

Early College High School Scholar Handbook 2019 - 2020



Welcome Lion Scholars

Dear Parents and Scholars,

You are now a proud member of the Early College High School family. ECHS has a dedicated and talented staff that works as a team in order to meet the individual needs of our scholars and provide educational opportunities that will maximize their potential.

Early College High School offers a wide range of challenging academic coursework and we challenge you to make academics your primary focus and dedicate yourself to your studies.

One of our greatest strengths is the pride and support from our community and our parents, who are critical contributors to the success of our scholars. I welcome your involvement as we work to provide the best possible education to our scholars and encourage you to contact me with your ideas, suggestions, and concerns. Our main number is 254-336-0260.

There is also a district information handbook online and all students will have access to their own laptop. Please bookmark the district and CTC handbooks. You may access this at: <https://www.killeenisd.org/schoolsV2/index.cfm?navBarID=126259>.

Every scholar and parent will be able to view the Parent/Student Handbook on our school website. This is intended to serve as a convenient reference. The KISD Student Code of Conduct may be found online at www.killeenisd.org under Students and Parent Link. Once again, please bookmark this link for future reference.

Sincerely,

Kathleen Burke
Principal

Early College High School Mission and Vision Statements:

Mission: Empower all students to achieve their potential.

Vision: Through positive relationships, rigorous content, and relevance, ECHS will empower all students so they can fulfill their potential in a diverse and global society.

EARLY COLLEGE HIGH SCHOOL ADMINISTRATION

Kathleen Burke	Principal
Sarah Salter	9th Grade Assistant Principal
Joe Gonzalez	10th Grade Assistant Principal and Curriculum Director
Octavia Dobbins	11th & 12 th Assistant Principal
David Leitsch	Registrar
Rebecca Stanforth	12 th Grade Counselor
Maria Woods	11 th Grade Counselor
Cherie Cockrell	10 th Grade Counselor
Warren Kostencki	9 th Grade Counselor
Clint Moosman	Campus Technologist
Savannah Anderson	Campus Instructional Specialist

If you have any questions and/or concerns, please contact the appropriate personnel that represents your child's grade level:

9th Grade

Counselor – Warren Kostencki
Counselor Secretary – Wyndelynn Burney
Assistant Principal Secretary – Virginia Christenson
Assistant Principal – Sarah Salter

10th Grade

Counselor/Registrar – Cherie Cockrell
Counselor/ Secretary – Wyndelynn Burney
Assistant Principal Secretary – Virginia Christenson
Assistant Principal – Joe Gonzalez

11th and 12th Grade

12th Grade Counselor – Rebecca Stanforth
11th Grade Counselor – Maria Woods
Counselor Secretary – Deidra Gray
Assistant Principal Secretary – Melissa Anzaldua
Assistant Principal – Octavia Dobbins

A NOTE TO PARENTS ABOUT THE ECHS AND CTC HANDBOOKS

The KISD, ECHS and CTC handbooks are meant to provide information to students and parents about the expectations for each campus. While students will be housed in two different buildings, we are all ECHS students and staff. All students are expected to adhere to the policies and procedures that are discussed in each handbook and student code of conduct. Please refer to the handbook of the campus that applies to the question you have regarding a policy. Should you have further questions, please do not hesitate to contact the administrator for your child's grade level and they will be more than happy to assist you. Please call 254-336-0260 and ask to speak to an administrator for that grade level.

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

Report cards or progress reports with each student's grades and absences in each class or subject are issued to parents at least once every 3 weeks. If the student receives a grade lower than 70 in any class or subject during a grading period, the parent is encouraged to schedule a conference with the teacher of that class or subject. Teachers follow grading guidelines approved by the Principal/Superintendent that have been designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the District's grading policy.

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the supervisor of the teacher or the Principal. Parents/guardians have access to their student's grades on Home Access Center. Please contact 336-0260 if you have any questions about the online grade access.

Tutoring is available every day at the following times at the Fort Hood Campus: M -TH: 3:11-4:00 PM. For information, please call 336-0260.

EMERGENCY TELEPHONE NUMBERS

It is very important for the school to have current home, work, and emergency telephone numbers. These numbers are necessary in case a child becomes ill, is injured, or any other emergency occurs during the day. We also use the Connect Ed call out system to distribute important school information. If these phone numbers change during the year, parents should contact the school immediately so that their child's emergency information may be updated. **Students may be released only to those listed on the registration card.**

RELEASE OF STUDENTS FROM SCHOOL

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

A student will not be released from school at times other than at the end of the school day except with permission from the Principal or designee and according to the campus sign-out procedures.

Unless the Principal or Superintendent has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

Students signed out during the day still need to bring a note for the absence to become excused.

Tutorial time is very critical for all students and is part of the school day. Students must remain on campus during tutorial time.

CTC Attendance policy is very different from KISD. Please try to schedule appointments after school. Students will lose points off their final grade if they accrue more than three absences. Students will earn an absence for not dressing out, not participating and being more than 15 minutes late. Students will be dropped from the course after 5 absences.

REGISTRATION AND CHANGE OF ADDRESS

For registration you need the following: birth certificate, social security card, shot records, copy of credits earned, and proof of residence. Proof of residence is one of the following items dated within the last 30 days: a water, cable, or light bill, lease or mortgage contract, which need to be in the parent or guardian's name. We cannot accept disconnect notices as proof of residency. We can also accept a notarized KISD proof of residence form along with proper documentation. If you are not the legal parent, a special application must accompany the registration paperwork and be approved prior to registration.

For a change of address, you need to provide proof of residence in the parent or guardian name as listed in the paragraph above.

WITHDRAWING FROM SCHOOL

A student under 18 may be withdrawn from school only by a parent/guardian. A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor may withdraw without parental signature.

The parent should notify the school at least two days in advance so that documents may be prepared. Prior to the student's last day, the student needs to turn in all books, any school-issued supplies (including calculators), and school ID. Please return these items to the front office. The parent/guardian will need to come in and sign the withdrawal form.

TRANSCRIPT FEES

Students must have a parent signature form on file and request transcripts via Parchment.com. It is preferred transcripts be requested via Parchment.com. All **FINAL** transcripts must be requested through Parchment.com. Official transcripts must be sent directly to the authorized requesting institution and not hand-carried by the student or parent. If you have any questions please contact David Leitsch in the registrar's office at the CTC campus, building 103.

Please allow 48 hours for the processing of transcripts.

GRADE CLASSIFICATION

After the ninth grade, students are classified according to the number of credits earned toward graduation. Classification is determined at the beginning of the school year (as of the first day of school).

Credits Earned	Classification	
6-11.5	Grade 10	(Sophomore)
12-16.5	Grade 11	(Junior)
17	Grade 12	(Senior)

TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class. Students are responsible for checking out and returning textbooks to the book room, or to the registrar's office if the student is withdrawing. Any student failing to return a book issued by the school loses the right to free textbooks until such time as the book is returned or paid for by the student/parent. Additionally, any damage to textbooks will result in a fine being issued. Fines must be cleared through the cashier (Principal's Secretary at the Fort Hood campus and the AP's Secretary at the CTC campus) before new/additional textbooks will be issued. By state law, schools have the right to deny the assignment of textbooks to students until all previous textbook records have been cleared. Damaging a barcode label (number can still be identified) will result in a \$5 fine to cover the cost of replacing the label(s). Removal of the barcode or damage beyond recognition results in the book being designated as lost and the student will be responsible for paying the full price of the textbook. Textbook fines can also prevent students from participating in school functions such as dances, prom, or graduation. The cashier at the Fort Hood campus is Mrs. Tylerbest in the principal's office and the cashier at the CTC campus is Mrs. Anzaldua in the AP office.

DISTRICT TEXTBOOK POLICY: Students must return textbooks to their campus on the last day of school or no later than the 3rd Friday in June. Property management will not accept textbooks from students after this date. Students may receive a refund of lost textbook up to the 3rd Friday in June. After that date refunds will not be processed.

STUDENTS ARE RESPONSIBLE FOR ALL TEXTBOOKS THAT ARE ISSUED TO THEM EACH SEMESTER. CTC courses are semester long and students in CTC classes must return these books at the end of each semester before receiving their textbooks for the next semester. All textbooks are property of KISD, including textbooks for KISD classes or for CTC classes.

Student will be required to pay for any lost, stolen or damaged KISD or CTC textbooks. Failure to pay for these lost, stolen or damaged textbooks will result in a fine being issued and students will not be allowed to check out further textbooks or equipment such as laptops. Any student

who has a fine will not be receive their high school diploma or transcript until the fine is paid or the books are returned in good condition. Students also could be in jeopardy of not being allowed to attend student events, such as homecoming and prom.

If the scholar finds a lost textbook, please refer to the following refund procedures:

- Refunds will be provided for lost textbooks at the home campus through the 3rd Friday in June.
- Refunds will also be provided a refund for lost textbooks at KISD Property Management up to the 3rd Friday in July.
- After the 3rd Friday in July, no refunds will be issued.

KILLEEN ISD ATTENDANCE POLICY

Regular school attendance is essential for the student to make the most of his or her education—to benefit from each day’s learning on that of the previous day, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of subject matter and concepts; therefore, the student and parent should make every effort to avoid unnecessary absences.

Texas State Law requires students to attend school until their 18th birthday. Failure to attend school the required amount of time could result in the loss of credit, legal action, and / or dismissal from school. It is the responsibility of the student and the student’s parent(s) or guardian(s) to ensure that attendance rules are followed.

An attempt will be made to notify the parents of high school students, by telephone on a daily basis, when their student is absent from school, regardless of the nature of the absence. Attendance personnel are not responsible for incorrect telephone numbers or addresses.

ATTENDANCE DURING TUTORIALS

At Early College High School, tutorials are built into the school day to ensure students are mastering the concepts or getting assistance from their teachers. It is very important for students to be in tutorials as this is still part of the school day and counts towards attendance.

At the Fort Hood campus, students will not be called out of class after 3:11 p.m. This is an important time of the instructional day and many important things are being taught. Persistent early sign out disrupts the instruction and creates an educational deficit over time. Please help us begin to teach students about the importance of honoring instructional time. If this becomes a persistent problem, the principal will discuss the matter with you. Please plan accordingly.

At the CTC campus, tutorials at CTC are in the middle of the day but are still required for attendance purposes and is an important part of the instructional day. Persistent early sign out disrupts the instruction and creates an educational deficit over time. Please help us begin to teach students about the importance of honoring instructional time. If this becomes a persistent problem, the principal will discuss the matter with you. Please plan accordingly.

CTC ATTENDANCE POLICY

Please see the CTC Attendance Policies found in your student’s CTC Course Syllabi or the CTC- ECHS Handbook. Attendance issues will result in your student losing final points on their grade and possible removal from the course.

Appeal Status and Parent Notification – Killeen ISD

Excessive unexcused absences will result in an appeal for credit and may result in loss of credit. Days missed due to religious holy days and partial days missed due to medical or dental appointments which are properly documented and for which work missed is successfully completed will be excused. A letter stating that the student must appeal for credit will be sent to parents as soon as the acceptable number of absences is exceeded. Another letter will be sent approximately one week prior to the end of the session along with a copy of the appeal form. The form must be completed and returned to Killeen ISD Student Services to initiate the actual appeal process. Failure to return the application will result in credit being denied. **It is the parent’s responsibility to know when the student is in violation of the Texas Compulsory attendance laws.** Students violating compulsory attendance laws are subject to court appearances and or fines. Eighteen-year-old scholars in violation of the attendance rules (5 or more unexcused) could be subject to being withdrawn from school until the next school year. For further information see the K.I.S.D. Student Code of Conduct handbook.

Documentation

In all cases, appropriate documentation must be provided in order for absences to be classified as excused. All absences are subject to verification, investigation, or question. All notes are subject to review. For personal illness, absences exceeding 5 consecutive days will require documentation from a health care professional. Three parental notes will be accepted per nine-week session. Parental notes must be turned in **within 5 days** of the student's absence. In order to be excused, a note must accompany all other absences for personal illness from a health care professional. Exception: A single note from a health care professional will suffice in the case of a chronic illness or serious medical condition. Parent must write a note referencing the doctor’s note that is already on file for this chronic illness. For medical, dental, or legal appointments, notes from health care or legal professionals are required. Students who attend a partial day, complete work missed, and bring a note from the health care professional will be counted present for the entire day.

TRUANCY

Truancy is defined as being absent from school or a class without permission from a parent or school official. This includes students who leave a class without permission from the teacher, leaving the classroom with permission from the teacher and not returning, spending a class period in a bathroom, or spending the period in the library without permission from the teacher whose class a student should be in at the time of the absence. Truancies count as an unexcused

absence and cannot be excused by a note from the parent. In the case of truancies, make-up work can earn only 50% of the credit that would have been earned if the student had been present.

Driver License Attendance Verification

To obtain a driver license, a student between the ages of 16 and 18 must annually provide to the Texas Department of Public Safety a form obtained from the school verifying that the student has met the **90 percent attendance** requirement for the semester preceding the date of application. The student can obtain this form at the Attendance office. Please allow 24 hours after submitting your paperwork to the attendance office before picking up your form. Parents cannot pick up VOE forms for students as students must sign for the form.

ANNOUNCEMENTS

Texas State law requires the recitation of the Pledge to the U.S. and Texas flags once each day. Students have a choice to recite the pledge. If they choose not to, they **must stand silently** showing respect for those who gave their lives that people in America might have a choice. Right hand must be placed over the heart when saying both the Pledge of Allegiance to the U.S. and the Texas pledge. Students may be excused based on a written request from the parents. There must also be a moment of silence following the pledges.

Teachers and others must ensure that all students remain silent, and do not act in any manner that is likely to interfere with or distract another person. During the moment of silence, students may reflect, meditate, pray or engage in another silent activity that is not likely to interfere with or distract others. Announcements will also be placed on the ECHS website.

LATE ARRIVAL TO SCHOOL

A student who is tardy to class by more than 15 minutes will be marked as an unexcused absence. Students are required to sign in at the front office if they arrive late to school. Students who come to school after 9:00 A.M. will be considered truant if a note is not brought in upon arrival. Repeated instances of tardiness will result in severe disciplinary action. Tardies are addressed on page 15.

AUTOMATED PHONE CALLS

The Killeen Independent School District sends automated phone calls home twice a day, once in the morning and once in the evening. The calls inform parents that their student has been marked absent for one or more periods. Although the list of absent students is taken from Early College High School automated records, the calls do not originate from Early College High School and Early College High School has no control over the phone calls.

Early College High School has chosen to have the phone calls reflect same day attendance. As a result, calls are made informing parents of all absences, including students on an approved field trip or spending time in in-school suspension. The fact that a parent may have called in to inform

the school that their child will be absent does not prevent the call from being made. If a parent knows that their student is on a trip, in in-school suspension, or home ill, they should disregard the phone call. While we acknowledge the calls may be an annoyance, they are made for the safety and protection of the student, which is our highest priority.

ATTENDANCE AND PARENT ACCESS

Many parents of Early College High School check their child's grades and attendance through the computerized parent access portal. It should be noted that the system rolls over and refreshes itself nightly. An absence may have been removed and still not appear so on parent access. It is our goal to excuse all absences within twenty-four hours of receiving an excuse. During high volume times, the time may extend to forty-eight hours, if necessary. Parents can be assured that attendance personnel are diligent when inputting parent notes, medical notes, and extracurricular excuses. Should a serious concern arise, please feel free to contact the Front Office.

CHECKING A STUDENT IN AND OUT OF SCHOOL

A student under the age of eighteen may not check themselves out of school. An adult must sign the student out of school. We cannot accept telephone calls requesting that we allow a student to sign themselves out for an appointment or other reason. There is no way for us to verify the identity of the individual on the phone. In the past we have accepted a parental note to release a student for a medical appointment if it is accompanied by a copy of the parent's military identification or driver's license. We will continue this policy. It is not necessary for a parent to sign their child in to school. Remember a student will need to sign in with a parent note or they might be unexcused.

MAKE-UP WORK

Routine and In-Depth Makeup Work Assignments

All students absent from school shall have the opportunity to make up all schoolwork assigned during their absence. *Students have five school days after returning to school to complete make-up work.* In unusual circumstances, the principal or his/her designee may extend this time period. **Work assigned prior to the absence shall be turned in or completed on the day the student returns to school.** If a test or major assignment had been previously communicated to students it will be completed or due the day they return. A student shall be responsible for attaining and completing the make-up work.

Full credit will be awarded for make-up work. A student who does not make up assigned work within the time allotted, at the discretion of the teacher, receive a grade of zero for the assignment.

In the case of truanancies, make-up work can earn only 50% of the credit that would have been earned if the student had been present.

ECHS ACADEMIC DISHONESTY

All students will be trained in academic honesty in AVID and verified through an academic honesty quiz at the beginning of the year. Should students be found academically dishonest in any class, the following measures will apply:

- Teacher notifies parent/guardian
- A zero is recorded in the gradebook per the ten-school day mastery policy
- Student must complete a comparable assignment in a monitored setting
- The grade will be updated upon completion of the comparable assignment
- Continued academic dishonesty afterwards in any class will result in parent notification and the teacher and administrator will determine the academic consequences. These consequences will be discussed with the student and parent.

CTC ACADEMIC DISHONESTY

Academic dishonesty in CTC courses will follow the CTC policy.

Early College High School Mastery and Tutoring Procedures

Mastery is defined as a score of 75% for all ECHS students. Students who do not achieve mastery will be expected to attend tutoring for remediation to practice concepts until maximum progress is demonstrated. Students will be allowed ten school days to achieve mastery once the grade is posted. Parents will be notified of the failure to meet mastery. Students will not be excused from subsequent concepts or assignments taught during the time period in which they are attempting to master a concept previously taught.

- Students lacking mastery will be required to attend interventions. Parents will be notified.
- The original grade will be posted; however, it may be updated to reflect the student's new level of understanding.

Students will not be excused from subsequent concepts or assignments taught during the time period in which they are attempting to master a concept previously taught.

PARENT/STUDENT AGREEMENT FOR CTC COURSES

CTC Courses, Fees and Books are paid for by KISD for the 1st two (2) attempts at the course. If a student fails the class a second time with a grade below a 70, the student and their parent(s) or guardian(s) **will be responsible** for paying for the course and all related fees for any attempts past the second attempt.

KNOW THE RULES: DISCIPLINE

The purpose of discipline is to help the student develop increasing responsibility for the independent control of his/her own behavior while creating an atmosphere which will develop a mutual respect for each individual's rights. To this end, the Killeen Independent School District firmly believes that to have an effective educational system for all students, it is necessary that

proper behavior must be maintained in the classrooms, in the school buildings, on school grounds, and on school buses. The responsible behavior should continue between school and home.

The circumstances requiring discipline will determine the corrective strategies used. These may range from teacher guidance and parental awareness to suspension.

It is the intent of the Early College High School discipline plan to enhance the KISD plan.

It is a privilege to attend the ECHS, not a right. If a student is removed from ECHS to DAEP, or alternative school (Gateway High School) for any reason, they will not be allowed to return to Early College High School, but instead, must return to their zoned high school.

Rules

- Be respectful
- Be prepared
- Follow directions
- Abide by the KISD and CTC Student Code of Conduct

Consequences

- Verbal Warning
- Conference with Student
- Conference with Student and AP
- Conference with Student, Parent and AP
- Referral to the AP
- Possible DAEP Placement or Return to Home Campus

Parents/guardians are required to sign a Code of Conduct card acknowledging an understanding of the rules and consequences of misbehavior.

The Early College High School guidelines for administering discipline can be found in the pamphlet, **KISD Student Code of Conduct** which is online at www.killeenisd.org under the Parents or Students section. Parents and students are asked to pay special attention to the sections: “Student Offenses and Consequences” and “Unexcused Absences”.

Transportation riders also need to read the entire KISD Transportation Student Rider’s Safety Handbook. All students on KISD transportation should have a visible ID. If you received a temporary, you will need to have that temporary ID on to get on your bus afterschool!

Bus Rider Rules and Regulations

The KISD Transportation Department is dedicated to safely transporting students to and from school, and to and from various school-related events. To accomplish this task, the help and cooperation of students, parents, and drivers is essential. Students and parents should read the KISD Transportation Student Rider's Safety Handbook and the KISD Student Handbook and District Information.

Consequences for Bus Rules Violations

Failure to abide by these bus rules creates safety hazards for the student as well as all other students on the bus. Student behavior while on the bus is governed by School Board policies and the *Student Code of Conduct*. The school bus is an extension of the classroom, and as such, all rules that apply in the classroom carry over to the bus.

If any of the above student behavior rules are broken, the bus driver will take appropriate action such as conferring with the student, recording the student's name and grade, assigning the student a different seat on the bus, and/or reporting the student to the appropriate school official.

After the bus driver makes a written report of the violation(s) to the campus administrator, appropriate action in accordance with the Student Code of Conduct will be taken. Consequences for violation of bus rules will be determined by the campus administrator and may include bus probation or bus suspension for a specified period of time.

When a student is suspended from riding the bus, parents are responsible for providing transportation for the student to attend school. This is not a suspension from class. If the student does not attend school when suspended from riding the bus, the absence is unexcused and further disciplinary action may result.

SPECIFIC RULES FOR EARLY COLLEGE HIGH SCHOOL

- Meals are not permitted in classrooms. Meals or fountain drinks are not allowed outside the cafeteria or courtyards. Lunch should be eaten during lunch time, finished and trash disposed of prior to leaving the cafeteria or courtyards.
- Other than lunch money, **NO DELIVERIES FOR STUDENTS CAN BE MADE.**
- Entering the hallway without a pass during the student's lunch time. The hallways are closed during lunch.
- Loitering in parking lots, both student and faculty lots included.
- Loitering/standing in the hallways and/or intersections between passing periods. Walk and talk on your way to class.
- No hats or head covering on your head in the building at any time. If seen, they will be collected and given to the AP office.

- **ECHS Fort Hood Campus** is a closed campus during lunches. **ECHS CTC Campus** is an open campus during lunches.
- Any student who is coming to school after 8:30 at the Fort Hood Campus or 9:00 at the CTC Campus should enter the building from the front office area.
- Displaying public affection, i.e. kissing, or inappropriate physical contact is not permitted on the Fort Hood or CTC campus
- **ECHS IS A TOBACCO-FREE FACILITY.** Possession of a tobacco product will result in serious consequences. Liquid nicotine/electronic cigarette products are also not to be on any campus or at any school related activity.
- The hallways will be closed until the bell at 8:20 for the Fort Hood Campus.
- The following areas have been designated as off-limits during the mornings, lunch periods, and after schools: Hallways are off limits during the student's designated lunch. Students may not be in the hallways during his/her designated lunch period. The only exceptions will be if teachers are offering tutorials during these time frames
- All students are expected to be enrolled in 8 out of 8 periods.
- Students must have an ID visible from the front (mid-chest or higher) AT ALL TIMES while on campus. Temporary ID's can be obtained from the AP office. ID cards must not have been defaced or altered in any way. This could include partial IDs, broken IDs, or an ID with missing parts such as name, picture, or bar code.
- Students need to get their temporary ID from the AP office. Temporary ID's given after 1st period will result in a Type II violation entered in eSchool.
- **Headphones and Earbuds** – both ears cannot be covered by headphones or earbuds in the hallways at any time, as students need to be able to hear instructions by the staff in cases of emergency. Headphones and earbuds in the classroom are left to teacher expectations/rules.
- Boom boxes, speakers, or music heard by others is not permitted.
- Students who have been suspended from school are not allowed on ANY KISD CAMPUS until the day they are scheduled to return. They are also not allowed at any extracurricular events on or off campus.
- ECHS has doors locked for security reasons. Students should not let other persons in through those doors.
- Students need to be picked up in a timely manner from events. Rides should arrive within 30 minutes of a finished event.
- Unless you are standing in line for breakfast or lunch, there should be no standing in the entrances to the cafeteria.
- **Skateboards are a prohibited item on campus and on the bus.** This includes on ECHS property, tennis courts area, parking lots, and CTC property. Wheels should not touch the ground at any time when on these areas.
- The courtyards are available for students before school and during lunch. There should be no running, throwing of balls, familiarity, or sitting on tables. Students are required to dispose of all trash and keep the area clean. Student not following the expectations will need to report to the AP office.

- Laser pointers are not allowed for students due to their potential danger and distraction to the learning environment. When collected from a student a laser pointer will be returned only to the parent of the student.

Tardies, Dress Code (including ID), Electronic Devices, and Cell Phone Violations

At the beginning of each class period, teachers will close the classroom door. If a student is tardy to class within the first fifteen minutes, the teacher will accept the student and either mark the student tardy or notify the attendance officer if the student was already marked absent.

Fort Hood Campus: A student who is more than 15 minutes late to class is to be considered absent rather than tardy. Students who come to school after 8:45 A.M. will be considered truant if a note is not brought in upon arrival.

CTC Campus: A student who is more than 15 minutes late to class is to be considered absent rather than tardy. Students who come to school after 9:15 A.M. will be considered truant if a note is not brought in upon arrival. **PLEASE SEE THE ECHS-CTC HANDBOOK FOR MORE INFORMATION ON ATTENDANCE FOR CTC CLASSES.**

Referrals for tardies, dress code (including ID), electronic devices, headphones, ear buds, and cell phone violations will be grouped together. Increments of four can be reached with a combination of any of these violations and will result in a discipline referral.

Students will receive 2 temporary ID's each nine weeks before the violation begins. An ID received after 1st period will result in a violation recorded in Eschool as a Type II violation. Referrals for tardies, dress code (including ID), and cell phone violations are to be written in accordance with the following criteria:

TARDIES, DRESS CODE, ID VIOLATIONS, ELECTRONIC DEVICES, HEADPHONES OR EAR BUDS, AND CELL PHONES

NUMBER OF VIOLATIONS	CONSEQUENCE
4	Warning; Discipline Referral and Lunch Detention
8	Referral, Multiple Detentions and Parent Conference
12+	Referral, Parent Conference and Possible Return to Home Campus

CELL PHONES:

The use of cell phones will be permitted before school, during passing periods, during lunch, and after school.

Cell phones must be turned off and not visible in the classroom or hallways during class time which starts at 8:30 at Fort Hood and 9:00 at CTC. Example: You can use your phone during the passing period, but once you enter the classroom, you may no longer use your phone. If you leave class for any reason during the instructional time (for example to go to the restroom

or office) your cell phone cannot be used. Once the classroom is entered, all electronic devices must be turned off and put away, with the expectation of the school issued laptop for class use. Using the phone as a camera or video is not acceptable at any time without administrative or teacher permission. Teachers will have in their discipline management plans if a phone is allowed in their room for music or for enhancing instruction. Teachers will notify the grade level assistant principal and a violation will be recorded. Students that become disruptive to the learning environment due to their cell phone/electronic device or have subsequent offenses will be sent to the AP office for possible disciplinary consequences.

ELECTRONIC DEVICES

Cell phones, iPods, laptops, iPads, and other electronic devices brought to school need to be secured as they are brought **AT YOUR OWN RISK**. We are not responsible for the security of these items.

COMPUTER RESOURCES

To prepare students for an increasingly technological society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. A copy of the Student Acceptable Use Policy may be found in the Student Code of Conduct. Students and their parents will be asked to sign a Student Code of Conduct card as a user agreement (separate from this handbook) regarding use of these resources. Violations of this agreement may result in termination of computer or network access and disciplinary action.

Killeen ISD Mobile Computing Device Guidelines

The individual use of mobile devices is a way to empower students to maximize their full potential and to prepare them for college and the workplace. The result is increased learning from the continuous dynamic interaction among students, educators, parents, and the extended community. Technology immersion does not diminish the role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning, which continues beyond the school day.

The following guidelines apply to all mobile computing devices issued to students by Killeen Independent School District, including netbooks, laptops, iPads, iPods and any other device considered by the District to be a computing device. The devices remain the property of Killeen ISD, and all users will follow the Student Technology User Agreement in the student handbook.

Device Check-out and Check-in

The student devices will be issued according to the campus curriculum plans. Devices and accessories including charging cords and cases may be returned during school holiday breaks and will be returned before the last day of school. If a student graduates early, withdraws, is suspended or expelled, or transfers out of the Killeen Independent School District campus issuing the device before the end of the school year, the device will be returned on the last day of

the student's attendance at that campus. A student who does not return the device will face disciplinary and legal action in accordance with the Killeen ISD Student Technology User Agreement.

Taking Care of Your Device

Each school-issued computing device is intended for use at school every day. Students are responsible to bring their device to all classes unless specifically instructed not to do so by a teacher.

General Precautions

Use only a soft, dry, clean cloth to clean the screen. Never use cleansers of any kind.

- Charge the device's battery every night to ensure a full charge for school.
- Insert/remove cords and cables carefully to prevent damage.
- Do not personalize the hardware including writing, drawing, or placing stickers/labels on it that are not the property of the Killeen Independent School District.
- Never leave the device unsupervised or in an unlocked area or vehicle.
- Turn in devices that are broken or fail to work properly to the campus for evaluation as soon as possible.
- Computing devices should only be used in a place where the temperature is between 32° and 95°F. Low or high temperature conditions might temporarily shorten battery life or cause the device to stop working properly.
- Don't leave the device in a car in order to avoid extreme temperatures and chance of theft.

Carrying the Devices

The backpacks have sufficient padding to protect the device from normal treatment and provide a suitable means for carrying it within the school.

- Always use the backpack with the device when carrying it.
- Avoid placing the device where it will have pressure and weight on it.

Screen Care

The screens on any device can be damaged if subject to rough treatment. They are particularly sensitive to pressure on the screen.

- Do not lean on the top of the device's case when it is closed.
- Do not place anything on or near the device that could put pressure on the screen.
- Do not place anything in the carrying case with the device that could press on the screen or cover.
- Do not bump the device against hard areas such as walls, car doors, floors, or other hard areas as it will break the screen.

Screensavers and Background Photos

- Personalize your school-issued device through copyright –free background photos or screensavers.
- Do not use images of weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang- related symbols as a background photo or screensaver.

Home Internet Access

Students are allowed to access wireless networks at the parent’s discretion on the school-issued device. Note that all access via non-KISD networks will still be routed through the KISD’s content filters. Parents are responsible for monitoring the student’s use of the device while accessing the Internet at home.

Saving Files

Students may save work online in their Schoology or OneDrive account or in a home folder. There is storage space on all school-issued devices, but it will not be backed up in case of hardware failure or reimaging. It is the student’s responsibility to ensure work is not lost due to failure or accidental deletion.

A hardware malfunction is not an acceptable excuse for late or un-submitted work.

Software

The software or applications installed by the District must remain on the device in usable condition and be easily accessible at all times. Occasionally the school may add software or applications for use in the classroom.

Additional Software

Students are not allowed to load extra software or applications on their devices without permission. If technical difficulties occur or illegal software is loaded, the device will be restored to original settings.

All ECHS students will be assigned their own personal computers. Internet access is available through their student accounts once logged in to the KISD filtered wireless system. Students MUST use the KISD internet access. Your student is solely responsible for any equipment that he/she brings to school. In addition, Early College High School is not liable for damaged, lost, or stolen equipment and unfortunately our staff is unable to provide technical support for personal devices brought to school. If a student uses technology inappropriately, the board approved Student Code of Conduct consequences still apply, regardless of who owns the device.

Students may not use devices (including cameras) to record, transmit or post images or video of a person, or persons on campus or during school related activities for non-instructional purposes.

Students and their parents should be aware that electronic communications—e-mail—using District computers are not private and may be monitored by District staff.

IDENTIFICATION CARDS

ID cards will be provided to all students at Early College High School. ALL STUDENTS ARE TO WEAR THESE CARDS AT ALL TIMES WHEN THEY ARE ON THE FORT HOOD AND CTC CAMPUS, WHILE RIDING ON DISTRICT TRANSPORTATION, AND IN ATTENDANCE AT SCHOOL FUNCTIONS. **They will be required to be worn at all times, visible from the front mid-chest or higher and not on a student's sleeves or book bag.**

A student ID card must be surrendered when requested by any staff member. ID's are property of the school.

*** The first ID is provided at no charge to the student. If the ID card has been mutilated or altered in any way, it is no longer valid and must be replaced. This could include partial IDs, broken IDs, or an ID with missing parts such as name, picture, or bar code.

Students may receive two temporary IDs each 9 weeks before a violation is recorded. An ID received after 1st period will result in a Type II violation put in eSchool.

The student ID card will be turned in when a student transfers or withdraws from school. The cost for replacement of the ID and lanyard is \$5.00. A lanyard only is \$1.00.

Early College High School Dress Code

The dress and grooming standards of Early College High School are meant to promote a positive, professional learning environment where the focus is on instruction and not on clothing. Clothing, hairstyles, and accessories should not be disruptive, immodest or compromise student safety.

The school prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal operations. Shirts or other clothing items depicting or promoting acts of violence, guns, weapons, death, dismemberment, disfigurement, gang activity or affiliation or other offensive items are specifically prohibited. **All dress code issues will be subject to the campus administrator's judgment.**

All Dress Code regulations apply to ALL high school students. ALL students must display their student identification card at all times. Students are expected to be in compliance with the dress code at all times on campus and while attending school functions.

The following statements serve as guidelines so that there is no question of what is acceptable (The list is not intended to be all inclusive). These items are not allowed:

- **Pants and shorts with holes, frays, or cuts are NOT permitted.** Skin should not be visible.
- Sagging is a dress code violation. Jeans, slacks, shorts, and all other pants must be worn at the hip and cover all undergarments. Pants are required to fit normally at the natural inseam. Students who are sagging will be asked to change pants, have an AP zip tie the

pants for the remainder of the day, or have a parent bring a change of clothes or a belt. Repeated offense will result in disciplinary action.

- Inappropriate exercise clothing without an appropriate covering garment.
- Clothing should be worn for the purpose for which it was designed. No undergarments or pajamas are to be worn as outerwear.
- Bare feet are not acceptable; flip-flops are acceptable; house shoes and athletic slides are not permitted.
- Transparent and see through clothing are not permitted unless clothing underneath meets dress code standard. This includes the “sheer” type as no undergarments should be visible.
- Bathing/Swimsuits are not permitted on campus, at CTC or at campus/CTC events unless given permission by an administrator.
- Pants with one pant leg rolled up or worn at a different length than the other.
- Any head coverings (except for religious or medical reasons) including hoods, sunglasses, hats, caps, headscarves, sweatbands, bandanas, knit caps, and “do-rags”. No hats or head gear should be visible in the building.
- Combs/hair picks/curlers. **Picks should not be worn in the hair.**
- Dog collars, chains, wallet chains, safety pins, spike jewelry or fishhooks worn as jewelry, accessories or ornamentation. This includes any metal studded collars, choker chains, armbands, wristbands, or other metal studded accessories.
- Leggings or spandex type pants worn as an outer garment, see-through pants, tights, or leotards worn as outer garments is not acceptable “Biker”/spandex pants or shorts are also not acceptable. **Pockets and zippers must be on your pants.**
- Clothing and accessories that promote alcohol, tobacco, or drug usage or which display weapons or violence, and which cause or are likely to cause a disruption within the school environment.
- Tank tops, tube tops, mesh tops, sheer tops, halters, or bare midriff tops. Two shirts worn together cannot make the shoulder width comply with dress code. Shirts cannot have necklines that are lower than the straight line from top of underarm across to opposite underarm. **Display of cleavage is not permitted.** Tops may not expose the midriff, and clothing must cover undergarments at all times. **Clothing must adhere to dress code without having to pull and tug the garment back into compliance.**
- Gloves in the building.
- Clothing and accessories that contain vulgar, derogatory or suggestive diagrams, pictures, slogans or words that may be interpreted as racially, religiously, ethnically, or sexually offensive and which cause or are likely to cause a disruption within the school environment.
- Clothing symbolic of gangs or disruptive groups associated with threatening behavior, harassment or discrimination and which cause or are likely to cause a disruption within the school environment.
- Accessories that may cause a safety problem and/or be disruptive of the learning process.
- Do-rags are not allowed anywhere on campus or at any school-sponsored event.

- Shorts must extend to or below 4 inches above the knee.
- Sagging
- Sleeveless tops with straps with a minimum width of the ID card are acceptable. The shirt straps must be wide enough to cover undergarments. Bras and bra straps should not show.
- See-through, bare midriff, halter type, razor back, shoulder bearing, or spaghetti strap blouses or any revealing clothing is not permitted. Shirts or blouses should not come off the shoulder. Two shirts worn together cannot make the shoulder width comply with dress code. Shirt hems should extend below the waist of pants/shorts/skirts whether in a sitting or standing position. If a jacket is worn to cover a possible dress code violation it must be worn **ALL DAY** and also cover undergarments or camisoles.
- Dresses, skirts, and shorts must extend to or below 6 inches above the knee. Dresses that are longer but are sheer or see through are not appropriate. **Tights or leggings worn underneath a dress that does not meet dress code regulations do not make the dress appropriate. Dresses will be measured from the middle of the back of the knee and to the part that is NOT sheer or see through.**
- If there is a question about tights, yoga pants, etc. REMEMBER that if there are no pockets and zippers, they are not acceptable.

Students who are found to be in violation of this requirement will receive disciplinary action.

SCHOOL FACILITIES

Used by Students Before and After School

FORT HOOD CAMPUS

The hallways are closed before school and at lunch. The cafeteria, lobby, and designated outside areas are the only places that students can hang out before school. **IDs need to be visible at all times!** Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

A student will not be permitted to go to another area of the building or campus unless the teacher or sponsor overseeing the activity gives permission.

Unless involved in an activity under the supervision of a teacher, students must leave campus immediately after dismissal of school in the afternoon. All students should have exited the building by 4:10 for the Fort Hood Campus and 4:25 for the CTC Campus.

Loitering or standing in the halls or intersections between classes is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

Visitor Entry: Visitor entry into ECHS Fort Hood is through the main entrance. While visiting in the school, a visitor must wear a visitor's badge.

CTC CAMPUS

Please see ECHS-CTC Campus Handbook for information about facility use at CTC.

LIBRARY POLICY USE FOR STUDENTS

Fort Hood Campus: Students are required to have a visible, valid ECHS/CTC ID or temporary ID card to use the library. The library is open to students from 8:00 until 4:15 on school days.

CTC Campus: Students should look at the CTC Library Web Page, located at <http://www.ctcd.edu/academics/library/> for more information about the library and their rules. Also, information can be found on our ECHS-CTC handbook on the ECHS webpage.

Vehicles on Campus – Fort Hood Campus

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable suspicion to do so with or without the presence of the student or parent. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others.

Bus Loop: The Early College High School bus loop, located at the front of the building, is closed to vehicles between 7:45AM and 4:45PM on school days. Only students who are riding KISD bus transportation should be at the bus loop. All students are required to read the KISD TRANSPORTATION STUDENT RIDER’S SAFETY HANDBOOK. This is found at www.killeenisd.org. You will go to departments and click on Transportation and find the drop-down link for School Bus Safety.

Visitor Parking: Visitor parking is located in the front parking lot of the school.

Visitor Parking Special Events/Assemblies: When ECHS is hosting special events/assemblies where an abundance of visitors is expected--please use the designated parking lot and NOT the VISITOR, STAFF or FIRE LANES. Legally parked vehicles will not be marked or towed from the student lot during these events.

Student Parking (Fort Hood): Students are required to fill out the “Authorized to Park” form in the AP office, and show provide proof of insurance, their driver’s license and registration forms. Once approved, all students will park in the front parking lot in the area closest to Tank Destroyer Boulevard.

Student Parking (CTC Campus): All students (full or part-time) attending Central Texas College, including continuing education and distance education students who test on campus, who operate a motor vehicle on either the Central Texas College main campus and/or the Fort Hood Campus, regularly or occasionally, and all CTC faculty and staff members are **required** to obtain a parking permit for each vehicle they may drive and park on campus, including motorcycles. Parking permits are available anytime during normal business hours and can be obtained at the CTC Police Department, building 137, directly behind Student Services, building

119. Motorcycles are also required to display a parking permit and park in accordance with current campus parking rules and regulations. Specific parking spaces for motorcycles are limited and available on the west side of the Anderson Campus Center, parking lot E, building 156; as well as in parking lot D in front of building 118. Please see the AP office for more information.

Search and Seizure: The district has the right to conduct administrative searches of personal property such as backpacks, clothing items, purses, and automobiles driven to school by a student and parked on school property when there is a reasonable cause to believe they contain articles or materials prohibited by the district and to protect the safety and order of the learning environment. The district may also conduct administrative searches in accordance with board policy. Such searches may include parking lots (which includes Leo Buckley parking area), classrooms, gym lockers, and common areas of the school and may include the use of metal detectors and/or trained dogs.

Injury or Illness at School: The school will care for minor injuries which occur at school but are not responsible for the treatment of injuries that occurred at home. In case of serious injury, the parent/guardian will be called immediately. If the parent/guardian cannot be contacted in the event of a serious injury, the school will get immediate medical attention for the child. If the service of an ambulance is necessary, **THE PARENT OR GUARDIAN WILL BE RESPONSIBLE FOR THE TOTAL COST.** Please make sure all emergency numbers are correct.