



**MANOR EARLY
COLLEGE**

**Student & Parent Handbook
2023-2024**

Mission

Manor Early College High School provides those students who have been historically underrepresented in higher education the opportunity to earn a high school diploma and associate degree through rigorous academic coursework and well-planned systems of support.

Vision

We envision that every MECHS graduate will not only earn a high school diploma and 60 transferable credit hours, but will also embrace a culture of intellectualism, social awareness, and productive citizenry.

Expectations

A bar of very high expectations has been set for the students of Manor Early College High School. These expectations extend to our students' character, academics, attendance, and discipline. Learning cannot take place in a college setting without developing self-discipline and self-advocacy. It is also critical that students acquire the soft skills necessary to be successful in any social context – respect, professionalism, punctuality, communication, as well as compliance with standards and policies.

Admission Policy

MECHS was established in 2014-15 as a gateway for traditionally underserved students to complete an associate degree while earning a high school diploma at Manor High School. MECHS currently partners with Austin Community College-Elgin to offer students dual credit college courses. This unique school is specifically designed to provide students the opportunity to begin college during the ninth grade. This school redefines the typical comprehensive high school experience by providing a small school setting within the regular high school. This program enables students to progress in four years, beginning in the ninth grade, through the first two years of college, earning both their distinguished high school diploma and an Associate of Arts.

Admissions Process

All 8th grade students who intend on matriculating at Manor High School are welcome to apply for admission to the Early College program. Many factors are considered for enrollment in MECHS, and enrollment decisions are not solely based on state assessment scores, discipline history, teacher recommendation, and/or minimum grade point average. MECHS particularly seeks to serve students who are historically underrepresented in higher education. This includes students who are first generation college attendees, lower socioeconomic status, minorities, and/or identified as “at risk” by the State of Texas.

The timeline and application process for MECHS is made available to Manor ISD middle schools by October of each school year. It is also available online through the Manor Early College High School website. After attending one of the informational sessions, the student and their guardian will complete, sign, and submit the admission application and appropriate information according to the application instructions.

Manor Early College is committed to implementing enrollment practices that match or exceed the district's demographic representation in the areas of at-risk, and economically disadvantaged students through the lottery process. Those students not accepted in the first round will be assigned to a waiting list, and his/her name will be called upon as capacity becomes available.

Admission and Induction

Students whose applications have been accepted as incoming 9th graders are considered to be in contingent status until all college-readiness conditions have been met. In order to formally continue onto college-level courses and secure cohort status, students must meet the following requirements by the end of the first semester of their freshman year:

- Secure program acceptance through MECHS application process
- Maintain the high standard of academic success (3.0 GPA or higher)
- Maintain 90% attendance rate
- Refrain from behavioral incidents resulting in ISS, OSS, DAEP, or JJAEP placement
- Demonstrate college readiness by:
 - Scoring a 945 or 5+ on the diagnostic section on the Reading portion of TSI
 - Scoring a 5+ or on the Essay portion of TSI
- Developing a college-readiness portfolio (dependent upon TSI scores)

Each of these factors will be monitored and evaluated through the fall semester of the 9th grade year. At that time, admitted students will be enrolled and begin their first ACC course. In addition, MECHS students must also pass the Mathematics portion of TSI by the end of their junior year.

Cohort Status

Cohort status will be evaluated at the conclusion of each semester. In order to maintain cohort status in MECHS, each student must continuously meet the below criteria:

- Minimum semester GPA of 2.5 in high school classes
- Minimum semester GPA of 2.67 in dual credit courses
- 90% attendance in each high school class (calculated by period)
- No more than one disciplinary referral in a single semester

Degree Pathway

Students who are enrolled in MECHS are given the opportunity to obtain an associate degree through a combination of dual credit courses and credit by exam. Courses are scheduled during the school year as well as the summer after each school year. Although the MECHS goal is acquisition of the associate degree, students are not guaranteed this outcome. Manor Early College High School has designed several systems of support to propel students toward their program goal; however, the burden of responsibility and performance lies with the student.

It is important to note that students' receipt of a high school diploma will always be the first priority of MECHS. If at any time earning a high school diploma is in jeopardy, the student's schedule may be adjusted to make sure earning a high school diploma is prioritized. This may include removal from dual credit courses or suspension from participation in the program. Some of the scenarios where a high school diploma is considered to be at-risk include, *but are not limited to*, when a student has: failed a required course, lost credit in a course due to attendance, failed to meet standard on required end-of-course exams, etc.

MECHS Student Responsibilities

Attendance

Manor Early College High School has established program culture and degree plans that serve as a vehicle for rigorous teaching and learning. Attendance is very important in success in the MECHS environment. It is

particularly important in every college course. If a student misses any instruction, they are still responsible for the learning that took place. High school courses will adhere to the MISD compulsory attendance policies. MECHS expects students to miss no more than three (3) classes in college level courses. This number is subject to be fewer depending on the independent requirements of the course professor. Poor attendance at the college level can result in a director-initiated drop or a professor-initiated drop. Work in both high school and college classes is expected to be turned in regardless of the student's absence.

The absence procedures for Manor Early College High School are as follows:

1. The student (not guardian) emails their MHS teachers, college professors, and the MECHS principal stating the date and reason of the absence. This needs to be completed before or as soon as the absence occurs. This must also occur if the student is absent for a field trip, athletic/extracurricular event, or college visit.
2. The student must bring a parent note, proof of a doctor's visit, and any other documentation to the MECHS registrar the day following the absence.
3. Except in unforeseen and unpreventable (extenuating) circumstances, students must not miss their college course without prior approval of the professor AND the MECHS Principal. Failure to plan or prepare is not an extenuating circumstance, i.e., missing the bus to school in the morning.

Sports & UIL: If a student misses a class due to extracurricular activities or UIL events, they are still held to the deadlines given for assignments. Students should make arrangements to turn in the assignment by the designated due dates.

For ACC: Students must contact their ACC professors directly to notify them of any absences ahead of time. Students should refer to the professors' syllabus and ACC policy for additional details.

Character

As a student in Manor Early College High School, you represent the core values of the program, Austin Community College and Manor Independent School District. The character of MECHS students is expected to be above reproach. Any violation of the Student Code of Conduct or student expectations will not be tolerated and can have consequences that impact participation in Manor Early College High School. It is important that both parents and students understand that MECHS is an opt-in program. By choosing to participate in the pursuit of an associate degree through MECHS, the student is simultaneously choosing to exemplify standards of character that contribute positively to program culture and reputation.

Academic Dishonesty

Academic dishonesty is defined as, but is not limited to:

- Copying any kind of work from another student. This will include the student who is cheating as well as the student that shared their work.
- Sharing answers with another student (collusion).
- Plagiarism - turning someone else's work as your own.
- Using any form of unauthorized aid (a.k.a. cheat sheet, Googling answers, apps that give answers, etc.) on a test or quiz.

For MECHS:

If, for any reason, a student is accused of academic dishonesty the following actions will be taken:

- The student(s) will be asked to remain after class.
- The guardian will be contacted to report the incident.
- The principal will be notified and a referral will be written and submitted for the record.
- An investigation will be initiated and may result in loss of credit for the assignment.

For ACC:

Austin Community College professors reserve the right to remove a student from their class for cheating, and ACC may additionally assign academic consequences that negatively impact that student's course grade or future enrollment. Consequences of academic dishonesty may be recorded on a student's college transcript and may affect the student's ability to be accepted to another college or university.

**Cheating in a high school class or college course may result in immediate dismissal from MECHS, pending investigation.

Academics

As a designated early college high school, all MECHS courses are rigorous and designed to be academically advanced (Pre-AP, AP, dual credit). Students are expected to meet specific academic goals such as, but not limited to:

- As of Summer 2023, MECHS students are not allowed to drop any ACC classes after the first week and will stay in the ACC class till the end of the high school semester.
- Meet all deadlines, including submitting completed assignments on time.
- Communicate regularly with teachers, administrators, and professors.
- Monitor your own progress and attend tutorials.
- Create a study schedule to follow at home
- Attend all classes regularly and actively participate in class discussions
- Check Google Classroom, Blackboard, and email daily
- Use your time wisely: every minute matters!

Students in Manor Early College High School are expected to succeed in a full schedule of advanced academics courses, including Pre-AP or AP core classes. Students are also expected to participate in any associated assessments for their academic course work, including EOCs and AP exams. Success in high school courses required for graduation supersedes the priority of success in dual credits classes.

If a student is not successful in advanced academic courses after extensive interventions, a conference will take place to determine the most appropriate placement for the student to succeed.

Students who have not earned credits for their core classes or do not complete credit recovery in the summer may not be allowed to enroll in college courses. Students who do not complete credit recovery in the summer will have to retake the course the following school year.

MECHS Late Work Policy

Meeting deadlines is essential for success in MECHS. Students are responsible for meeting all assignment due dates. Only assignments turned in by the due date will be eligible for full credit. The MECHS policy for late work is as follows:

- Assignments submitted 1 day past the due date will receive a 15 point deduction (Highest grade possible is 85/100)
- Assignments submitted 2 day past the due date will receive a 30 point deduction (Highest grade possible is 70/100)
- Assignments submitted 3+ days past the due date will not receive credit.

Students who are missing assignments will be assigned to mandatory tutorials (MAT) with an administrator. Any missing assignments that are completed and submitted during these tutorials will be eligible for 50% credit.

Mandatory Academic Tutorials

If a student is failing due to missing assignments, they will be assigned to Mandatory Academic Tutorials (MAT). This is a dedicated time during their scheduled advisory period or after school for students to complete work and be held accountable for their learning.

If a student attends MAT the week they are assigned to tutorials, and completes the missing assignment(s), they can receive partial credit (up to 50%).

Internet

Lack of internet access will not be accepted as a valid excuse for missing deadlines. Students who do not have internet access at home should take advantage of tutorial times on campus to complete assignments.

Dress Code

The district's standard dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

Dress & Grooming: General Guidelines

The following items are prohibited:

- Articles of clothing with pictures, emblems, symbols, slogans, or writings that are lewd, offensive, vulgar, obscene, contain sexual innuendoes, or cause disruption to the educational process are prohibited.
- Articles of clothing that advertise or depict tobacco products, alcoholic beverages, drugs, controlled substances, or other prohibited substances.
- See-through attire is unacceptable unless an article of clothing is worn underneath the garment that complies with the dress code. At no time should undergarments, including bra straps, be visible.
- Torn or ripped clothing is prohibited.

- Students may not wear boxer shorts, pajamas, or other sleepwear as outerwear.
- All articles of clothing must be worn as it is designed to be worn (i.e. not backwards or inside out).

Shirts & Dress Tops

- Shirts must be worn at all times while in the classroom, on school grounds, or at school related or school-sponsored events.
- Shirts and dress tops must have a strap width of at least 2 inches each and must be worn on the shoulder. Spaghetti straps will not be permitted.
- Except as stated below, shirt length must not extend further than mid-thigh. Any shirt with a length falling below mid-thigh must be tucked in. Shirts must be long enough to cover the midriff, even when arms are raised over the student's head.
- Undergarments should not be visible in any manner.
- A shirt worn over leggings must meet length requirements for dresses.
- Spandex tops, leotards, and tube tops are prohibited.

Pants, Shorts, Capris, Skirts, Skorts, or Dresses

- Shorts, skirts, skorts, or dresses must be no shorter than the tips of the fingers when the arms are extended by the sides of the body. The same standard applies to slits or slashes in skirts or dresses.
- Undergarments should not be visible.
- Pants may not sag or bag at the waist or drag on the ground.
- No baggy or sagging oversized clothing is allowed.
- No jeggings, stretch pants, yoga pants or leggings may be worn unless worn under a skirt, dress, or skort that complies with the dress code.
- Spandex material, biker shorts, and cutoffs are prohibited.

Footwear

- For reasons of health and safety, shoes must be worn at all times.
- The following footwear is prohibited due to health or safety concerns:
 - House shoes
 - Beach footwear
 - Flip flops
 - Roller shoes
 - Steel toe shoes
 - High heels over 2 inches
- Certain classes may require students to wear certain types of footwear. For example, athletic shoes may be required for physical education classes and closed toe shoes may be required for chemistry.

Hair and Head Wear

- Hair color that is disruptive or distracting to the school environment is prohibited (i.e. colors other than natural hair colors).
- Wigs may not be worn unless there is a medical exception.
- Notching of the eyebrows is prohibited.
- Hair curlers or hair rollers are prohibited.
- Students may not wear hair picks, combs, or brushes in their hair.

Grooming:

- Beards and goatees are prohibited unless there is a religious or medical exception.
- Mustaches are permitted as long as the mustache, including the sides of the mustache, does not extend below the student's bottom lip.
- Hats, caps, sweatbands, scarves, bandanas, visors, or other head coverings are prohibited in the classroom or school building except on approved occasions or unless there is a religious or medical exception.

Jewelry and Accessories

- Earrings are limited to the ears for all students. Earrings include clip earrings, pierced earrings or studs or any item used as a post in a pierced ear. Band-Aids may not be used to cover earrings.
- Lip and nose wear (i.e. rings and studs) is prohibited.
- Tongue rings or studs are prohibited.
- Eyebrow rings or studs are prohibited.
- Certain classes or activities may necessitate the removal of piercings of any kind due to safety concerns.
- Earlobe extenders are prohibited.
- Studded and spiked jewelry (i.e. dog collars) is prohibited.
- Chokers are prohibited.
- Jewelry that causes a distraction or that could be dangerous to the student or other individuals is prohibited (i.e. necklaces made out of safety pins and chain links, large hoop earrings).
- Mouth grills or mouthpieces that are worn over a student's teeth that serve only a decorative purpose are prohibited.
- Tattoos that are lewd, vulgar, or depict profanity or prohibited items (i.e. alcohol, drugs, or tobacco products) must be covered at all times while in the classroom, on school grounds, or at school activities or school sponsored events.
- Sunglasses or other eyewear that is not for a medical reason is prohibited from being worn inside school buildings.

Coats or Winter Weather Attire

- All winter weather attire must comply with Standard Mode of Dress provisions.

Discipline

Manor Early College Students are expected to follow all student expectations of behaviors outlined by Manor Independent School District. This includes the MISD Student Code of Conduct, MECHS Student/Parent Handbook, and any campus or district administrative directives regarding student discipline expectations.

While on ACC campuses students are expected to follow all student expectations of behaviors outlined in the

[ACC Student Handbook](#).

[ACC Student Standards of Conduct & Disciplinary Process](#)

Students may lose credit for their college courses if placed in DAEP. Students must contact their professor to inform them of the placement and make arrangements to complete coursework if possible. If credit is lost in the

course, the student is expected to retake the course in order to stay on track with the degree plan. The district does not provide transportation for any student to travel to Austin Community College from DAEP.

Discipline referrals and disciplinary consequences will affect your participation in the program according to the MECHS Dismissal Protocol.

In addition to the discipline actions outlined in the Manor ISD Code of Conduct, any one or any combination of the following consequences could occur for a MECHS student:

- Attendance contract
- Behavior contract
- Removal from the college classes
- Community service hours
- Denial of credit for attendance
- Attendance/participation used a percentage of grade for coursework
- Assigned mandatory academic tutorials until grades, attendance or behavior improves
- Meetings with the MISD and/or ACC administration
- Surrender of MISD issued technology
- Not participating in field trips or college visits
- Removal from Manor Early College High School

MECHS EXIT PROTOCOL

The following protocol is established to follow when a student has requested to exit Manor Early College High School and transfer to Manor High School. No student will be granted a schedule change without going through the [MECHS RTI protocol](#) process. After a student has been served under the RTI protocol for at least 2 full semesters, the following steps may be taken:

Step 1 : Parent Completes the MECHS Exit Form

- When a student asks to exit Manor Early College High School, their parent/guardian must begin the process by completing a [MECHS Exit form](#)

Step 2: Send the Completed MECHS Form to MECHS Principal

- The student's parent/guardian sends the completed Exit Request Form to the MECHS principal.

Step 3: Exit Review Committee Meets to Discuss the Request

- Once the MECHS principal receives the form, the MECHS RTI coordinator will schedule an exit review committee meeting.
- The following people will comprise the Exit Review Committee:
 - MECHS Principal
 - MHS/MSHS/MEA Principal
 - RTI Coordinator
 - Student's Parent/Guardian
 - Student
 - At Least One Teacher of Record
- The meeting must be scheduled **no later than 2 weeks from the day the exit form is received.**
- During the meeting, the committee will consider the following:
 - The student's academic performance

- The student's academic needs
- Academic supports offered and received (RTI protocol)
- Any other considerations presented by guardian/student

Step 4: Student's Schedule is Changed

- Should the committee agree to the exit, an accepting campus's counselor will change the student's schedule.
- Schedules will only be allowed to change during the district allowed schedule change dates (every 3 and 6 week grading periods).

Technology

- Technology and internet-connectivity are requirements for success in Manor Early College High School.
- If a student has to forfeit his/her iPad due to discipline, it could have a negative impact on his/her grades,
- Students are required to pay \$25 per year to cover student insurance on their technology
- Students are expected to use technology appropriately, according to the guidelines discussed in the [Manor ISD Accountability Agreement for Scholars and Parents \(MECHS Version\)](#).
- If a student has a disciplinary consequence that requires removal of any distributed technology, the student will be required to stay daily in after school tutorials to complete assignments that require technology.

Transportation

Freshman and sophomore students in Manor Early College will participate in dual credit courses on the MECHS campus. Beginning junior year, MECHS students will be transported to Austin Community College to take dual credit courses. Students are required to utilize the MISD transportation services to and from Austin Community College. If a parent needs to bring the student to or pick up his/her student from Austin Community College, a transportation release form must be signed and filed in advance. Parents must sign their student in or out at the Manor Early College front office. If a student misses the bus from MECHS to Austin Community College, any of the consequences regarding attendance and expectations of student responsibility could be implemented. It is critical that students arrive on time for bus pick up and drop off so that they make it to their ACC courses and MHS classes.

MECHS LEARNING COMMUNITY

Meetings

MECHS student meetings are mandatory for the students and can be used as a grade for their coursework. Cohort meetings will take place to disseminate information and any information requiring parent review/response should be returned by the given deadline.

Parent meetings will be scheduled as needed, at least twice per semester. These meetings will take place to allow parents to network, receive program updates, and express program questions and concerns. Because of the importance of parental support in student success, parents are expected to be in attendance at least 75% of MECHS parent meetings. If scheduling conflicts occur with parent programs, a face-to-face conference should be scheduled within 7 days to ensure receipt of important program updates and initiatives.

Communication

- Parents and students are expected to join Remind app to stay informed on MECHS and ACC events
- Parents and students are expected to read MECHS weekly newsletters to stay informed of MECHS and ACC upcoming events
- Students are responsible for checking grades in their high school and ACC classes.
- Parents are highly encouraged to monitor their student's 3-week and 6-week high school grades via Skyward.

Grievance Process

Parents are highly encouraged to follow the hierarchy of escalation when addressing student concerns. This process should be followed out of respect for all parties and to ensure orderly resolution of concerns. Any issue or concern should begin with the most base-level entity involved, unless an act of unethical behavior or a crime is being reported. For example:

- Concern with a student's academic progress should begin with contacting the classroom teacher.
- Concern with a student's schedule or graduation requirements should begin with contacting the counselor.
- Concern with transportation to ACC, student attendance, or program participation should begin with the MECHS Principal.

Order of Escalation

- Teacher
- Counselor (if needed)
- MECHS Principal/ AP/ Academic Dean
- District Administration

The overarching mission of Manor Early College High School is student success. Please provide MECHS ample opportunity to mitigate concerns at the lowest level first.

Grievance about an ACC Professor: If a student has a complaint about a professor, they must go through the official ACC complaint process:

- Go to https://cm.maxient.com/reportingform.php?AustinCC&layout_id=3 and complete the form.
 - When you're filling out the form, include as many details as possible about the situation and provide specific examples.
- After the form is submitted, you should receive follow up from the department chair regarding next steps via your ACC email.
- If you do not feel comfortable starting the process alone, please contact a MECHS teacher or administrator and we will be happy to assist you in the process.

Manor Early College High School Student/Parent Contract

Student Name: _____
(Circle One)

Cohort: 2024 2025 2026, 2027

MANOR EARLY COLLEGE HIGH SCHOOL Will:

- Provide access to rigorous curriculum.
- Provide academic support for high school and college courses.
- Provide excellent faculty, who are well-versed in research-based instructional strategies.
- Provide access to tools and resources for success as a college student.
- Provide open and useful communication to all stakeholders.

The MANOR EARLY COLLEGE HIGH SCHOOL Staff Will:

- Engage students in meaningful, objective-based learning experiences.
- Engage in professional learning opportunities on an ongoing basis.
- Be accessible to students outside the traditional school day.
- Exhibit collegiality in the daily operations of the school

Families Involved In MANOR EARLY COLLEGE HIGH SCHOOL Will:

- Provide support to the students and staff.
- Actively participate in the activities planned for MECHS students and their families.
- Monitor student progress and encourage academic studying outside of school.
- Be available to teachers and staff for communication, meetings, and conferences.

Students Involved In MANOR EARLY COLLEGE HIGH SCHOOL Will:

- Take 100% responsibility for their learning outcomes and academic success.
- Devote a minimum of 2 hours to homework and studying each evening.
- Attend summer classes and program activities as necessary.
- Utilize all opportunities for academic support provided by MECHS, MHS, and ACC.
- Be responsible for maintaining textbooks in the condition that they are received.
- Monitor academic progress in high school and college courses.
- Represent the program by exemplifying all expectations outlined by MECHS, MHS, SHS, and MISD.
- Communicate positively with all stakeholders - parents, teachers, ACC staff, administration, and peers.
- Support peers in the program by providing encouragement, leadership, and friendship.

By signing this commitment contract, you are stating that you have been informed of all the MECHS policies and procedures and are choosing to opt-in to Manor ECHS and the program standards. You also agree to follow all rules and policies outlined in the Manor ISD Student Code of Conduct and all Austin Community College's rules and policies that apply to Early College High School students.

Student Signature

Date

Parent Signature

Date