

Grand Prairie ISD
Early College High School
Student Handbook
2019-2020

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Recruitment and Acceptance

Each year student recruitment begins in the Fall with visits to middle school campuses and the GPISD Experience. All interested 8th graders are encouraged to apply through InfoSnap during the online window or by paper application in the Spring. Students from other grades are not eligible unless they are entering from a comparable program or are in the position to catch up to their grade level cohort in a period of one year.

Expectations

Expectations are **very high** for our GRAND PRAIRIE ISD EARLY COLLEGE HIGH SCHOOL students for character, academics, attendance and discipline. Students cannot learn in a college environment without acquiring self-discipline, recognizing the consequences of procrastination and acknowledging when help is needed. Many hours of assistance are available and expectations are that students utilize that assistance.

Attendance

GRAND PRAIRIE ISD EARLY COLLEGE HIGH SCHOOL teaches the skills that are needed to be successful in college. Attendance is very important in any learning environment, but most importantly in a college class. **If you miss one day of a college class, you are missing more than one day of instruction.** All classes are significant; however, it is imperative that you are in attendance for the GRAND PRAIRIE ISD EARLY COLLEGE HIGH SCHOOL class periods.

GRAND PRAIRIE ISD EARLY COLLEGE HIGH SCHOOL will follow the GPISD guidelines for make-up work for the GPISD classes. **However, your work in the college classes is expected to be turned in on time regardless of the absence.**

The absence procedures for GRAND PRAIRIE ISD EARLY COLLEGE HIGH SCHOOL are as follows:

- 1) The **student** (not parent) should notify all ECHS faculty, administrators, counselors and MOUNTAIN VIEW COLLEGE teachers by email stating the reason and date of the absence. This needs to be done as soon as the absence is known. This also must occur for a school-related absence such as an athletic event, field trip or college visit.
- 2) The student must bring a parent note, proof of a doctor's visit and any other documentation to the GRAND PRAIRIE ISD EARLY COLLEGE HIGH SCHOOL secretary the day following the absence. **Excuse/Dr. notes will not be accepted more than 4 days after an absence.**
- 3) Students must not miss their college classes without **prior** approval from the college instructor **AND** the GRAND PRAIRIE ISD EARLY COLLEGE HIGH SCHOOL administrator (except in extenuating circumstances).
- 4) Any student who skips class or leaves the college campus without authorization will be subject to a minimum of three days in ISS.

Students must be on time to the bus for transportation to MOUNTAIN VIEW COLLEGE. Please see Transportation Guidelines on Page 7.

Character

You represent GRAND PRAIRIE ISD EARLY COLLEGE HIGH SCHOOL, Mountain View College, and GPISD. Your character is expected to be above reproach. Any violation of the Student Code of Conduct published by Grand Prairie Independent School District will not be tolerated and can have consequences that directly affect the student's participation in GRAND PRAIRIE ISD EARLY COLLEGE HIGH SCHOOL.

Cheating

MOUNTAIN VIEW COLLEGE faculty has the right to remove a student from class for cheating and assign academic consequences for the semester. Consequences for cheating at the college level can include, but are not limited to, the student receiving an F for the course. Mountain View College's policy for cheating can be located in the MVC Student Code of Conduct.

Academics

Academics are very important to GRAND PRAIRIE ISD EARLY COLLEGE HIGH SCHOOL. You are expected to turn in all assignments on time, fully completed, and at the level of expectations for GRAND PRAIRIE ISD EARLY COLLEGE HIGH SCHOOL students. This applies to all classes taken at GRAND PRAIRIE ISD EARLY COLLEGE HIGH SCHOOL and Mountain View College. If the work is not at the AP or Pre-AP level, students will be required to stay after school to correct their assignment. The determination of the grade for the corrected assignment will follow the GPISD grading policy.

Discipline

Discipline affects your participation in GRAND PRAIRIE ISD EARLY COLLEGE HIGH SCHOOL. Students cannot be in attendance for GRAND PRAIRIE ISD EARLY COLLEGE HIGH SCHOOL classes if he/she is in ISS or DAEP. If you have discipline consequences that affect your participation at GRAND PRAIRIE ISD EARLY COLLEGE HIGH SCHOOL, then your continued participation in the program could be in jeopardy.

In addition to adherence to the GPISD Student Code of Conduct while on both the ECHS and MOUNTAIN VIEW COLLEGE campuses, students are also required to follow DCCCD's *Code of Student Conduct* outlined in the MOUNTAIN VIEW COLLEGE Catalog. Students may access the policy through the following URL: <https://www1.dccd.edu/catalog/GeneralInfo/CollegePolicies/code.cfm?loc=MVC>.

DAEP Placement

Students may lose college credit for their enrolled courses if placed in DAEP. Students must contact their college teachers to inform them of the placement and make arrangements to complete coursework if available. If a student has a loss of college credit

due to DAEP placement, the student will be expected to retake the course. The district does not provide transportation to any student placed in DAEP to Mountain View College. Multiple placements in ISS or DAEP can jeopardize students' academic record and will result in removal from GRAND PRAIRIE ISD EARLY COLLEGE HIGH SCHOOL.

Inappropriate use of Technology

Students in GRAND PRAIRIE ISD EARLY COLLEGE HIGH SCHOOL ECHS are **required** to use the latest technology to facilitate accelerated learning with multiple learning environments. Technology is a necessity for the success of the student in the program. If students are required to forfeit their laptop due to discipline, it could have a direct effect on grades.

Students are expected to use technology appropriately. Students may not download shareware software (i.e. lime wire), music with offensive lyrics, pornographic material, inappropriate photos or any material deemed offensive by the ECHS staff. Students will follow the GPISD technology acceptable use policy.

If a student has disciplinary actions that require removal of any distributed technology, the student will be required to stay daily in tutorials from 3:00PM – 4:00PM to complete assignments that require technology.

Drug Testing

GRAND PRAIRIE ISD EARLY COLLEGE HIGH SCHOOL will follow the GPISD guidelines for drug testing for extracurricular activities.

Consequences

Any one or any combination of the following consequences (in addition to those outlined in the GPISD Code of Conduct) could occur for a GRAND PRAIRIE ISD EARLY COLLEGE HIGH SCHOOL student:

- Consequences listed in the discipline management plan of Grand Prairie Independent School District
- Behavior contract
- Removal from the college classes
- Community service hours
- Denial of credit for attendance (GPISD)
- Attendance used as a percentage of grade for coursework (MOUNTAIN VIEW COLLEGE)
- Assigned mandatory academic tutorials until grades, attendance or behavior improves
- Meetings with the GPISD and/or MVC administration
- Surrender of laptop
- Not participating in field trips or college visits
- Not being allowed to return to the college campus the following semester
- Removal from GRAND PRAIRIE ISD EARLY COLLEGE HIGH SCHOOL

Academics

The success of the GRAND PRAIRIE ISD EARLY COLLEGE HIGH SCHOOL students is our number one priority. Extraordinary steps will be taken by MOUNTAIN VIEW COLLEGE and GPISD to assist those students who may not be performing satisfactorily. The following academic supports will be in place for the school year:

Monthly grade checks conducted with each student in order to monitor all classes.

- Each GRAND PRAIRIE ISD EARLY COLLEGE HIGH SCHOOL teacher will be given a group of students to act as academic advisor.
- Tutorials will be made available for students struggling in any course.
 - Currently, GRAND PRAIRIE ISD EARLY COLLEGE HIGH SCHOOL offers tutorials: Monday – Friday 3:00 - 4:00 pm
- ECHS teachers will conduct CPrep (a student Support/Advisory period) once a week to assist students with acquiring good study habits, maintaining class assignments and becoming successful college students.

Policy for Dropping a College Class

Students are expected to attend and complete each college class; however, there are times when extenuating circumstances might make this impossible. When classes have to be repeated, there is an additional cost for the class, and the district is expected to pay for tuition at a higher rate. Students will receive **two drops** or **two course repetitions** for free during their entire four years in order to account for such circumstances. Any student who has to repeat a course after those two (dropped or failed classes) will be required to pay for their own tuition at the accelerated cost.

Retake/ Makeup Test Policy

GRAND PRAIRIE ISD EARLY COLLEGE HIGH SCHOOL WILL FOLLOW THE SAME POLICY AS GPISD FOR RETEST AND MAKEUP TEST POLICY.

Summer Reading Projects

GRAND PRAIRIE ISD EARLY COLLEGE HIGH SCHOOL students are required to complete a summer reading project in all academic classes that cover the material in the assigned book(s). Mandatory after school tutorials will be required until project is completed if the project is not turned in on the due date.

Academic Removal

Students who do not advance to the next grade level due to failure to earn sufficient credits will be considered for removal from the ECHS or placed on academic probation.

Academic Supplies

GRAND PRAIRIE ISD EARLY COLLEGE HIGH SCHOOL will provide the first college-ID, laptop, and textbooks. Any item that is lost or destroyed will be replaced at the student's expense.

Medical Attention

In the event that a student becomes ill while attending classes on a college campus, the student should report to the site administrator. The site administrator shall consult with the campus nurse of the school where the student is enrolled. If the illness is too severe to return to class or may be communicable, the parent will be called to pick up the student from the college campus.

If the student's health becomes urgent or in the case of an emergency, the site administrator will call the college campus nurse and/or 911. The college campus nurse can only provide emergency care for GPISD students.

Transportation

Students will be transported by GPISD to and from MOUNTAIN VIEW COLLEGE and the GPHS and SGPHS home campuses throughout their junior and senior years. Parents can only bring or pick up their student from the MOUNTAIN VIEW COLLEGE campus after signing a transportation release form. Parents/guardians can request this form from the ECHS office 24 hours prior to the day that they intend to pick up their student from the MVC campus. In case of **emergency**, parents will need to contact the ECHS office and administration who will alert the appropriate personnel at MOUNTAIN VIEW COLLEGE.

Students are **required** to badge in and off of the bus using their IDs/Smart Tags. This is the **only** way that we will verify and document attendance and is for the safety of all students. Students who do not badge in and off the bus will be counted absent. If a student misses the bus from the ECHS to MOUNTAIN VIEW COLLEGE, any of the consequences listed on Page 5 could be implemented. It is imperative that students make the bus on time in order to be on time for their college classes.

The district does not provide transportation to any student placed in DAEP or ISS.

College Field Trips and Cultural Experiences

Every effort will be made to enable the students visit a college each semester. GRAND PRAIRIE ISD EARLY COLLEGE HIGH SCHOOL will provide transportation and any fees for college trips.

Cultural Experiences (such as museum trips, theater productions, etc.) are an important part of the learning experience of GRAND PRAIRIE ISD EARLY COLLEGE HIGH SCHOOL. Every effort will be made to attend one cultural experience a year.

Meetings

Student Organizations

Student organization involvement is voluntary for students and can often be beneficial to admission to colleges/universities.

- Student placement in extracurricular activities during the school day will depend on the student's schedule and course availability.
- All academic courses will be scheduled first.

Parent Meetings

Parent meetings will be scheduled to allow parents to network with other ECHS parents and to provide/receive information to/from staff. Parent meetings will be scheduled, at a minimum, once each quarter. If you are interested in volunteering or assisting in the planning of a parent meeting, please contact the secretary at your child's GRAND PRAIRIE ISD EARLY COLLEGE HIGH SCHOOL.

Transfer of Credit to Universities

Mountain View College has established relationships with regional universities that enable its students to transfer up to 60 hours of credit or more towards a baccalaureate degree, depending upon the program and students' amount of effort. MOUNTAIN VIEW COLLEGE has every reason to believe that students within GRAND PRAIRIE ISD EARLY COLLEGE HIGH SCHOOL will experience no difficulty in transferring their credits to a public university within the state of Texas.

Schedule (Academic Plan or Crosswalk)

Students will have both a high school graduation plan and a college degree plan. Each semester the Academic Coordinator will update the students' transcripts. Students should maintain their own personal degree plan, GPA and rank in class on a semester basis.

Curriculum

An articulated four-year curriculum (grades 9-12) will be developed that provides a seamless transition from grade level to grade level and allows student to transition from sheltered dual credit classes in grades 9 and 10 to full integration in MOUNTAIN VIEW COLLEGE classes by grade 11. Curriculum will represent advanced level coursework. Within this framework, students will be able to earn a minimum of a foundational high school diploma within a four-year time frame and 60 or more credit hours towards an associate's degree, technical certification, and/or baccalaureate degree or an associate's degree dependent upon the student's TSI scores.

APPENDIX A

Education Record Information Release

In compliance with the Family Educational Rights and Privacy Act (FERPA), Mountain View College cannot *-except in certain limited situations-* release grades or other personally identifiable information to any person other than the student without a written release from the student.

Student's name (print) _____

Student's email _____

I give permission for MOUNTAIN VIEW COLLEGE and GPISD to release my education record information to the person(s) listed below. (Your education record includes financial aid, campus life, grades and related academic information.)

Name: Chancellor of GRAND PRAIRIE ISD EARLY COLLEGE HIGH SCHOOL and/or the Academic Coordinator

Address: 305 W. Warrior Trail City: Grand Prairie, TX ZIP: 75052
101 Gopher Blvd. City: Grand Prairie, TX ZIP: 75050

Relationship to Student: GRAND PRAIRIE ISD EARLY COLLEGE HIGH SCHOOL Administrator
Telephone: SGP ECHS: 972-343-7640 GP ECHS: 972-343-6380

Name: Alice Atchison, MOUNTAIN VIEW COLLEGE Director, Academic Outreach & Recruitment/Dual Credit

Address: 4849 West Illinois Avenue, W124C City: Dallas ZIP: 75211

Relationship to Student: MOUNTAIN VIEW COLLEGE Administrator/Liaison
Telephone: 214-860-8818

This release is given for the purpose of disclosing my education record to the person(s) named above so that they can be informed about my activities and progress at MOUNTAIN VIEW COLLEGE and GRAND PRAIRIE ISD EARLY COLLEGE HIGH SCHOOL.

- I also release my academic progress for the purposes of tutorials and student support to be used as deemed necessary by the administrative staff listed above.
- I understand that by signing this authorization, I am voluntarily waiving my rights of nondisclosure of my education records under federal law only as to the person(s) specifically listed. This release does not permit the disclosure of these records to any other person(s) or entities without my written consent.
- I understand that I am not required to release my education record to anyone and that this release remains in effect until I revoke it, graduate or otherwise leave MOUNTAIN VIEW COLLEGE or GRAND PRAIRIE ISD EARLY COLLEGE HIGH SCHOOL.

Signed _____ Date _____

GRAND PRAIRIE ISD EARLY COLLEGE HIGH SCHOOL

Student/Parent Contract

Name of Student: _____

Enrollment Date: **August 2019**

The mission of GRAND PRAIRIE ISD EARLY COLLEGE HIGH SCHOOL is to provide a unique learning community to a diverse group of students who believe that desire beats adversity, who respect and treat others with dignity, and who hold each other to a standard of excellence.

GRAND PRAIRIE ISD EARLY COLLEGE HIGH SCHOOL Will:

- Provide access to rigorous curriculum
- Provide academic support
- Provide excellent faculty who are educated in research based instructional strategies
- Provide access to the college going environment
- Provide open and useful communication to all stakeholders (students, parents, communities, school board, and benefactors)

The GRAND PRAIRIE ISD EARLY COLLEGE HIGH SCHOOL Staff Will:

- Engage students in meaningful learning experiences utilizing various sources and methods of delivery
- Participate in staff development and engage in educational opportunities on an ongoing basis
- Be accessible to students outside the traditional school day
- Utilize collegiality in the daily operations of the school

Families Involved In GRAND PRAIRIE ISD EARLY COLLEGE HIGH SCHOOL Will:

- Provide support to the students and staff
- Actively participate In the activities planned for GRAND PRAIRIE ISD EARLY COLLEGE HIGH SCHOOL students and their families
- Monitor student progress on an ongoing basis
- Be available to teachers and staff for communication (meetings and conferences)

Students Involved In GRAND PRAIRIE ISD EARLY COLLEGE HIGH SCHOOL Will:

- Take responsibility for their learning
- Utilize all opportunities for academic success provided
- Represent the program by demonstrating moral, ethical and exemplary behavior and work ethic
- Communicate with all stakeholders (parents, teachers, college staff, administration, peers, etc.)
- Support peers in the program by providing encouragement, leadership, and friendship

_____ Student Signature

_____ Parent Signature