



Admissions Information

Early college high schools were designed to increase achievement and prepare students for opportunities beyond high school, like college. The Texas Education Agency awarded Houston Community College-Northeast a grant in 2007 to create and help sustain an Early College High School. The primary goals of the ECHS Grant are to increase student achievement, college readiness and the completion rate for college degrees.

HCC-Northeast partnered with Houston Independent School District to establish North Houston Early College High School, a college preparatory academic program that combines high school and college in a supportive, yet rigorous educational environment.

Located on the Northline campus of Houston Community College-Northeast, North Houston Early College gives low-income youth, first-generation college students, English language learners, students of color, and other young people underrepresented in higher education the opportunity to earn a high school diploma and an Associate's degree or up to two years of credit toward a Bachelor's degree—tuition free.

Important Notice:

Admissions Information represents a portion of the Campus Guidelines which will be distributed at the start of each school year. Each publication can and will be amended, as needed, to accomplish the vision and mission of North Houston Early College. These guidelines are used to supplement, not supplant, any state law, national law, board policy, district guideline or code of conduct.

It is the policy of the Houston Independent School District not to discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status, or political affiliation in its educational or employment programs and activities.

Vision

The *Early College* concept is based on the principle that academic rigor, combined with the opportunity to save time and money, can motivate high school students to work hard and meet serious intellectual challenges. Early college high schools blend high school and college, compressing the time it takes to complete a high school diploma and the first two years of college. Success in a college environment is dependent on a student's ability to adapt in various situations. To overcome barriers to success, they must develop a sense of self-awareness, follow social norms and make a personal commitment to never give up on their dreams. At North Houston Early College, we envision more than a college-bound culture; we strive to create and maintain a college culture within a small, supportive, public high school.

Mission

It is our mission to prepare every student for their tomorrow.

Guiding Belief

Students must be prepared for tomorrow's work-force, especially in the fields of science, technology, engineering and mathematics. We believe that preparation requires a high school and college education.

Strategic Intent

Our intent is to give low-income youth, first-generation college students, English language learners, students of color, and other young people underrepresented in higher education the opportunity to earn a high school diploma and an Associate's degree or up to two years of credit toward a Bachelor's degree—tuition free.

Motto

Your Tomorrow Starts Today!

Mascot

The Red-Tailed Hawk symbolizes the traits we want to cultivate in our students: strength, wisdom, freedom of spirit, adaptable and ecologically resourceful with a keen vision.



Transportation

HISD does not provide transportation for North Houston Early College students. Students must arrange for private transportation, a private bus service, or ride Houston METRO

The School Day

Monday	Start	End	Tuesday	Friday			HCC-Fridays		
Wednesday	Time	Time	Thursday	Class 1	8:00	9:00			
Class 1	8:00	9:30	Class 4	Class 2	9:00	10:00	AM	8:00	11:00
Class 2	9:30	11:00	Class 5	Class 4	10:00	11:00			
Lunch	11:00	12:00	Lunch	Lunch	11:00	12:00	Lunch	11:00	12:00
Class 3	12:00	1:30	Class 6	Class 5	12:00	1:00			
Class 7	1:30	2:15	Class 7	Class 3	1:00	2:00	PM	12:00	3:00
Study Lab	2:15	3:00	Study Lab	Class 6	2:00	3:00			

North Houston Early College does not use bells as signals to change classes. Students are responsible for meeting deadlines and being on time to each class by using personal organizers, calendars, watches and clocks.

Breakfast and Lunch

HISD contracts food service to the Aramark Food Services Company. Breakfast and lunch is served on campus daily. Students that qualify for free or reduced lunch prices should complete the appropriate application form. Students may also bring their own lunch. Students may choose to eat in the commons or patio area, but are not permitted to leave the school premises during lunch without prior authorization from the Attendance Office staff. Students are expected to clean their own area after eating; including placing all trash in the proper receptacle.

School Climate

The North Houston Early College staff is committed to providing an orderly and caring environment in which students feel comfortable, share responsibility for maintaining a positive school climate and take pride in their school and their achievements. Attitudes and behaviors that promote mutual respect and harmonious relations will be continuously encouraged. North Houston Early College shall promote nonviolent conflict resolution techniques and provide students opportunities to voice their concerns about school policies and practices using the appropriate channels of communication.

Hate Crimes

Congress has defined a hate crime as a "criminal offense against a person or property motivated in whole or in part by an offender's bias or hate against a race, religion, disability, ethnic origin or sexual orientation." The Federal Bureau of Investigation (FBI) investigates and prosecutes crimes of hate as civil rights violations, which fall under its jurisdiction. A 1994 federal law increased penalties for offenses proven to be hate crimes. North Houston Early College administration, faculty and staff will promote and enforce zero tolerance for hate speech or activities that promote hate.

Conflict Resolution

North Houston Early College pledges to resolve conflicts in a process which encourages good faith and an equitable mediation format. Administration is trained in the process of Conflict Resolution and acts in good faith to provide peaceful resolutions based on school law the best interest of the student.

Dress and Grooming Guidelines

North Houston Early College dress guidelines are designed to promote self-discipline in the areas of personal hygiene, modesty, and campus safety and security. Clean, modest clothing that fits is the key. The basic rule of “Neck to Knees” applies: if coverage is maintained in the areas between the neck and knee, then there should be no problem. For slogan and graphics guidelines on T-shirts: no promotion of drugs, alcohol, violence, weapons, sex or tobacco. School shirts and sweatshirts will be made available to everyone. Individuals who violate the guidelines may be required to wear school shirts along with appropriately-fitted long pants until appropriate self-modesty and self-discipline is established. Parents will be notified if their student has been placed on a personal grooming and modesty plan for wearing items of clothing or fashion deemed inappropriate for the school environment. Below are some general style guidelines:



If a particular style is not shown above, ask the building principal for guidance before deciding to wear it to school. The decision of campus principal is final.

Identification Badges

Each North Houston Early College student will be issued an HCC photo I.D. Students are responsible for having this I.D. at all times. It is necessary campus security and for use of the HCC Library and HCC Computer Lab. If lost, the student must go to the HCC security office, pay \$15.00 and get another I.D.

Self-Advocacy

To be successful in college, students must be ready to learn, responsible for their learning and respectful of others. North Houston Early College supports the development of self-advocacy with a guided student advisory program. Students meet with their faculty advisor four times a week for ongoing academic and personal advocacy and support.

Self-Expression or “Free Speech”

North Houston Early College respects the rights of individuals to express ideas and opinions, take stands and support causes, whether controversial or not, through their speech, writing, clothing, and printed materials they choose to read and distribute, as long as it is done in a respectful manner and does not promote hate or infringe on the constitutional rights of others. These rights must be exercised responsibly and within the context of the district’s right to maintain and secure an effective and efficient workplace and school operations free of educational disruptions. Using inappropriate language or cursing is not a form of free speech.

Self-Discipline

It is our hope the North Houston Early College students will follow social norms and not need any discipline measure outside of self-discipline. This requires knowledge of social norms. They can be found in the HISD Student Code of Conduct. Students and parents are responsible for knowing its content. A copy is on file in the main office and available online at houstonisd.org. A school assembly will be conducted by the school principal at the start of each school year for students to receive and review the HISD Code of Student Conduct. Students sign a form indicating attendance at the session and receipt of the Code of Conduct.

Safety and Security

“Safety Above All Else” is the first *Core Values* of HISD. Each school has a plan to maintain the safety and security of students, staff, and school property. The Campus Safety/Security Plan, available for review in the main office.

Visitors to North Houston Early College

All visitors to campus must sign in and out in the main office. Persons who do not have official school business are not to be on campus during school hours without prior approval from campus administration. Visitors are subject to an Automated Visitor Registration and Volunteer Tracking check. Parents are always welcome, but should contact instructors or school administration to schedule their visit in advance.

Community and Parent Involvement

All North Houston Early College parents, community members and businesses are encouraged to become an active part of the success of North Houston Early College. Volunteer staff members can make significant contributions by sharing their time and talents with students and staff. All volunteers must register through the HISD VIP process which requires a criminal background check. Parents are encouraged to become active members in our parent and teacher organization.

Texas Recommended High School Program

The State of Texas Recommended High-School Program is the minimum expectation for graduation at North Houston Early College. It targets high-level proficiencies and is designed to be a full preparation program. It also provides students with the flexibility to build a strong foundation of specialized knowledge and skills in specific academic or career areas. To receive a high school diploma a student must meet all course credit requirements and pass the state's exit level tests prior to graduation. Students and parents are responsible for selecting the proper courses needed to fulfill graduation requirements during course selection each year. The faculty and staff offer guidance and assistance.

Credits	Courses	Credits	Courses	Credits	Courses	TOTAL
4	English	.5	Speech	1	Technology	
4	Mathematics	2	Language Other Than English	1	Fine Arts	
4	Science	1.5	PE	3.5	Electives	
4	Social Studies	.5	Health			
	16 _____	4.5			5.5 _____	26

Year 1 students take the following courses:

Credits	Courses	Credits	Courses	Credits	Courses	TOTAL
1	English			1	Technology	
1	Mathematics	1	Language Other Than English			
1	Science			1	Elective	
1	Social Studies	.5	GUST (HCC Course)			
4		1.5		2		7.5

Incoming students may be required to attend extra core classes or tutorials if assessment benchmarks indicate a lack of mastery of academic skills necessary for a successful performance on the Texas Assessment of Academic Skills (TAKS).

Texas Essential Knowledge and Skills

The Texas Essential Knowledge and Skills (TEKS) is divided into a Foundation Curriculum and an Enrichment Curriculum for which a school district is required to provide instruction to all essential knowledge and skills for each course. Credit can be awarded only for courses for which TEKS have been approved or those approved as innovative courses. Courses not required for graduation may be offered as electives.

The Foundation or Core Curriculum			
Language Arts	Mathematics	Science	Social Studies
English I	Algebra I	Integrated Physics and Chemistry	World Geography
English II	Algebra II	Biology	World History
English III	Geometry	Chemistry	US History
English IV	Pre-Calculus	Physics	Government
	Math Models		Economics
The Enrichment Curriculum			
Fine Arts	Health	Languages Other than English	Physical Education
Economics	Technology	Career and Technology	

Texas Assessment of Knowledge and Skills (TAKS)

The TAKS are state-mandated assessment instruments administered to students in grades 3-11 to evaluate a student's mastery of minimum skills necessary for high school graduation and readiness to enroll in an institution of higher education in the core academic areas of mathematics, English language arts, social studies, and science. Exit-level assessments are taken in Year 3 and must be passed to be eligible for high school graduation.

Dual Credit

Once a student is eligible for dual-credit courses, credits earned in college courses will count toward both high school graduation requirements and college degree requirements. All college courses for students **MUST** be approved by a North Houston Early College counselor or administrator.

Dual Credit Matrix

It is the goal of NHECHS to have every student college start dual credit in Year 1. Students who start take summer courses during can accelerate the process. The goal is to finish the high school diploma and an Associate's degree. The matrix below is an example of college credit hours earned for a student who started dual credit in Year 1:

Year		Fall	Spring	Summer 1	Summer 2	Total Credits
1	# of College Courses	1	2	1	0	
	College Credits	3	6	3	0	12
2	# of College Courses	2	2	1	1	
	College Credits	6	6	3	3	18
3	# of College Courses	4	4	1	1	
	College Credits	12	12	3	3	30
4	# of College Courses	5	5			
	College Credits	15	15			30
						90

College: Year 5 or "Super Seniors"

NHECHS students can earn additional college credits for free by becoming Super Seniors. This enables students to continue taking courses on the college campus for one additional year to complete an Associate's degree. Below is the same student example used above with Year 5 credits added:

Year		Summer 1	Summer 2	Fall	Spring	Total
5	# of College Courses	1	1	4	4	
	College Credits	3	3	12	12	30
						120

Grade Point Average and Class Rank

Divide the total number of grade points by the total number of grades to determine a grade point average (GPA). The class rank is determined by a straight numerical ranking of cumulative GPAs from highest to lowest. Year 4 students will receive a preliminary and a final class ranking during their senior year. The preliminary is based on all data received through Year 3. The final ranking includes all data from the fall semester of Year 4. Year 5 students are considered college transfer students and high school class rank does not apply.

Report Cards/ Progress Reports

Report cards to the parents will be distributed shortly after the close of each nine-weeks grading period. Progress reports will be sent home with each student during the third week of the grading cycle. There is only a final grade in HCC classes. Students must self-monitor grades.

Highly Qualified Teachers

Faculty members, librarians, aides, administrators, and counselors must hold the appropriate certificates or permits. A teaching contract is void if the employee does not have a valid certificate or permit. Visit the State Board of Educator Certification (SBEC) website at <http://www.sbec.state.tx.us> for more detail about teacher certification guidelines and copies of online certificates.

Learning Difficulties

If a student experiences learning difficulties, the parent may contact the school principal to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for special education evaluation. Students having difficulty in the general education classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

Use of Personal Computers and Electronic Devices

Electronic calendars, organizers, and computer devices may be used in any classroom with permission from the instructor. Electronic gaming systems of any type should be left at home. If a student's personal item is loaned to another student, it is the responsibility of the owner's parent to pay any fine as a result of any school confiscation of said device. The school is not liable for any theft, vandalism or harm that comes to any student's personal electronic or digital device while on school premises.

Library Services

Students use the HCC-Northeast library facilities. Hours will vary during HCCS semester breaks. Year 1 and Year 2 students must have written permission from a staff member to go to the library during school hours.

Character Education

HISD's character education plan, adopted by the Board of Education in March 1989, calls for all schools to implement a K-12 values program with instruction provided weekly and reinforced throughout the school on a daily basis. North Houston Early College will focus on A Framework for Understanding Poverty, Random Acts of Kindness, Peer Mediation, and Student Leadership in 2008-2009.

Clubs and Organizations

Students are encouraged to join faculty led student clubs and organizations. Each year new faculty members will be asked to sponsor clubs, organizations and activities based on the needs and interests of current students. Students may participate in organizations like UIL, National Honor Society, Students Advisory Council and Student Government.