_tac=&ti=19&pt=1&ch=4&rl=54](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=4&rl=54)

*THECB website:*

<https://www.highered.texas.gov/>

## **Alternative Settings for Earning High School Credit**

Clear Horizons ECHS students must get counselor approval before enrolling in Clear Access or Clear Stars to ensure proper alignment between college and high school credits.

### **Clear Access**

CCISD's online school can only be used to take a course the first time (original credit). You cannot use it to repeat a course or recover credit.

### **Clear Stars**

CCISD's Clear Stars provides students the opportunity to recover credits (online courses) to meet high school graduation requirements.

Note – Classes taken in alternative setting listed above and summer school are not included in the CCISD GPA.

*CCISD Educational Planning Guide (EPG)*

### **Alternative Enrollments**

Students must be enrolled in Clear Horizons ECHS courses according to the prescribed sequence. All students will abide and complete the Clear Horizons pathway plan of courses (including all CHECHS core curriculum). Any outside credits earned from the CHECHS pathway, will be awarded as local elective credit(s), and the student will be required to take the Clear Horizons' course(s). The pathway plan at Clear Horizons ECHS prepares the students for subsequent levels of mathematics, English, etc. The principal has the discretion to require enrollment in Clear Horizons mathematics, science, social studies, and English course work so that students are adequately prepared with Honors and AP CCISD curriculum for the advanced level college coursework that follows. This discretion and requirement of our curriculum is part of the privilege of earning a CCISD diploma and ensuring a student's success in an accelerated ECHS program. Should a student decide to recover credit in a private school, summer school, distant learning course, credit by exam, etc. they will need to get approval from the Clear Horizons counseling department and the Dean of Instruction before registering for these types of alternate credits. Proof of paid enrollment and attendance/participation in the alternate program will be required if approved by the Clear Horizons counseling department and the Dean of Instruction. Students who do not obtain prior approval will not be granted credit. Withdrawal from a course in progress will only be possible with the approval of the Clear Horizons principal. Any student who is permitted to withdraw from a course will be scheduled into a Clear Horizons Tutorial period with a high school teacher in place of the course from which they have withdrawn for the remainder of the semester. All CCISD/Clear Horizons ECHS courses will take precedence over any supplemental or outside coursework.

## **Course Registration**

Course registration should be based on the four-year planning process. The Course Selection Card submitted in February each year is the basis of all registration for college and high school classes. Course Selection Cards require signatures of parents and students. The Clear Horizons ECHS counselor and administration will use this information to arrange high school and college courses for the coming year. It may not be possible to change your registration after the course selection process takes place in February.

SJC has a “No Late Registration Policy.” SJC does not allow students to register for or add classes that have already met. You must register for or add classes on the day prior to the start date of the class. No registration will be available once the class has met.

The most up-to date copies of your high school schedule and SJC schedule will be distributed before classes begin. Rooms and professors for SJC courses ARE NOT listed on the Clear Horizons class schedule students receive at the beginning of each semester. Look at the SJC Secure Online System (SOS) for information on college professors, room numbers, and to monitor your college schedule. Look at SOS and print your schedule the night before classes begins. Monitor your Skyward account to see any changes that occur in your high school schedule as we change those to match the college schedules.

Students are encouraged to review their SJC SOS account for information about holds and waivers. Holds may include overdue library fines, college residency questions, vaccinations, etc. Holds and fines may prohibit your enrollment in a timely manner. If your enrollment is stalled, you may miss the opportunity to get a seat in the class you prefer.

A reasonable college load is 12-15 credit hours per semester. Upon entering a university, a student may learn that certain scholarships and loans require enrollment in a minimum of 12 credit hours. A full college course load is 18 credit hours. Special permission is needed from both Clear Horizons and SJC to enroll in more than 18 college credit hours per semester.

## **SJC Course Finder**

Go to <https://coursefinder.sanjac.edu/> and select the appropriate term (ex: Fall Semester 2022-credit), Full Semester Term, South Campus, and Face-to-Face Class from the drop-down menus. Enter the subject search to find the course you want. These criteria can be changed to find creative options such as online courses, courses at campuses other than south Campus, and 12-week, 8-week, or 6-week courses. Creative options are permitted only with administrative approval for extenuating circumstances. Online options are permitted at other San Jac campuses only during summer session.

## **Teacher Choice**

The Early College High School structure is so small that most classes are taught by only one teacher. Often there will be only one high school teacher or college professor in a department who is teaching a specific subject. In addition, there are many parameters restricting scheduling options, such as the time of day for high school courses, scheduling conflicts, and timelines created by dual credit enrollment.

Although SJC may list a particular professor on a course schedule, the college may change the professor's assignment. In other situations, the college course schedule may not have professors identified at the time of Clear Horizons course registration deadline.

## **SJC Online and Other SJC Campuses**

A student may be allowed to register for online summer course(s) at a different SJC campus if they have excellent academic performance history. Students are only allowed to take online SJC classes during the summer sessions. In an extenuating circumstance, if a student needs to take a SJC online course during the school year, the class must be approved by the principal. Students who choose to take a summer course online at a different SJC campus may need to purchase the required textbook, resources, etc. if the text differs from what SJC South courses/professors require.

## **Summer School and Mini-Semester Courses**

CCISD will not pay for courses taken in alternative settings or semesters such as, SJC summer school, SJC mini-semester, CCISD summer school, credit by exams, on-line courses, etc. Students wishing to enroll in these types of environments should communicate with their Clear Horizons counselor during the enrollment process to ensure they are taking the particular course needed.

Mini-Semesters will conflict with our Clear Horizons ECHS high school classes and intersession courses or plans for seniors; therefore, students will only be permitted to take Winter mini-semester courses that are required for the high school diploma or associate degree with permission from the counselor and principal (no spring mini-semester courses will be allowed). The mini semester will conflict with high school courses and therefore are not an appropriate option for students in grades 9-11. Winter mini-semester courses will only be approved for grade 12. Note that the Writing Center and other SJC tutorial resource centers may not be open and available during a mini semester.

Students may borrow textbooks for minis and summer school if the books are already in stock in the Clear Horizons book room. Clear Horizons will not purchase books, online access, lab manuals, etc. not already in stock/surplus. One-time use consumable items will not be distributed for classes that are not funded by Clear Horizons ECHS.

Note: Classes taken in alternative settings and summer school are not included in the CCISD GPA.

### **Personal Costs**

Clear Horizons students have their education generously funded by the Clear Creek Independent School District and the Clear Creek Education Foundation. Should a student fail a course and need to repeat, or choose to accelerate during the summer sessions, that tuition will be paid by the student's family. Arrangements for payment of tuition can be made in the SJC Business Office.

### **Registration for Summer School or Mini Courses:**

SJC Summer School and SJC mini-semester enrollment should be completed with the high school counselor. The process for this enrollment is as follows:

1. Complete the enrollment forms in your counselor's office.
2. Take the completed forms, with the counselor's signature, to the SJC Dual Credit Office.
3. Obtain the discount fee waiver for Dual Credit students.
4. Take the enrollment forms and fee waiver to the SJC Business Office and pay the appropriate tuition and fees.

### **Estimated Cost of Summer School and Mini Courses:**

A 3-hour course costs approximately \$410 (out of district) plus a \$140 general service fee. For a summer course and seniors who take a winter mini course, the dual credit student pays 25% of the \$410 and 25% of the general service fee. Other lab fees can vary depending on the course and may be added to that approximate total at the 25% dual credit rate. Students with a residency status (as determined by the college) of 'Out of State' or 'Out of the Country' will incur higher rates of tuition.

## **Schedule Changes**

Schedule changes or drops/withdrawals are not allowed because a student requests a different teacher, or the class is too difficult. When these difficulties are encountered, and a schedule change is requested the Clear Horizons ECHS staff and SJC Dual Credit staff will ask a series of questions:

1. Have you met with the professor to discuss your concerns or how you can succeed?
2. Have you attended every class?
3. Have you attempted every assignment?
4. Have you attended Supplemental Instruction (SI) session, if provided?
5. Have you visited the SJC Students Success Center, Writing Center, or Math Lab?
6. Have you joined a study group?
7. Have you tried to utilize a high school teacher for tutorial assistance?

Note that these questions are similar to the five conditions CCISD requires for a course level change (CCISD Educational Planning Guide).

If, because of extenuating circumstances, a student is permitted to drop a class, that student will be scheduled into a Clear Horizons Tutorial period with a high school teacher in place of the course from which they have withdrawn for the remainder of the semester.

## **CCISD Schedule Changes**

CCISD lists reasons for which schedule changes are allowed. These changes are included on the schedule change form (CCISD Educational Planning Guide) and apply to changing a schedule before classes begin or after classes begin as an exception.

1. Student is a senior not scheduled in a course needed for graduation.
2. Student has already earned credit for a course in which he/she is currently scheduled.
3. Student does not have the prerequisite(s) for a class listed on his/her schedule.
4. Student has previously failed a course with the same teacher (may not be possible at CHECHS).
5. Student has been dismissed from a program where approval must be granted for placement.
6. Student does not have a full schedule.
7. Data entry error (no lunch, class listed twice, free period, etc.) has occurred.
8. Student needs remedial coursework for TAKS/STAAR graduation requirements.
9. A class is listed that the student did not request.

Due to scheduling constraints at CCISD and SJC, schedule changes may not be possible.

If, because of extenuating circumstances, a student is permitted to drop a class, that student will be scheduled into a Clear Horizons Tutorial period in place of the course from which they have withdrawn for the remainder of the semester.

## **Withdrawal**

Families are asked to make a four-year commitment to the Clear Horizons ECHS program of study. This commitment is reiterated on the annual Parent/Student Agreement. The Clear Horizons ECHS staff is committed to helping each family work through difficulties which may cause them to consider withdrawal. Should a family begin to consider withdrawing from Clear Horizons, the family will be required to confer with the school counselor or an administrator. If withdrawal from Clear Horizons is determined to be the best option for the student, the family will be required to conduct an exit interview with the counselor or an administrator who may help resolve concerns and connect the family to appropriate resources and interventions. However, due to job relocations or disciplinary consequences, it is sometimes necessary to withdraw from Clear Horizons. The steps for withdrawal are listed below.

1. Meet the school counselor and/or administrator to try to state or share student/parent concerns and, if possible, seek resolutions.
2. Complete withdrawal paperwork with the registrar including turning in books/equipment.
3. Complete a withdrawal interview in the SJC Dual Credit Office. Withdrawal may or may not be required by SJC.
4. Monitor your SJC SOS (daily schedule not the fee bill) to confirm withdrawal from all SJC classes so that an F is not permanently recorded on your college transcript.

## **Disciplinary Removal**

All Clear Horizons students are expected to always model the Clear Creek ISD Core Values. They include caring, fairness, respect, responsibility, trustworthiness, and citizenship. The reasons that a student may be removed to the district's Disciplinary Alternative Educational Placement (Clear Path Alternative School) are outlined in the CCISD Student Code of Conduct. Should a student display any behaviors that result in the removal to DAEP, the student will be required to withdraw from Clear Horizons and enroll at his/her zoned high school.

Should a student receive a dual credit college grade of "FX" (failure because of poor attendance), the student will be required to withdraw from Clear Horizons and enroll at his/her zoned high school.

The Student/Parent Agreement notes that a student will not be allowed to return following dismissal. In rare cases, a student can appeal for consideration to return. If an appeal is filed, the Principal will consult a faculty committee to conduct a holistic review of the student's overall academic and behavioral records. The committee will determine if the student should be granted permission to return. CCISD operates Clear Horizons ECHS in collaboration with SJC and will maintain higher standards of student behavior to respect and preserve our collaborative partnership with the college. Should a student's request to return be granted, the student will be placed on a Behavior Contract, specifying expectations for the remainder of the student's tenure as a Clear Horizons student. Expectations may include, but are not limited to, a restriction on the student's scheduling options and campus locations.

## **Academic Warning, Probation, and Suspension**

Clear Horizon ECHS applies a general expectation for all students to earn grades of 75 and above at all times in all classes. When a student performs below this level, tutorial sessions, study hall, and other detentions may be utilized to restrict free time and allow students structured study and enrichment opportunities. The administration reserves the right to apply other interventions as deemed appropriate to promote success.

Students who do not pass all classes are expected to retake all failed classes in summer school to remain current with credit requirements for both the high school diploma and associate degree from San Jacinto College. Students who do not make up all credits necessary to remain on track for graduation from high school as well as San Jacinto College will be required to withdraw from Clear Horizons ECHS and enroll in their zoned high school.

SJC has a system of Academic Warning, Academic Probation, and Academic Suspension based on the student's college GPA. Students who are placed on Academic Warning or Academic Probation may be required to obtain regular grade and attendance checks from professors and the number of classes allowed may be limited by the administration. The administration reserves the right to apply other interventions as deemed appropriate to promote success.

Students who are placed on Academic Suspension by SJC will be required to withdraw from Clear Horizons ECHS and enroll at their zoned high school. The withdrawal process should be followed as listed above. *Due to the amount of coursework and low grades which cause a placement of Academic Suspension no appeal is available for removal due to Academic Suspension, regardless of appeal outcomes with SJC.*

## **Grade Point Average, Rank, and Classification**

Policies regarding GPA, Rank and Classification are in the CCISD Educational Planning guide. Exceptions unique to Clear Horizons ECHS are listed below.

- All college level courses taken for dual credit are included in the GPA for Clear Horizons ECHS students at the Level I GPA designation, but not for students in other CCISD high schools. Should a Clear Horizons ECHS student leave and enroll in another CCISD high school, the college courses are no longer included in the GPA.
- A college winter mini semester course is included into the GPA because it is reported on the college transcript as a spring semester course.
- Summer school courses are not included in the GPA.
- College courses on the approved dual credit cross-walk will be included on the high school transcript as a numerical grade.
- All college level courses reflected in a fall or spring high school schedule are included in the GPA.
- A grade of D in a college class may suffice to earn college credit, but it is recorded on the high school transcript numerically by CCISD as a grade below 70 and therefore no high school credit is earned. In addition, while the D may have sufficed for college credit at SJC, the credit may not transfer to a four-year university.
- Some dual credit courses are recorded on the high school transcript as a .5 credit for a semester of coursework (ie. PHED and ENGL 1301) while other dual credit courses are recorded on the high school transcript as a 1.0 credit for a semester course (ie. ARTS 1301). Consult the published recommended program of study for the ECHS or the counselor for information and clarification. Credits may not be doubled in these situations.
- Because our students apply to a university with so many college credits, some university admissions counselors will look primarily at the college transcript. Some admissions counselors will only look at the core college grades (excluding art, ITSC, PE, etc.).

## **Semester Averaging**

“Semester averaging” is allowed to help a student calculate the overall yearly average and combine a grade of 60 – 69 with a grade of 70 above. “Semester averaging” is not allowed with two different sciences. In order to “semester average” the two semester grades must be in two parts of the same subject of science. Example: A 61 in first semester BIOL and an 81 in second BIOL would grade average for a passing yearlong average above 70.

In an exception to the CCISD Grading and Reporting Procedures, Clear Horizons ECHS students may be able to “semester average” two courses from terms other than just the fall and spring to satisfy the high school graduation requirement of a fourth math credit. A student taking two college MATH courses can utilize “semester averaging”, even if the college classes are different types of math. For example, a grade of 65 in College Algebra (MATH 1314) and a grade of 75 in Statistics (MATH 1342) can be averaged for a passing grade of 70 and a full credit would be awarded. In addition, Clear Horizons students may be able to “semester average” a college class that is comparable to a high school course.

## **Grading Implications for Schedule Changes and Drops**

The symbols W/P (withdrew passing) and W/F (withdrew failing) are used for students who withdraw from a class after the date for which a student may enroll in and receive credit for another course per FEC (Legal), including courses that do not offer a course level change (most Clear Horizons ECHS courses). Grades recorded as a W for the college (withdrew/dropped for the college) are recorded as a W/P or W/F based on the grade. Grades recorded as a W/P or W/F are included in the calculation of the high school GPA for zero (0) grade points. No credit is awarded. This is especially important at Clear Horizons ECHS in the junior and senior years when taxpayer money is being invested to pay for college classes even if they are dropped. This rule will only be applied for the junior and senior years at Clear Horizons ECHS. The freshmen and sophomore years are viewed as transition years to the accelerated curriculum and therefore allow more discretion.

CCISD also reserves the right to charge for dropped classes.

Students are being prepared for the “six drop” rule in Texas universities. Following high school graduation, a Texas undergraduate student (student working on a bachelor’s degree) is limited to six drops in their undergraduate career. The SJC SOS system will show a notation about drops in the “holds” category, but these drops before high school graduation do not count in the “six”. If a student paid for the class and the class is not required for the HS diploma or the associate degree, the class may be waived by the principal.

## **Vaccinations**

Immunization records should be on file with the CCISD nurse employed for Clear Horizons ECHS.

SJC has an additional immunization requirement above and beyond high school immunization requirements for State of Texas for high school students.

The 82<sup>nd</sup> Texas Legislature requires all incoming Texas college students receive a vaccination or booster against bacterial meningitis. This law went into effect on January 1, 2012.

All students new to Clear Horizons must submit bacterial meningitis immunization records to the Office of Enrollment Services for San Jacinto College South Campus. The offices are located in Building 6.

Acceptable evidence of vaccination or receiving a booster dose includes:

- The signature or stamp of a physician or his/her designee, or public health personnel on a form that shows the month, day, and year the vaccination dose or booster was administered;
- An official immunization record generated from a state or local health authority;
- An official record received from school officials, including a record from another state.

Exceptions:

- Students enrolled only in distance learning classes that are 100 percent online (does not apply to Clear Horizons students)
- Students who present affidavits signed by licensed physicians stating that the vaccination would be injurious to the health of the students;
- Students who present the required conscientious exemption forms from the Texas Department of State and Health Services.

## **Student Technological Resources and Log-On Conventions**

### **Clear Horizons ECHS Website**

Go to <http://chechs.ccisd.net/>

### **Clear Horizons Calendar**

This is where you should find details of all student events and activities for our school. This calendar is visible on the Clear Horizons website: <http://chechs.ccisd.net/>

### **Student and School information**

Skyward Family Access is linked at the top of the CHECHS webpage under “logins”.

### **Naviance Family Connection**

Naviance Family Connection is a comprehensive website that you can use to help in making decisions about colleges, scholarships, and careers. It is also linked on our website under “logins.” Your username should be the 10-digit CCISD student identification number and your password should be “ccisd” or “ccisd[two-digit graduation year]” or your six-digit cafeteria PIN.

### **SJC Blackboard**

This is a portal where SJC professors may post assignments, syllabi, grades, etc. Monitor it daily. Blackboard is linked on CHECHS website under Student Life/SJC Resources.

### **SJC Secure Online System (SOS)**

This is a portal where all SJC student information, schedules, transcript history, grades, etc. may be found. Monitor it regularly. It is linked on CHECHS website under Student Life/SJC Resources. Be certain to sign up for the SJC Alert Me service for safety, emergency, and weather notifications.

### **SJC Email**

This is the required email system for correspondence with SJC professors, the dual credit office, etc. Monitor this daily. It is linked on CHECHS website under Student Life/SJC Resources. Students should check their SJC email account daily for communication from SJC and professors.

## **Clubs and Events**

Students have full access to clubs and events at both Clear Horizons ECHS and SJC. Every high school teacher is expected to sponsor at least one club. Students should review opportunities and participate in multiple clubs. Students should pursue leadership opportunities to learn college and career skills related to leading their peers. Students who wish to start a new high school club must find a teacher sponsor, create a club proposal with the teacher, complete a club application, and then allow the sponsor to seek approval from the principal. For Club Application Forms please see the principal's secretary. All high school clubs are required to have a constitution and follow all CCISD policies and procedures regarding membership, leadership, and or monetary exchange. The teacher sponsor should visit with the bookkeeper to learn all applicable procedures for dealing with club funds.

SJC Clubs are governed by the Office of Student Life. Visit with the coordinator, located in the student center, for details. Students are not permitted to miss high school classes to attend SJC events, academic or extracurricular.

## **Textbooks**

Textbooks for high school and college classes are provided. Students will be issued high school textbooks during summer registration.

Every effort will be made to issue students SJC textbooks prior to the start of SJC classes. However, due to changes in course materials, there may be times when this is not possible. In these instances, Clear Horizons will work with the Dual Credit office to inform SJC professors of the extenuating circumstances. When materials become available, students will be notified via the Naviance email system, therefore it is imperative students maintain a current email address in their Naviance profile and check Naviance email regularly.

Students that are considered to be “not clear” from the prior semester will not be issued textbooks until the fines and/or fees associated with the student account are cleared via payment or payment plan arrangements. If needed, students will be provided high school texts for in-class use; for SJC courses, students are encouraged to utilize their local or SJC library for necessary materials.

Students will be expected to return all textbooks, including those for one-semester SJC courses, on or before the last class meeting date. Materials returned with damage will result in the student being fined for the damages. Textbooks or materials not returned, or deemed to be damaged/unusable, will result in students being charged the replacement cost. Fines and charges for damages will be determined by the Textbook Coordinator, whose decisions are final.

Textbooks needed for CCISD Summer School will be provided by CCISD Summer School staff. Textbooks needed for SJC Summer Courses must be requested by the last day of the school year. Materials for courses being repeated due to a course failure or to increase a student’s GPA will be the responsibility of the student; however, materials in stock may be issued to students for summer college classes if the materials were requested appropriately.

## **Laptops**

CCISD provides a laptop for every student. Students must use one of the two: personal device or a CCISD laptop in order to adequately access all electronic curriculum and activities. CCISD laptops are valuable equipment and a privilege. Students will be charged for all damages and repairs incurred while the laptop is in their care. A technician is available on campus on a limited basis. Submit a Top Desk Ticket for technical support if technician is off campus.

If a student thinks their laptop might have been stolen it is imperative that they report the missing laptop within two days. In order for the insurance to take effect, a police report must be filed within two days of the theft. Students who miss the two-day deadline will be responsible for the full cost of the replacement laptop.

Students using their own devices must have installed MS Office or comparable software for word processing, spreadsheets, and presentations. Software for Flash, Adobe, and Java are also necessary. **Small tablets and netbooks may not be adequate to complete all assignments; smart phones are not acceptable substitutes for a laptop or CCISD tablet.**

## **Student Parking**

Students who park cars or other motorized vehicles on campus at SJC South must obtain a parking permit from the SJC business office and submit a Student Parking Form to the Clear Horizons Office. Parking permits are granted on a space available basis, but priority is given to seniors and students with special circumstances, as determined by the building or assistant principal. The principal's decision is final.

- Students must have a valid Texas operator's license and proof of automobile insurance.
- Students may not go to the parking lot during school hours without permission from the principal or principal's designee.
- Speed limit is 15 m.p.h. throughout SJC South Campus.
- Loitering is not allowed in the parking area. Disciplinary action may be taken.
- Parking permits may be revoked for disciplinary reasons at the discretion of the Clear Horizons principal and/or the administration of SJC South.

Vehicles parked on SJC property are under the jurisdiction of SJC. The school reserves the right to search any vehicle if reasonable suspicion exists to do so. Students have full responsibility for the security of their vehicles and should make certain they are locked and that the keys are not given to others. Students will be held responsible for any prohibited objects or substances, such as alcohol, drugs, and weapons that are found in their cars and will be subject to disciplinary action. Violations of any of the preceding regulations can result in suspension of parking privileges. Illegal parking may result in the vehicle being ticketed and/or being towed away at the student's and/or owner's expense. Unsafe operation of a vehicle may result in a fine and/or suspension of driving privileges.

## **Academic Resources**

Clear Horizons ECHS students will have tutorials during Advisory period two times weekly. Students can attend free tutorials with any high school teacher if the student obtains a pass to the teacher ahead of time. Students can pursue any teacher even if those who are not their teacher of record for the year. Students may see high school teachers for assistance with college coursework, however, assistance with college coursework is not a requirement for Clear Horizons teachers and is therefore available at the discretion of the teacher. After-school tutorials are also held. A late bus is offered on Tuesdays and Thursdays throughout the school year. The late bus takes students to Clear Creek High School or Brookside Intermediate School; students must provide their own transportation home from these two sites. Start and stop dates for the late bus will be announced. Students planning on riding the late bus must sign in at the office by 1:00 PM with the following information:

Students are encouraged to utilize other college resources listed below for assistance with college coursework. Note that these centers have websites with their hours and an option to electronically schedule an appointment, so you do not have to go and wait on a tutor. See our Clear Horizons ECHS hallway bulletin boards and the SJC page of our school website for the current fliers about tutoring. High school teachers may prioritize certain tutorial days for college and/or high school students.

- Student Success Center, 1<sup>st</sup> Floor of the Library for tutoring in a variety of subjects
- Supplementary Instruction (SI) tutoring is offered for some courses.
- Professors are available for office appointments for questions and clarifications.

## **Academic Integrity**

Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating 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 another supervising professional employee, taking into consideration written materials, observation, or information from students. *CCISD Board Policy EIA (LOCAL)*

The CCISD Student/Parent Handbook defines cheating and plagiarism in the following manner:

### **Behaviors defined as cheating**

- A. Giving or receiving information, looking on someone else's work, or allowing someone else to see one's work during an exam, test, or quiz.
- B. Unauthorized receipt or distribution of exam, test or quiz contents, materials, or answer key.
- C. Use of unauthorized resources such as notes during an exam.
- D. Taking an exam, producing a project, paper, or assignment for another student, or asking someone to take an exam or produce a project, paper, or assignment for an individual.
- E. Copying work assigned to be done independently or letting others copy one's work.
- F. Plagiarism – Any misrepresentation of another's work as one's own including copying of sentences, phrases, images, entire essays, passages from an undocumented source, musical scores, and other similar works.

According to Plagiarism.org, to "plagiarize" means:

- *to steal and pass off (the ideas or words of another) as one's own.*
- *to use (another's production) without crediting the source.*
- *to commit literary theft.*
- *to present as new and original an idea or product derived from an existing source.*

*The expression of original ideas is considered intellectual property, and is protected by copyright laws, just like original inventions. Almost all forms of expression fall under copyright protection as long as they are recorded in some way (such as a book or a computer file).*

*All the following are considered plagiarism:*

- *turning in someone else's work as your own*
- *copying words or ideas from someone else without giving credit*
- *failing to put a quotation in quotation marks*
- *giving incorrect information about the source of a quotation*
- *changing words but copying the sentence structure of a source without giving credit*
- *copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on "fair use" rules)*

Academic Dishonesty CCISD: Academic dishonesty or copying the work of another or allowing others to copy work. In addition, academic dishonesty or copying will result in a grade of zero (0). The Secondary Honor Code will apply for violations of academic dishonesty on major grades and may result in further consequences.

Academic Dishonesty SJC: Academic dishonesty in a college course could impact a student's permanent college transcript. *“If in the judgment of the [SJC] instructor, cheating, plagiarism, or collusion has occurred, he or she may assess a penalty with a recorded reprimand:*

- *Recommend for suspension from the college or expulsion from a program, which is submitted to the provost; the provost's decision is final.*
- *Failure of the course; the student may appeal the grade through the Final Grade Appeal process.*
- *Failure of the assignment by the instructor; the instructor's decision is final*
- *A reasonable penalty assessed by the instructor; the instructor's decision is final*

Students are warned to realize that the judgment is that of the teacher or instructor and students should therefore avoid any behavior that could be misinterpreted or perceived as cheating or plagiarism. Students should note that any time they utilize another source for information, ideas, or data, that source should be noted in the work.

Academic dishonesty includes cheating and plagiarism but may also include dishonesty in your explanation of your absences. Students can receive a grade of F when an instructor deems that the student has provided false information or documents regarding an absence.

### **Academic Expectations**

- College and advanced level high school classes may require 1.5 – 2 hours of study time outside of class for every hour spent in class.
- All assignments should be turned in on time and complete every time.
- Students are expected to utilize the academic resources offered by the high school and the college as needed to earn passing grades in every class.
- All coursework at Clear Horizons ECHS is Honors, AP, or Dual Credit college level; therefore, it is of the utmost importance that students stay current with their assignments and not fall behind.
- Maintain communication with college professors (via SJC email) and high school teachers.
- Log into SJC Blackboard, CCISD It's Learning, and email each day to be current on all college and high school information.
- Analyze grades and grade reports often to ensure progress toward your academic goals.

## **Conduct Expectations**

- Respect others and their property.
- Respect the professors who have offices in our building by keeping conversation school appropriate in content and volume.
- Personal electronic devices should not be seen or heard at any point during a class unless an instructor, teacher, or professor has you using the device for instruction.
- No texting is allowed in class.
- Ear buds/headphones should not be worn in class or anytime adults and others may be talking to you.
- All communication, written, verbal, or otherwise, with high school or college faculty and staff is to be always respectful.
- Voice levels in hallways should be kept to a minimum.
- Loitering in hallways, blocking sidewalks, and blocking stairwells are not permitted.
- If a faculty or staff member of any kind has to ask you or warn you about your behavior in any way, the behavior has already reached an unacceptable level.
- Consequences may be incurred with or without warning.
  - Faculty and staff are not expected to warn you. Clear Horizons students should be monitoring themselves and responsibly performing at expected levels.
- College or high school instructors/teachers/professors may confiscate your phone or other electronic device if it is visible (in use or not) in class. Confiscated devices are submitted to the office and kept in a secure location. Phones are returned to the student's parent/guardian upon payment of a \$15 administrative fee as outlined in the CCISD Student/Parent Handbook.
- The elevators are intended for persons with physical needs and those transporting heavy or rolling equipment. Students are not permitted to use the elevators unless they have one of these special needs.
- During unstructured time students are permitted to be in 5 places on campus:
  - Clear Horizons building (Building 9) with a teacher in a classroom,
  - Student Center (Building 11) first floor only,
  - ILC (Building 12) first floor only,
  - Library (Building 10),
  - the green space between the four buildings
- Juniors and seniors may leave campus for official business if they have parental permission on file. Any student who leaves campus must sign out with the front office.
- Students' conversations should be held at appropriate levels and always contain school appropriate language.

Disciplinary consequence may be incurred based on CCISD and/or SJC handbooks, policies, and codes of conduct. A student may incur discipline from both CCISD and SJC for a single incident. Routine disciplinary files are maintained separately than academic records in CCISD. Routine disciplinary records do not get reported in transcripts or cumulative academic files. Disciplinary files are not cumulative. Each year the files are stored as prescribed by policy.

## **Attendance Expectations**

- Students are expected to attend every high school course (including Advisory) and college class every day, on time, without exception.
- Students who are not in attendance for college or high school classes must have a parental excuse, in the form of a dated and signed note, on file in the high school office.
- Consequences may be incurred for absences in college or high school classes.
- Consequences will be incurred at the time the high school administration receives notice, which may occur days, weeks, or months following the absences of concern.
- Students may have to attend special classes, seminars, or activities on days without college classes to meet all applicable Texas high school attendance obligations.
- The CCISD calendar and the SJC calendar do not always agree. Students are expected to attend all SJC classes, even classes scheduled on CCISD student holidays.
- Students leaving school early should always be signed out by the parent. Students returning to campus should always be signed in by an adult. We have special 15-minute parking near our main office for this purpose. Juniors and seniors who wish to leave campus after their last class for official school business must (1) have the appropriate signed documentation on file with the office, and (2) sign out with the office prior to leaving campus.
- An SJC faculty member may award a grade of FX at the end of the term to any student. This means the student failed the course because the student missed an excessive number of classes. The grade of FX carries the same academic impact as the grade of F in that the credit hours are included in the calculation of the grade point average and the grade awards zero (0) grade points.
- Students removed from SJC courses due to non-attendance (FX) will be required to withdraw from Clear Horizons ECHS and enroll at the student's zoned high school.

## Service Learning

- Every Clear Horizons Early College High School student must complete 80 hours of Service Learning/Community Service over four years.
  - Hours must be earned between first day of school at CHECHS, freshman year, up until May 1<sup>st</sup> of senior year
  - Summer hours after 9<sup>th</sup> grade year count towards the 80 hours of service learning.
  - Students new to CHECHS in the spring semester of 9<sup>th</sup> grade are responsible for 70 hours by May 1<sup>st</sup> of senior year.
  - Students new to CHECHS in 10<sup>th</sup> grade are responsible for 60 hours by May 1<sup>st</sup> of senior year.
- Hours must be documented on company letterhead (if the company is small and does not have letterhead, documentation may be in the form of official written communication\* from the supervisor) and must include the following:
  - Name of student
  - Number of community hours served
  - Name, signature, and contact information of on-site supervisor
- All hours (total of 20) must be submitted to the Clear Horizons ECHS front office on or before end of March in the spring semester.
- Letter Jacket Requirements
  - Students must earn 150 hours or more of service learning/community service hours to earn a Letter Jacket (hours must be earned after starting 1<sup>st</sup> day of school at CHECHS)
- Reflection papers will be written during advisory in the spring semester. This is a requirement for students to validate their service learning/community service hours for the school year.
- Students who are unable to complete the required 20 hours by the March 31 deadline will be placed on the “Not Clear” list, therefore be unable to participate in celebratory activities (prom, dances, etc.) and will not be exempt from exams.

\*Official communication may be either an email or typewritten letter with legible contact information (email, signature, and phone number). The supervisor will be contacted to confirm in these cases.

## Dual Credit Course Options, Grades, and Credits

Dual Credit is not available for every SJC course. Dual Credit is only available for courses that “cross-walk” to a course description identified by the Texas Education Agency. The “cross-walk” is available on the last two pages of this handbook.

CCISD has determined the courses for which Dual Credit is awarded. These courses provide advanced academic instruction beyond or in greater depth than the Texas Essential Knowledge and Skills (TEKS). To receive the high school credit portion of Dual Credit, the course grade must be at least a 70 on the college grading scale. Although a grade of 60 is considered “passing” on the college level, high school Dual Credit is not awarded. If a student earns a college grade of 69 or below, he/she must recover the high school credit if the course or credit is required for high school graduation.

Dual Credit courses have a letter grade and grade points posted on the **college** transcript. Dual Credit courses taken as a graduation requirement will count toward the academic UIL rule commonly known as “No Pass/No Play.” Students will follow the same eligibility calendar provided by CCISD. All courses in progress are considered passing until notification is received from the instructor.

Dual Credit courses are college level and are taught by college-employed instructors, any disputes regarding grades, course content, schedules, calendar, attendance, or other issues are to be addressed to the respective college. Students with disabilities will need to see the Office of Disability Services at the college for needed accommodations.

If you have a disability that may affect your ability to learn the material in a college course, please contact the SJC Disabilities Services Director through the Dual Credit Office and notify your professors of that contact.

SJC Professors should only contact and respond to students when students email from an official SJC student email account. Please utilize your SJC student email account for all your correspondence with the college.

Parents and students are reminded that academic freedom is practiced at SJC. Academic freedom allows faculty and students to pursue inquiry they feel is important and to speak about it in the classroom. Students may encounter adult language and images, different philosophical viewpoints, and belief systems. Appropriate and essential discipline-specific terminology, concepts, and principles are utilized as needed in the classroom setting. All students are held accountable to the policies, rules, and regulations published in the SJC Catalog and Handbook.

## Dual Credit Course Options, Grades, and Credits (continued)

SJC course credits and high school course credits will vary.

Example:

SJC HIST 1301 is 3 SJC credit hours and it is .5 junior history credits for CCISD.

SJC SPCH 1315 is 3 SJC credit hours and it is .5 speech credits for CCISD.

SJC ARTS 1301 is 3 SJC credit hours and it is 1.0 art credits for CCISD.

SJC GEOL 1406 is 4 SJC credit hours and it is .5 science credits for CCISD.

SJC PHED 1101 is 1 SJC credit hour and it is .5 PE credits for CCISD.

### **Mathematics – Discrepancies**

Credits and classes in the 4<sup>th</sup> year of math can vary as list below.

Student is <i>College Ready</i>	MATH 1314 Grade < 70	→	College MATH Grade $\geq$ 70	.5 HS Credit
Student is <i>College Ready</i>	MATH 1314 Grade $\geq$ 70	→	College MATH Grade < 70	.5 HS Credit
Student is <i>College Ready</i>	MATH 2412 Pre-Cal SJC – 4Cr. Hrs Grade $\geq$ 70	→	→	1.0 HS Credit

- Students earning only .5 HS credits in their fourth year of math will need to complete an accredited outside source to earn another .5 credit. There may be fees attached to outside academic agencies for which Clear Horizons is not responsible.
- *College Ready* is determined by test scores either on the TSIA or the alternatives listed on Page 9.