

**Early College High School**  
**Student Handbook**  
**2021-2022**



# 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 course work 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](http://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.

## 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.

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# CONTACT INFORMATION

Kathleen Burke	Principal
Joe Gonzalez	Director of Curriculum and Instruction
David Leitsch	Registrar
Clint Moosman	Campus Technologist
Eric Garland	Campus Technologist
Rachael Broussard	Campus Instructional Specialist

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

## **Fort Hood Campus**

9<sup>th</sup> Grade Counselor – Valerie Sather

10<sup>th</sup> Grade Counselor – Rocky Young

Counselor Secretary – Amber Williams

Assistant Principal Secretary – Peggy Prymuszewski

Assistant Principal – Savannah Jimenez

## **CTC Campus**

11<sup>th</sup> Grade Counselor – Warren Kostencki

12<sup>th</sup> Grade Counselor – Maria Woods

Registrar's Secretary – Deidra Gray

11<sup>th</sup> and 12<sup>th</sup> Grade Assistant Principal Secretary – Virginia Christenson

Assistant Principal – Mahalia Scott

# SCHOOL INFORMATION

## SCHOOL CALENDAR

### 2021/22 A/B Calendar

August 2021							September 2021							October 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16*	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13#	14	15^	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18*	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						

  

November 2021							December 2021							January 2022						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5*	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17^	18	9	10	11	12	13	14#	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30	31					

  

February 2022							March 2022							April 2022						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5			1	2	3	4	5						1	2
6	7	8	9	10	11	12	6	7	8	9	10	11^	12	3	4	5#	6	7#	8	9
13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	20	21	22*	23#	24	25	26	17	18	19	20	21	22	23
27	28						27	28	29	30	31			24	25	26	27	28	29	30

  

May 2022							June 2022							July 2022						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3#	4#	5#	6	7				1	2	3	4						1	2
8	9#	10	11#	12#	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26^	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						

**Federal holidays 2021/22**

Sep 6, 2021	Labor Day	Dec 24, 2021	Christmas Day (obs.)	Jan 17, 2022	Martin Luther King Day
Oct 11, 2021	Columbus Day	Dec 25, 2021	Christmas Day	Feb 21, 2022	Presidents' Day
Nov 11, 2021	Veterans Day	Dec 31, 2021	New Year's Day (obs.)	May 30, 2022	Memorial Day
Nov 25, 2021	Thanksgiving Day	Jan 1, 2022	New Year's Day	Jul 4, 2022	Independence Day

	Begin Marking Period		A Day	MP1	20 A Days	21 B Days
	No School- Break/Holiday		B Day	MP2	17 A Days	17 B Days
	PD Day			MP3	21 A Days	21 B Days
	Finals			MP4	21 A Days	21 B Days
	Early Out					
	Teacher Work Day					
	State or National Testing					

## SCHOOL BELL SCHEDULE

### POWER HOUR MON.-THURS. SCHEDULE

**FORT HOOD**  
(39 MIN LUNCH)  
(85 MIN CLASSES)

1<sup>st</sup> period **8:30-10:00**

2<sup>nd</sup> period 10:05- 11:30

3<sup>rd</sup> period

- Pride Check-in 11:34-11:43
- A Lunch 11:43-12:22
- B Lunch 12:22- 1:01

4<sup>th</sup> period 1:05- 2:30

5<sup>th</sup> period 2:35- 4:00

### NON-TESTING FRIDAY SCHEDULE

**FORT HOOD**  
(37 MIN LUNCH)  
(80 MIN CLASSES)

1<sup>st</sup> period **8:30- 9:55**

2<sup>nd</sup> period 10:00- 11:20

3<sup>rd</sup> period

- A Lunch 11:20- 11:57
- B Lunch 11:57- 12:35
- C Lunch 12:34- 1:11

4<sup>th</sup> period 1:15- 2:35

5<sup>th</sup> period 2:40- 4:00

# SCHOOL PROCEDURES

## ATTENDANCE

### 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.

## ABSENCES

### 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.

### 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.

## TARDIES

### 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 (see Minor Violations for more information).

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.

## 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 obtaining 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, will receive a grade of zero for the assignment.

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

## MASTERY

Minimum mastery of a specific skill is determined by each content team and is represented by a grade of at least 75% for all ECHS students. A grade of 75% or higher on a standard/skill represents that a student has met the minimum level of mastery required to be successful on the next set of standards in that skill progression.

Without minimum level of mastery, students most likely will struggle significantly to be successful moving forward.

Students that do not meet the minimum level of mastery on a skill are expected to avail of at least one of the following opportunities to increase their current level of mastery:

- Mandatory Intervention
  - Assigned by the content teacher
  - Scheduled during Power Hour
- Open Tutorials
  - Chosen by students (must be student initiated)
  - Offerings determined by content departments
    - Students have access to multiple teachers within the subject needed
    - Rostered teacher may or may not be available each day
  - Scheduled during Power Hour

Each student has 10 days from the announcement of the graded assignment to avail of mastery opportunities. During the mastery period, the original grade will be posted in the gradebook until minimum mastery has been met or the ten-day mastery period has expired.

Mastery activities are not re-dos. Mastery activities are intended to increase the learning and skill acquisition to at least the minimum level of mastery (75%). Depending on the skill being mastered, the mastery activity (determined by the content teacher) may or may not be in the same format as the original activity and is designed to increase understanding of the skill/standard to at least minimum mastery.

Students that originally meet the minimum level of mastery for a standard/skill are also encouraged/allowed to attempt mastery in order to increase their level of understanding within the same ten-day mastery period.

### ZEROES

Students that do not attempt an assignment/activity will be assigned a grade of 1%, representing that evidence of learning has not been attempted. Students that do not attempt an assignment/activity prior to the due date may not avail of mastery and may be subject to Zeroes Aren't Permitted (ZAP) during Power Hour until the assignment/activity is turned in.

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

### 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. Peggy in the principal's office and the cashier at the CTC campus is Mrs. Christenson 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 3<sup>rd</sup> Friday in June.
- Refunds will also be provided a refund for lost textbooks at KISD Property Management up to the 3<sup>rd</sup> Friday in July.
- After the 3<sup>rd</sup> Friday in July, no refunds will be issued.

## POWER HOUR

### WHAT IS POWER HOUR?

Power hour is a designated time during the day where students are able to meet their social and academic needs. Within two Power Hour Sessions (A and B session), students will have lunch and avail themselves of one of the

following: Clubs, Interventions, or Open Tutorials. This embedded tutorial/intervention time allows students the time to get the additional support they need with highly qualified teachers. If students choose to avail of mastery, they will utilize Power Hour to make sure they get their required reteach/extra support time.

Power Hour will also be used for mandatory interventions (assigned by teachers/staff), lunch detentions, and ZAP (Zeroes Aren't Permitted). If students do not attend their mandatory assigned intervention or ZAP, they will receive lunch detention as the consequence their truancy. Power Hour is scheduled as an academic time within our bell schedule and attendance is required. All students will be expected to attend a Power Hour session each day to meet the required instructional time. Failure to attend sessions will be considered truancy.

## ANNOUNCEMENTS

### DAILY 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.

## LIBRARY USE

### 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. No food or drink (except screw top water bottles) are permitted in the library.

**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.

## FOOD/DELIVERIES

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.**

**ECHS Fort Hood Campus** is a closed campus during lunches. **ECHS CTC Campus** is an open campus during lunches.

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

## VEHICLES ON CAMPUS

### VEHICLES ON CAMPUS – FORTHOOD 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](http://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 (FORTHOOD)

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.

# TECHNOLOGY

## 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.

## ALL ELECTRONIC DEVICES

### 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.

**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/discretion.

Boom boxes, speakers, or music heard by others is not permitted.

### 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.



# ADMINISTRATION

## GRADE REPORTING

### 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 during Power Hour. For more information on Power Hour, see the Power Hour Section.

## 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)

All students are expected to be enrolled in 8 out of 8 periods.

## RELEASE OF STUDENTS FROM SCHOOL

### 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.

### IMPORTANCE OF INSTRUCTIONAL TIME

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.

## 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.**

## 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.

Students who withdraw from Early College High School back to their Killeen ISD district home campus may not enroll or apply back to Early College High School at any time with no exceptions.

## TRANSCRIPTS

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.**

## VERIFICATION OF ATTENDANCE FOR DRIVER'S LICENSES

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.

## HOME AND SCHOOL COMMUNICATION

Throughout the school year, ECHS will send out communication regarding your student, opportunities at the school, reminders about events, and any safety concerns that may arise. Please ensure that all emergency contact information is updated in the system, so this essential information is received.

ECHS encourages parent and student contact with teachers. Prior to bringing classroom concerns to administration, we insist upon communication with the teacher unless the situation cannot be handled by the teacher. Teachers are to respond to parent and student communication within 24-48 business hours. In the event of a critically urgent situation, please contact the school at 254-336-0260, or local emergency personnel if the situation is life threatening.

Throughout the year, Parent Bootcamps will be held to update Parents and Students of upcoming events, how to best support your student, important college, career, and military readiness actions, and to celebrate our Lions. We invite and recommend parent attendance at bootcamps to build the community of support surrounding our Lions.

# CTC SPECIFICS

## PARENT/STUDENT AGREEMENT

### PARENT/STUDENT AGREEMENT FOR CTC COURSES

CTC Courses, Fees and Books are paid for by KISD for the 1<sup>st</sup> 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.**

### 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.**

### CTC CAMPUS TARDY POLICY

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.**

### CTC ACADEMIC DISHONESTY

Academic dishonesty in CTC courses will follow the CTC policy.

### CTC CAMPUS FACILITY USE

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

# CODE OF CONDUCT

## GENERAL DISCIPLINE

### 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, Written Warning, Notify Parents
- Conference with Student and Counselor
- Conference with Student, AP, and Parent
- 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](http://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”.

## MINOR VIOLATIONS

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 minor 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

## PUBLIC DISPLAYS OF AFFECTION

Displaying public affection, i.e. kissing, or inappropriate physical contact is not permitted on the Fort Hood or CTC campus. Students participating in public displays of affection (regardless of sex/gender) will be subject to disciplinary action.

## 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. If seen, they will be collected and given to the AP office.
- 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.**



- 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 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.
- 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.
- 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.
- **MASKS (applies when masks are deemed mandatory): Masks 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. Masks must completely cover the nose and mouth, be the appropriate size, and be appropriately secured.**

Students who are found to be in violation of this requirement will receive disciplinary action. Any item that is deemed to be out of dress code may be confiscated and held by the AP office until the end of the day.

## ID 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 minor violation.

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.

## 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.

## SCHOOL SAFETY

### 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 (mid-chest or higher)!** 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.

**Students need to be picked up in a timely manner from events. Rides should arrive within 30 minutes of a finished event. Students that are not picked up in a timely manner may lose the privilege of participating in activities/events outside of the school day.**

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.

ECHS has doors locked for security reasons. Students should not let other persons in through those doors.

The hallways will be closed until the bell at 8:20 for the Fort Hood Campus.

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.

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.

Unless you are standing in line for breakfast or lunch, there should be no standing in the entrances to the cafeteria.

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.

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.

**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.

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.

#### 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.

**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.

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.

**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.

## TRANSPORTATION/BUSES

### BUS RIDER RULES AND REGULATIONS

**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 after school.**

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.

**Wearing a mask on the Bus (applies when masks are deemed mandatory by KISD):**

Students are required to wear a mask at all bus stops and on the bus to and from school. Please note the following consequences for not wearing a mask on the bus:

1. 1<sup>st</sup> Offense = offer a disposable mask. If the student refuses to wear the mask, this could be a referral for insubordination. A phone call to the parent should also occur.
2. 2<sup>nd</sup> Offense = a discipline referral issued by the bus driver.
3. 3<sup>rd</sup> Offense = a discipline referral and removal from the bus for 3 days.
4. 4<sup>th</sup> Offense = a discipline referral and removal from the bus for 10 days.
5. 5<sup>th</sup> Offense = a discipline referral and removal from the bus for the remainder of the school year.

## ONLINE BEHAVIOR RULES AND CONSEQUENCES

### STUDENT BEHAVIOR ACKNOWLEDGEMENT FOR SYNCHRONOUS/ASYNCHRONOUS LEARNERS

The Killeen Independent School District shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers, and district personnel during **synchronous and asynchronous learning**. Disciplinary referrals may be issued in both unique learning environments. In order to achieve a positive learning environment, your student is expected to adhere to the following guidelines:

- All students are required to login to Schoology/Edgenuity/Seesaw/Vizzle each class period daily and interact, complete, and submit work prior to midnight.
- Dress according to the [Student Code of Conduct Dress Code](#).
- The possession, use, and/or sale of illegal or unauthorized drugs, alcohol, and weapons are unlawful and prohibited.
- Demonstrate courtesy and respect for other students, for teachers, and all other campus and district staff, even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Cooperate with school staff in maintaining a safe environment, partly by reporting dangerous behaviors and/or situations to school personnel.
- Understand that all cell phones (unless used for learning) must not be visible and must be turned off during instruction time, unless given permission by a teacher or campus administrator.
- Report threats for the safety of students and staff members as well as misconduct on the part of any other students or staff members to the building principal, a teacher, or another adult
- Always demonstrate Academic Integrity (no plagiarism)
- Obey all campus and classroom rules and the 2020-2021 [Student Code of Conduct](#) and the [Student Handbook](#), including the [Acceptable Use Policy](#)

## **Disciplinary Consequences for Online Learners may include the following:**

- Teacher Warning
- Parent Conference
- Virtual Teacher Detention (Before or After School Hours)
- Virtual Saturday Detention
- Removal from Synchronous Learning to Asynchronous Learning (in lieu of OSS or ISS)
- Campus Probation as defined in the Student Code of Conduct
- Upon the 4<sup>th</sup> disciplinary referral, a student may be recommended for a DAEP placement under "persistent misconduct" guidelines outlined in the Student Code of Conduct
- DAEP or JJAEP Recommendation (Some serious infractions may result in a mandatory DAEP/JJAEP placement. See your [Student Code of Conduct](#).)
- Serious infractions violating Texas Penal Code may include criminal charges and/or KISD PD involvement