

## Early College Community Guidelines 2024-25

**Email:** Students are expected to check their MyPCC email Mon-Fri. Families keep an up-to-date email address on file with the ECHS office. Virtually all information and announcements from ECHS and PCC are sent electronically.

**Advising :** Prior to registration, students are required to make an advising appointment EVERY TERM with an ECHS counselor to review their selection of classes, update their career/life plan, and ensure they are meeting graduation requirements. Choosing to forego this meeting will result in an account hold, blocking registration.

**Credit Limit:** Each term, students must take 12 to 16 PCC credit hours, this includes seniors.. CG classes taught by ECHS staff do not count toward the max limit. (They do count toward the minimum, though.) Families are responsible for tuition beyond the max limit. The student's counselor must approve credits taken beyond the maximum.

**Textbooks:** ECHS provides textbooks to students who are eligible for free or reduced meals, as determined by the Meal Benefits Application available online on your district's website. Textbooks must be returned to ECHS at the end of each term or upon withdrawal from ECHS. A fine could be applied to the student's home high school account, students will not receive next term's books. Students who do not qualify for Meal Benefits need to procure their own textbooks.

**Transportation:** Students are responsible for their own transportation to PCC. Students eligible for meal benefits may pick up a monthly Tri-Met pass from the ECHS office.

**Academic Standing:** PCC policy requires maintaining a 2.0 PCC GPA and passing all classes with a "C" or better to be in good academic standing and continue in the ECHS program. Students not meeting this standard will have their status reviewed to determine if they are eligible to return the next term.

**Academic Probation:** Students earning a D, F, I (Incomplete), W (Withdrawal), AUD (Audit) or any non-passing grade will have their status reviewed to determine if it is in their best interests to continue in the program. If allowed to continue, students will be placed on Academic Support and must meet with their counselor on a regular basis, develop a Success Plan, and fulfill the requirements of Academic Probation in order to return to good standing. Students who do not return to good standing will be exited from Early College High School.

**Class Withdrawal:** Students cannot withdraw from a course while attending ECHS. It is the expectation that all students will consult with their counselor as soon as they are having difficulty in any class. In extreme cases where students are impacted by a medical issue we will help you work with PCC to obtain a withdrawal. Withdrawing from a class without the expressed permission of a student's counselor and the ECHS administrator is grounds for dismissal from ECHS. Any withdrawal disqualifies students from Valedictorian and Salutatorian status.

**Schedule Changes:** You must consult with your ECHS counselor if you need to change your schedule from what was discussed at the advising meeting or before dropping a class during the first week of a term. After the first week of a term, leaving a class is considered a Withdrawal and grounds for dismissal. (See above.)

**Campuses:** Students may take classes on the PCC Rock Creek or Sylvania Campuses only. Students are expected to take classes on their assigned campus and are required to take their CG course on their assigned campus.. A class may be taken on the non-assigned campus if there is legitimate cause, and the student's counselor and parent approves.

**Distance Learning and Evening Classes :** First term students and students on Academic Probation are not permitted to take online classes. A returning student in good standing may take up to one online class at a time. Parental consent is required if a student takes an in-person class that begins after dusk.

**PCC Charges:** All students need to review their PCC bills in their MyPCC account. Check the bill carefully by the end of the second week of class. ECHS pays for up to 16 credits of tuition maximum per term and many common (but not all) PCC fees. ECHS does not pay for private lessons, class supplies, parking permits, fines, late fees, art materials, or approved credits over the maximum. They are the responsibility of the student/family. PCC will place a hold on any account more than 2 weeks overdue and may turn the account over to a collection agency.

**Financial Aid:** ECHS Students are not eligible to receive Federal Financial Aid (FAFSA) while in the program.

**Eligible Classes and Grading Options:** ECHS does not pay for CED/CEU (Continuing Ed.) or off-campus classes. Neither the P/N (Pass/No Pass) nor AUD (Audit) is available as a grading option to BSD students in Early College. While most for-credit PCC courses are accessible to ECHS students, the ECHS administrator reserves the right to prohibit enrollment in any class deemed inappropriate or unsafe for high school students. Prohibited classes currently included swimming courses, Rock Climbing, and select sparring and boxing courses.

**Attendance:** Attendance is required in all classes every session. Always notify your instructor in advance if you are ill and your counselor on a second absence. If a student misses any classes the first week of a term, they will be dropped from the class per PCC policy.

**IEP or 504 Support:** Students entering ECHS with active IEP or 504 plans MUST meet with the ECHS resource specialist prior to the start of classes. As part of this meeting students will visit PCC's Office for Students with Disabilities with the resource specialist. For more information regarding PCC's support services, go to: <https://www.pcc.edu/disability-services/>.

**Student Conduct:** Students in ECHS are subject to all policies, regulations, and behavioral standards contained in their school district's code of conduct. In addition, ECHS students are subject to PCC's College Expectations for ECHS students and the conditions of the PCC Code of Student Conduct as posted on the PCC website. Conduct violations are grounds for dismissal from the ECHS program.

**OSAA Eligibility:** Students planning to participate in a sport or activity at their neighborhood high school must enroll in and pass with a "C" a minimum of 2.00 high school credits each term at PCC. Students are required to complete an OSAA eligibility form, signed by ECHS staff to ensure they meet the minimum requirements each term they participate in an OSAA activity. Please contact the Athletics Office at the student's home high school for the OSAA eligibility form or see the New Student section of the ECHS Website.

**Residency Requirement:** Students must reside within the Beaverton School District or a partner district and be enrolled in their comprehensive high school to be eligible for Early College High School. If a student moves to a non-participating district, they may complete the current term before transferring to their new district's high school. A student who moves between participating districts may continue in ECHS without interruption.

**Exiting Students:** Students exiting from ECHS either by choice, insufficient academic progress, or conduct violations must drop all registered classes according to PCC's timelines. Unpaid bills of exited students for registered classes that could have been dropped according to PCC's policies become the responsibility of the student and their family.

**State Testing:** All ECHS juniors must participate in state testing in order to be in the program. Juniors may not take classes (except CG classes) on Fridays during the Spring Term to make time for testing.

**Graduation:** Diplomas are provided by the home high school, so ECHS students attend a traditional graduation ceremony at their home high school. To participate, ECHS students need to have all required credits completed by the end of the Winter Term of their senior year. (BSD, TTSD and SHSD students) may provide proof of passing their Spring Term courses 10 days prior to their home high school graduation to be eligible to participate. ECHS hosts a Graduation Celebration each year that contains many of the components of a traditional graduation and we hope all students and families choose to attend. Because ECHS students have access to a different course catalog and weighted courses they are not eligible to earn Valedictorian and Salutatorian status at their home high school graduation ceremonies.

**ECHS Valedictorian and Salutatorian Selection:** Students who have maintained earned a cumulative 4.0 GPA with a full time schedule (12-16 credits) with no withdrawals will be awarded Valedictorian status at the ECHS graduation. Students who have earned all A's and one B with a full schedule (12-16 credits) each term with no W's will earn Salutatorian status at the ECHS graduation. Students must have at least 4 terms at PCC to be considered for either award.

**Privacy:** FERPA law protects Student records. Parents must obtain their student's consent to access records. PCC instructors may not provide course progress info to families nor meet with parents regarding progress.

**Required Events:** All ECHS students must attend the Registration and Orientation Meetings prior to the start of the term their first year and Senior Day prior to Fall Term during their second year. Choosing not to attend is grounds for dismissal from ECHS.

Student Name (print) \_\_\_\_\_ G# \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

I have reviewed the Early College High School's Community Guidelines and agree to abide by these conditions of participation.