

# St. Philip's College Early College High School with SAISD



## Student Handbook 2017-18

**Dr. Derrick Thomas, Ed.D.**  
*Principal*

Dear Student,

Congratulations on your admission to St Philip's College ECHS with SAISD for those who are just joining our family. Those who are returning, I would like to welcome you back as we start the 2017-18 school year!

Being admitted to St. Philip's ECHS mean that you are not only joining an amazing high school, but since we are a college as well, this also counts as your first college acceptance. Congratulations on being accepted to college! We believe that the best way to get ready for your future is to begin it now, and that is exactly what you have committed to by enrolling in St. Philip's ECHS and college.

Please read this Student Handbook carefully and learn more about the expectations and opportunities at your school. We offer rigorous academics. Our faculty members are some of the best around, and many are qualified to serve as adjunct instructors for the college. They are all ready to help you achieve your goals of college achievement.

Please also share this Student Handbook with your parents. It is important that they know what your school experience is going to be as well as the opportunities they have for being involved with this vibrant and unique school community. In the final pages of the handbook, parents will read about the Idata Portal and such important community organizations as the PTSO. You and your parents must also sign the verification statements at the end of the handbook and return signed forms to your College Path teacher.

Again, congratulations and welcome back!

**Derrick Thomas, Ed.D., Principal**

## **Vision**

Our primary purpose of improving lives through a quality education is driven by an unrelenting determination to graduate all of our students and prepare them for success in higher education. Our ideology is reflected in our fundamental beliefs, commitments and core values that guide us in our daily practices.

## **Mission-SAISD**

To transform SAISD into a national model urban school district where every child graduates and is educated so that he or she is prepared to be a contributing member of the community.

## **Core Values**

Student Centered  
High Expectations  
Commitment  
Passion  
Integrity  
Respect  
Teamwork

# 2017-18 Bell Schedule

## Fall Semester

### Monday/Wednesday (A Day)

8:45-10:30	Period 1	
10:40-12:10	Period 2	
Period 3-1	<b>Group A</b>	<b>Group B</b>
	Path 12:15-12:45	Lunch 12:50-1:30
Period 3-2	<b>Group A</b>	<b>Group B</b>
	Lunch 12:15-12:55	Path 1:00-1:30
1:40-3:10	Period 4	
3:20-4:15	Period 5 (Path)	

### Tuesday/Thursday (B Day)

8:45-10:30	Period 1	
10:40-12:10	Period 2	
Period 3-1	<b>Group A</b>	<b>Group B</b>
	Path 12:15-12:45	Lunch 12:15-12:55
Period 3-2	<b>Group A</b>	<b>Group B</b>
	Lunch 12:50-1:30	Path 1:00-1:30
1:40-3:10	Period 4	
3:20-4:15	Period 5 (Path)	

### Friday (C Day)

8:45-9:45	Period 1: Rotation I
9:55-10:55	Period 2: Rotation II
11:05-11:30	Period 3: Path
11:40-12:45	Period 4: Rotation III
12:50-1:55	<b>Lunch for all</b>
2:05-4:15	Period 5: Rotation IV

### Period 3

Group A: Juniors and Seniors

Group B: Freshmen and Sophomores

## Academic Information

### **Academics**

Academics are very important to *ST. PHILIP'S ECHS*. You are expected to turn in all assignments on time, fully completed and at the level of expectations for *ST. PHILIP'S ECHS* students. This applies to all classes taken at St. Philip's College. If the work is not at the Pre-AP or college level, students will be required to stay afterschool in the Study Lab to correct their assignment or correct them during tutorials. The determination of the grade for the corrected assignment will follow the SAISD grading policy.

### **Grading Scale for High School**

The following grading scale will be utilized for recording students' grades in grades 2 – 12:

90 – 100 = A

80 – 89 = B

75 – 79 = C

70 – 74 = D

69 or below = Failing

### **College Course Conversion**

For students who are enrolled in a college course that awards alpha grades, the school shall interpret the college grade using the conversion chart below.

A = 95

B = 85

C = 75

D = 72

F = 65

### **AWARDING OF CREDIT**

Credit will be awarded based upon the following criteria:

1. Internal averaging by the computer will be conducted within the same school year for the same full year course to determine the final yearly average. If the final average of semester one and two is 70 or higher, the student will receive the appropriate amount of credit designated for the course.

2. Cross average is the process of averaging two semester grades of the same course together to give a student a passing final grade. If a student earns a final grade of 70 or higher, they shall be awarded the full credit for the course.

#### **Example**

English 1 Semester 1 – Grade 67 (fails semester 1)

English 1 Semester 2 – Grade 77 (passes semester 2)

English 1 Final Average – Grade 72 (passes course)

3. Combining credits involves awarding credit proportionately to students who are able to successfully complete only one semester of a two-semester course. Unless the Texas Administrative Code specifically prohibits combining two half credits to satisfy a graduation requirement, a student may satisfy a graduation requirement for which there are multiple options with one-half credit of one allowable option and one-half credit of a second allowable option (e.g. combine a half credit of Art I and a half credit of Theater Art I to satisfy the Fine Art requirement.)

Combining credits is prohibited in the following instances:

A student may not combine a half credit of Algebra II with a half credit from another mathematics course to satisfy the final mathematics credit

A student may not combine a half credit of either World History or World Geography Studies with a half credit from another academic elective course to satisfy the academic elective credit requirement.

A student may not combine a half credit of a course for which there is an end-of-course assessment with another elective to satisfy an elective credit requirement

The rule above applies to dual credit courses (courses that are taken at the college that counts for both your college and high school course...i.e.: U.S. History at the college level counts for both the college requirement of U.S. History and the high school U.S. History requirement.)

Graduating seniors will be ranked within the graduating class for each high school upon the basis of weighted grade averages for course grades, excluding the last semester (or last 18 weeks) of the senior year. This procedure establishes the guidelines regarding the course, weights, top ten percent, early graduates, transfers, and the editing of grades.

Grade weights for students entering high school 2015-2016 and beyond shall be assigned to grades earned by high school students for the purposes of class ranking in accordance with the following scale for final grades of 70 and above:

<b>Course</b>	<b>Weights Added</b>
International Baccalaureate	+10
Advanced Placement/ <b>Dual Credit</b>	+10
Pre-International Baccalaureate (Pre-IB)	+5
<b>Pre-Advanced Placement (Pre-AP)</b>	+5
Below 70 in any course	+0

**PUBLISHING OF GPA AND CLASS RANK:**

Grade point average (GPA) and rank shall be published following completion of the first, second, third, fourth, fifth, sixth, and seventh semester.

**TOP TEN PERCENT:**

Students who rank within the Top Ten Percent may be eligible for automatic admission to a Texas public college or university. The District shall adhere to the rules set by the Texas Higher Education Coordinating Board for reporting the exact numerical standing of the Top Ten Percent.

The University of Texas at Austin may limit the number of students automatically admitted to 75 percent of the university’s enrollment capacity for incoming resident freshmen. For students who are eligible to enroll in the University of Texas at Austin during the summer/fall of 2015 and spring of 2016 the University will be admitting the top seven percent of the high school’s graduating class who meet the above requirements. For the summer/fall of 2016 and spring of 2017, the University of Texas at Austin will be admitting the top eight percent of the graduating class who meet the above requirements. Updated information regarding admissions to the University of Texas at Austin may be found on their website, <http://admissions.utexas.edu/apply/decisions>. Additional applicants will be considered by the University through an independent review process.

**HONOR GRADUATE CERTIFICATE:**

The Texas Education Agency will provide one certificate per high school to be presented to the highest ranking graduate of the senior class. The highest ranking graduate will be determined by the standards listed in EIC (LOCAL).

**Retaking a Course**

ECHS students are expected to spend the amount of time on their high school and college courses to avoid the failure of a course. If a student fails a high school course, the following are the guidelines that will be followed.

A student who fails a college class (receive a grade below 60 and fails) during the school year must retake that class. In such a case, both the failing grade and the new grade will be recorded on the student's college transcript. Students who fail a college class will be responsible to pay all tuition and fees required of the course. In addition, students will be responsible to provide their own textbook for the course. The ECHS may loan a textbook to the student, if the textbook is the same that is used in the ECHS and the course is being taken during the summer term.

Pending approval from an academic dean, Year I and Year II students may retake any college course in which they received a grade of a C- or below. Students may have the opportunity to re-take a course during the X-term. After the student has completed the class for a second time, the second grade will be recorded on the student's transcript.

### **Academic Removal**

Students who do not advance to the next grade level due to failure to earn sufficient credits or are dismissed from SPC due to their grade point average falling below 2.00 may be considered for removal from the ECHS. Students who are placed on academic dismissal from SPC will be dismissed from the ECHS program since the purpose of attending the high school is to obtain a college degree or certification.

Students who grades fall below 2.0 (C) either for the college level will be placed on academic probation. While on probation, the course load may be reduced, thereby, impacting the acquiring of the college degree or certification.

### **Academic Supplies and ID**

St. Philip's ECHS will provide all high school and college textbooks free of charge to students. Any supplies needed as a requirement for certification programs will be provided by the school, with the exception of culinary students uniforms. Any item, including textbooks that have to be replaced due to destruction or being lost will be at the student's expense.

All students are given a SPC ID card free of charge. This card also serves as the St. Philip's ECHS ID card and provides access to resources on the campus. The cost to replace a lost ID card is \$10.00. Any replacement ID cards must be paid for with the SPC campus cashier. Students must receive a signed letter from the main office verifying their enrollment before purchasing a new ID card.

### **Bookstore**

Students will utilize the St. Philip's Bookstore to purchase necessary supplies and resources. Among the items sold by the store are:

\* General Reading Books

\* Reference Books and Study Aids



- \* School and office supplies
- \* Backpacks and Totes
- \* Campus specific clothing and gifts
- \* Uniforms, Scrubs and Course Required Supplies for campus specific needs
- \* Calculators/electronic accessories
- \* Special Order and Event Books
- \* Snacks and Convenience Items

**College Field Trips and Cultural Experiences**

Every effort will be made to have the students visit a four year college or university at least once a year. St. Philip’s ECHS will provide transportation and any fees for college trips. Opportunities, such as theater productions, the President’s Lecture Series, that are provided by St. Philip’s College will be part of the required cultural experiences each year.

**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 Pre-AP classes in grade 9 to full integration in St. Philip’s College classes by grade 11. Curriculum will represent advanced level coursework. Within this framework, students will be able to earn a Foundation with Endorsement and Distinguished Level of Achievement diploma within a four-year time frame and 60 credit hours towards an Associate’s of Art (AA) degree (Liberal Arts), or an Associate’s of Applied Science (AAS) degree in a technical field **dependent upon the student’s Texas Success Initiative scores.**

**High School Diploma**

St. Philip’s ECHS students are on the tract for the Foundational High School Program with Endorsement and Distinguish Level of Achievement

*college dual credit course	<b>Freshmen</b>	<b>Sophomore</b>	<b>Juniors</b>	<b>Seniors</b>
<b>English</b>	English I	English II	*English III	*Advanced English
<b>Mathematics</b>	Algebra I or Geometry	Algebra II	Geometry or Pre-Calculus	*Advanced Math (college mathematics and statistics)
<b>Science</b>	Biology	Chemistry or IPC	Physics	*Advanced Science
<b>Social Studies</b>		World History	*U.S. History	*Government Economics
<b>Physical Education</b>	Foundations			
<b>Language other than</b>	Spanish I	Spanish II		

<b>English</b>			
<b>Electives</b>	College Path	*College emphasis	

**Professional Learning Community Meetings**

Weekly, St. Philip’s ECHS administration and faculty meet for professional learning community meetings. In addition to planning, staff development and the study of student work, these meetings are designed to review attendance, academic progress and social or emotional needs of all enrolled ECHS students. Each semester, a Student Review Board comprised of the administrative staff, meets to evaluate students who are not progressing in high school or college courses. Students will be notified and placed on academic probation.

**Eligibility Policy for School Activities**

Students must be passing all classes with a grade of C or better for the most recent marking period in order to participate in extra/co-curricular activities. An unexcused absence the day before or an absence the day of an activity will deem that student ineligible for participation.

Students who choose to play sports for their home high school campus are responsible to get back and forth to practice and games. Students are not to miss classes, especially college courses.

The focus of an ECHS is on academics and achieving a college degree free of charge. Students may be required to determine which is more important, sports or the degree, if playing hinders their success in high school or college courses.

**AWARDS, HONORS, AND SCHOLARSHIPS**

***Honor Graduates (See Valedictorian & Salutatorian)***

Graduating seniors shall be ranked within the graduating class for each high school upon the basis of weighted grade averages for the course grades, excluding the last semester/term (or last 18 weeks) of the senior year. All semester grades shall be converted to a weighted rank point value system that recognizes differences in levels of difficulty between Advanced (AP and IB) and Pre-Advanced (Pre-AP/Dual Credit/Honors and Pre-IB). The grade point average shall be published following completion of the second, third, fourth, fifth, sixth, and seventh semester of any student.

All high school TEA approved state credit grades including failing grades, repeated courses, summer school, night school, correspondence courses, and grades earned by credit through exam shall be included in determining a student’s grade point average and ranking in class. Grades from non-accredited schools, including home schooling, high school credit grades earned in middle school, local credit courses, locally developed courses that are

substituted for state-accredited courses by an Individual Education Plan by an ARD Committee decision and grades exempted by an ARD Committee decision shall not be used to determine a student's grade point average for class ranking.

To be recognized for scholastic honors, students shall be required to maintain a numerical weighted average of 90 or more during the four-year high school program, excluding the last semester of the senior year.

To be considered for valedictorian or salutatorian, a student shall:

1. Be classified as a senior by the number of earned academic credits, before the first day of the school year;
2. Have been in attendance in the District for two regular school years immediately preceding graduation;
3. Be continuously enrolled throughout the senior year at the campus granting the academic awards.

In cases of ties in weighted grade averages in the determination of valedictorian or salutatorian, the following methods shall be used to determine, or to identify, who shall be selected salutatorian or valedictorian:

1. Computing the weighted grade average to a sufficient number of decimal places until the tie is broken; or
2. If the tie cannot be broken numerically, using scores of the same standardized college entrance tests, if taken by all of the tying students. (EIC Local)

## **AUTOMATIC ADMISSION TO INSTITUTION OF HIGHER EDUCATION**

Each general academic teaching institution [see Education Code 61.003(3)] shall admit an applicant for admission as an undergraduate student if the applicant:

1. Graduated:
  - a. With a grade point average in the top ten percent of the student's high school graduating class in one of the two school years preceding the academic year for which the applicant is applying for admission and submitted a complete application defined by the institution before the expiration of the institution's established deadline; or
  - b. In the top 25 percent of the student's high school class, to the extent the governing board of a general academic teaching institution has adopted such an admission policy;

2. Graduated from a public high school in Texas accredited by a generally recognized accrediting organization;
3. Successfully completed the foundation with endorsement and distinguished level of achievement under the state's diploma, as described in 19 Administrative Code 5.5(c), and
4. Submitted an official high school transcript or diploma that, not later than the end of the student's junior year, indicates whether the student has satisfied the requirements outlined above regarding successful completion of the distinguished level of achievement with endorsement under the foundation program.

*Education Code 51.803(a); 19 TAC 5.5(b)*

### **High Honor Roll**

In order to become eligible for the high honor roll, you must have earned a minimum average of 90 in each of your classes. Any student receiving a "U" or an "N" in conduct shall not be included in the high honor roll. The high honor roll listing is provided by SAISD quarterly.

### **Honor Roll**

In order to become eligible for the honor roll, you must have earned a combined average of 90 for all of your classes with an average in one or more individual classes below 90. Any student receiving a "U" or an "N" in conduct shall not be included in the honor roll. The honor roll listing is provided by SAISD quarterly.

### **Perfect Attendance**

Students who are not absent during each semester will be recognized for this achievement. Students will also be recognized at the end of the year if they are not absent all year. In order to receive this recognition, a student must be present in all classes for the entire class time, no tardies or early releases. **Attendance is essential for student success.**

### **National Honor Society Selection Process**

All the criteria listed below must be met before a student can be considered for membership in the National Honor Society.

#### **Candidates:**

1. Must be a second-term sophomore, junior or senior.
2. Must have been in attendance on the campus at least one semester.
3. Must have a scholastic GPA in high school courses of 90 (A)
4. Must submit a completed **application packet**, expressing an interest in membership.

**(Note: All students who meet the scholastic criteria are invited to complete an application packet)**

**Each Student:**

1. Is evaluated on the basis of service, leadership and character as submitted by the student
2. Is selected based on majority vote of the Faculty Council which consists of three teachers appointed by the principal (new for 2017-18) and in accordance with the national guidelines set forth by the National Honor Society.

The National Honor Society will select sophomores, juniors and seniors for membership once a year in the spring.

**Plagiarism**

Plagiarism generally means copying and submitting for course credit a sentence, paragraph, or article, without identifying or crediting the source. Plagiarism usually results in a failing grade and is considered academic dishonesty.

**Community Service**

Civic engagement is an important feature of the college experience. Opportunities to volunteer on and off campus are offered to help students understand how each person can make a difference in their community. Non-profit organizations actively provide students with volunteer opportunities to ensure that students have an outlet if they choose to use their free time volunteering for worthwhile causes. All ECHS must complete no less than 25 hours of community service per year, and at least 100 hours by the end of the fall semester of their senior year. Students earning at least 150 hours will receive a community service cord during graduation.

**Student Publications**

Student publications allow student writers, editors, photographers and artists to develop their talents, display their creativity, and intelligently share their opinions while providing a service to the campus community. Publications may include student newspapers, literary journals, and yearbooks. In addition, our students will have the opportunity to receive St. Philip's campus newspaper and various publications such as:

- Tiger P.A.W.S Literary Journal

## **Services Available**

Office Hours are from 8:00 a.m. to 4:30 p.m.

Students may visit the Administrative offices before/after school and during their lunch hour. Students are encouraged to stay in class but if they find it necessary to come to the office they must have a pass from their teacher.

## **Health Services**

If you become ill during class, your teacher will send you to the office with a pass. The office will also store and administer prescribed medication according to doctor's instructions. It is the student's responsibility to take medication at the proper time. **ALL** medications **MUST** be turned into the office. **NO** medication is to be in the student's possession while at school without physician's order and parent's permission on file in the office (e.g. Asthma Inhaler, diabetic insulin pump, Epipen. This includes all over the counter medication.) ***Students are not to call their parents from their cell phone to pick them up if they feel sick or for any other reason! Only the nurse or an administrator can release a student to a parent. If a parent picks up the student without approval the absence will be unexcused.***

## **Library**

The library at the St. Philip's College is available for student use. Students should check for published hours of the library. If a student needs to go to the library, they must have a pass from the teacher during instructional time (class). Students will be monetarily responsible for lost, damaged, or overdue books. ECHS students are not allowed in the library's study rooms or the third floor of the library. If you need to study, we have facilities that you may use.

## **Student Support Systems**

The success of the ST. PHILIP'S ECHS students is our number one priority. Extraordinary steps will be taken by SAISD and St. Philip's to assist those students who may not be performing satisfactorily. The following academic supports are in place for the school year:



Provided through the High School	Provided through St. Philip's College
<ul style="list-style-type: none"> <li>✓ Student Planners</li> <li>✓ Before and after school tutoring</li> <li>✓ College Path Class</li> <li>✓ Counseling Services</li> <li>✓ Computer Lab</li> </ul>	<ul style="list-style-type: none"> <li>✓ Tutoring labs</li> <li>✓ Library</li> <li>✓ Various Student Clubs and Organizations</li> <li>✓ Disability Support Services (see the ECHS counselor for assistance)</li> </ul>

### **Student-led Parent Conferences**

Student-led parent conferences for all freshmen (1<sup>st</sup> nine weeks) and any student failing any high school course are mandatory. This is a time where students will showcase their progress and make goals for the semester.

### **Syllabus**

The syllabus (both high school and college) provides you with an overview of the assignments and activities in a course. It is your guide for what you are to expect in the class as well as your responsibility as a student in that course. Become familiar with the syllabus and keep up with the assignments to ensure you earn the highest grade possible.

### **Tutoring**

Tutoring in all core subject areas is held Tuesday-Thursday according to each teacher's individual schedule. Tutoring services are also available through St. Philip's College. We will send out a schedule of all tutoring services in our September (fall) and January (spring) Newsletters.

### **Withdrawals**

Students, who withdraw during the school year, or at the end of year, need to go through "Withdrawal Procedures". It is requested the parent sign the withdrawal paperwork the day before the student's last day of attendance. If the student is cleared, unofficial school records will be given to the parents to hand carry to the next school on the student's last day of attendance. Students who withdraw from St. Philip's ECHS must ALSO be withdrawn from St. Philip's College. Failure to do so may result in receiving an "F" on one's college transcript in any courses in which a student was enrolled.

## **Expectations**

Expectations are **very high** for our St. Philip's ECHS students for character, academics, attendance and discipline. Students cannot learn in a college environment without 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.

- **SPC ID's should be available at all times..**
- **Be early to all classes** and be prepared to be an active learner. Bring all of the necessary books, materials and assignments.
- **Electronic devices** such as cell phones, laptops, i-Pods, etc. **may** be used during instructional time for instructional purposes only if allowed by the instructor. **If instructor does not all electronic devices, they must be out of sight.** Students may not record other students or faculty without their permission. Electronic devices may be utilized before school, during lunch and after school. Students are not to have electronic devices out during passing of classes and ear buds are not to be worn during passing of classes. Earbuds may be worn during classes if permission is given by the instructor.
- **Be Self-Directed Citizens**
- Demonstrate civic commitment to our school, community, and neighbors
- Conduct yourself ethically and be respectful of others' rights
- **Follow all school rules including the dress code and promptly comply with staff requests.**
- An enrollment in the St. Philip's College Early College High School with SAISD may be revoked if the student does not remain in good standing:
  - The student shall comply with the 90% campus attendance (to include tardies) standard
  - The student shall demonstrate academic progress that would earn promotion grade classification

### **PROMOTION POLICY**

1. The following credits must be earned to be eligible for promotion to the next grade level:
  - a. 9th grade classification = 0-5.5 credits
  - b. 10th grade classification = 6-11.5 credits
  - c. 11th grade classification = 12-17.5 credits
  - d. 12th grade classification = 18 plus credits
2. All credit must be acquired before the first day of the following school year to establish grade level classification. At the end of the first semester, mid-year promotion will be required of retained students in their second, third, and fourth academic year.
3. All graduation requirements must be completed prior to the campus scheduled graduation ceremony.



- Meet all academic, behavioral and/ or other requirements of St. Philip's ECHS and St. Philip's College
- Maintain enrollment in and completion of all college courses.
- Maintain a 2.0 (C) average in both high school and college classes
- At any time during the course of attendance at the ECHS, if a student qualifies for a special program or unit that is not available at the campus, the student will be accommodated at a district campus to meet their identified needs

School Rules apply to you when you are on the St. Philip's College campus, at all school events, and when traveling to and from school.

### **Accidents/Injuries/First Aid**

All accidents must be reported to the secretary. Parents will be notified. If the parent cannot be contacted by phone, every effort will be made to contact another relative as stated on the student's emergency card.

### **Attendance**

#### **ABSENCES/ATTENDANCE**

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws—one dealing with the required presence of school-aged children in school, e.g., compulsory attendance, the other with how a child's attendance affects the award of a student's final grade or course credit—are of special interest to students and parents. They are discussed below.

#### **Compulsory Attendance**

##### ***Age 19 and Older***

A student who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day until the end of the school year. If a student age 19 or older has more than five unexcused absences in a semester, the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. [See policy FEA.]

### ***Between Ages 6 and 19***

State law requires that a student between the ages of six and 19 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

A student will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and/or applicable subject areas.

### **Documentation after an Absence**

When a student is absent from school, the student—upon arrival or return to school—must bring a note signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent’s permission, will not be accepted unless the student is 18 or older or is an emancipated minor under state law.

- 1) If a student is absent from a high school class, the student must bring a parent note, proof of doctor’s visit and any other documentation to the St. Philip’s ECHS **data clerk** upon returning from the absence.
- 2) We will only accept eight (8) notes per year that are written by a parent for any absence. After the 8<sup>th</sup> note, any other absences will be unexcused. This letter will be kept on file and will be used to determine if the absence is excused or unexcused. Please note that, unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence, even if the parent provides a note explaining the absence.
- 3) If a parent calls the school on the day of the student’s absent, the student is still required to bring a letter for documentation purposes.
- 4) It is the responsibility of the student, not the teacher, upon their return, to contact teachers for any missing work. Students will have two (2) days per day absent to make up missed high school work upon their return to school.
- 5) If the student is absent from a college course, the **student** (not parent) contacts the college professor stating the reason and date of the absence. This needs to be done as soon as the absence is known. Note: There is no such thing as an excused or non-excused absence in a college course. Please read the course syllabi for ramifications of absences. This policy pertains to college courses taught by high school instructors also.

### **Doctor’s Note after an Absence for Illness**

Upon return to school, a student absent for more than 5 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student’s extended absence from school. Otherwise, the student’s

absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school in order to determine whether the absence or absences will be excused or unexcused.

## **FAILURE TO COMPLY WITH COMPULSORY ATTENDANCE**

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction, termed "accelerated instruction" by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

### ***Age 19 and Older***

After a student age 19 or older incurs a third unexcused absence, the district will send the student a letter as required by law explaining that the district may revoke the student's enrollment for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to revoking a student's enrollment, the district may implement a behavior improvement plan.

### ***Between Ages 6 and 19***

When a student between ages 6 and 19 incurs unexcused absences for three or more days or parts of days within a four-week period, the school will send a notice to the student's parent, as required by law, to remind the parent that it is the parent's duty to monitor his or her child's attendance and to require the student to come to school. The notice will also inform the parent that the district will initiate truancy prevention measures and request a conference between school administrators and the parent. These measures will include a behavior improvement plan, school-based community service, or referrals to either in-school or out-of-school counseling or other social services. Any other measures considered appropriate by the district will also be initiated.

A court of law may also impose penalties against a student's parent if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student is absent without excuse from school on ten or more days or parts of days within a six-month period in the same school year.

If a student ages 12 through 18 incurs unexcused absences on ten or more days or parts of days within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court.

[See policy FEA (LEGAL).]

### **Attendance for Credit or Final Grade**

To receive credit or a final grade in a class, a student must attend at least 90 percent of the days the class is offered (this applies to each high school class.) A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit or a final grade for the class if he or she completes a plan, approved by the principal that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit or a final grade for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade lost because of absences. [See policy FEC.]

All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days. Note: This policy does not apply to any college courses, college or high school instructed. The policy, as listed on the syllabi, determines ruling for absences.

### **Official Attendance-Taking Time**

The district must submit attendance of its students to the TEA reflecting attendance at a specific time each day.

Official attendance is taken every day during our second period. St. Philip's ECHS attendance is taken each day at 10:45 a.m.

A student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures below to provide documentation of the absence.

### **Driver License Attendance Verification**

For a student between the ages of 16 and 18 to obtain a driver license, written parental permission must be provided for the Texas Department of Public Safety (DPS) to access the student's attendance records and, in certain circumstances, for a school administrator to provide the student's attendance information to DPS. A verification of enrollment (VOE) form may be obtained from the office, which the student will need to submit to DPS upon application for a driver license. If a student does not meet the attendance requirement, this may have a bearing on the student's ability to obtain a driving license.

## **Character**

You represent St. Philip's ECHS. Your character is expected to be above reproach. Any violation of the Student Code of Conduct published by San Antonio Independent School District or St. Philip's College will not be tolerated and will have consequences that could directly affect the student's participation in St. Philip's ECHS.

## **Cheating**

St. Philip's ECHS and St. Philip's College faculty has the right to remove a student from class for cheating (to include plagiarism) and fail the student for the semester.

Consequences for cheating at the college level include but are not limited to the student receiving an F for the course. The student could then have to report to the Academic Advisory Committee to ask to remain enrolled at the college. St. Philip's College's policy for cheating is located online in the current St. Philip's student handbook.

[http://www.alamo.edu/uploadedFiles/SPC/Current\\_Students/Files/SPC-Student-Handbook.pdf](http://www.alamo.edu/uploadedFiles/SPC/Current_Students/Files/SPC-Student-Handbook.pdf)

## **Class Schedules**

All students are expected to attend school for the entire school day and maintain a class/course schedule to fulfill each period of the day.

## **Course Enrollment / Class Changes**

Students are enrolled into or dropped from a class by the counselor. Only necessary program changes approved by the administration will be made.

## **Discipline**

Discipline affects your participation in St. Philip's ECHS. Students cannot be in attendance for St. Philip's ECHS or St. Philip's College classes if he/she is suspended or in DAEP.

### **Detentions**

Any student assigned to a detention will be expected to serve their detention within twenty-four hours. Failure to comply may result in more severe disciplinary action, including suspension. Each student must bring some form of academic work to complete during the.

### **DAEP Placement**

St. Philip's Students are not expected to behave in such a manner where DAEP placement is required. Students enrolled in college classes will lose college credit for their enrolled college courses if placed in DAEP. Placement in DAEP will result in removal from St. Philip's ECHS.

### Inappropriate use of Technology

Students at St. Philip's 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 computer or laptops due to discipline, it could have a direct affect on grades.

Students are expected to use technology appropriately. Student may not download shareware, software music with offensive lyrics, pornographic material, inappropriate photos or any material deemed offensive by the ECHS or St. Philip's staff. Students will follow the SAISD and St. Philip's technology acceptable use policy. If a student has disciplinary actions that require removal of any distributed technology, the student will be required to stay after school to complete assignments that require technology. Cyber-bullying will not be tolerated.

### **Student Personal Safety**

If a student feels threatened (verbally or physically); he/she should immediately notify a teacher, an administrator, or the campus security. Every student has the right to feel safe and secure at school or while coming to and from school. *Bullying, abuse, or mistreatment of students by anyone will not be tolerated. (A DAEP recommended for this type of action will result in the student's permanent withdrawal from the St. Philip's ECHS).* We recommend that parents pick up their children immediately after the school day ends and not leave them unattended on the campus.

On campus incidents should be reported to the administration. An off campus incident should be reported to the San Antonio Police Department. Consequences, applied by the school for actions related to student safety, will follow the SAISD and SPC Student Code of Conduct.

### **Inappropriate Physical Contact**

Students are expected to exhibit professional conduct at all times. They must always keep their hands to themselves. Inappropriate verbal/physical/sexual contact will not be tolerated. Directing profanity, vulgar language, racial comments, or obscene gestures towards others will also not be tolerated. Any student involved in this type of action will face consequences as stated in the Student Code of Conduct (A DAEP recommended for this type of action will result in the student's permanent withdrawal).

### **BULLYING/CYBER-BULLYING**

Bullying/harassment/sexual harassment information has been provided in the registration packet. Bullying in any form is strictly prohibited. This includes cyber-bullying which may or may not be initiated on school grounds. Definitions of Bullying can be found online in the

District's Student code of Conduct as well as Local Policy FFI. Individuals engaging in acts of bullying will incur disciplinary measures that may include removal.

### **Dress Code**

Clothes should be suitable for successful learning. Shoes must be worn for safety. Please note that St. Philip's ECHS dress code requires that students wear current school identification at all times during the instructional day, while on campus and during all school-related events.. Our uniform will consist of:

### **Daily Uniform**

Khaki or black bottoms (no jeans)

Students may wear white, royal blue, or orange polo. St. Philip's logo on the polo is optional.

All dress code regulations as contained in the SAISD Parent-Student Handbook applies

### **Physical Education Uniform**

Shorts or sweats (see dress code guidelines in SAISD Parent-Student Handbook.

Shorts should be dark in color.

Tee shirt

### **School Spirit Day**

Khaki or black bottoms

Blue jeans are allowed on spirit days. No tearing, or holes are allowed in jeans

ECHS Tee Shirt or St. Philip's Tee Shirt, or college tee shirt

### **Dress for Success Days**

Professional business attire

Young men:

dress slacks with belt in loops

button down shirt

tie is optional

suit is optional unless required in college course

Young women:

business dress or slacks

suit is optional

### **Extra-Curricular Activity Rules**

1. Follow all rules including the dress code. This includes open gym rules

2. Once you have checked-in to an activity and exit from the event for any reason, you will not be allowed to return to the event.
3. Students suspended prior to a school event are not allowed to attend.
4. ECHS Student ID must be presented for entry.
5. Respect and obey all security and/or chaperones.
6. Stay out of off-limit areas including parking lots, outside areas, etc.

### **Health Center/Education**

The St. Philip's College Health Center is staffed with professionally trained and licensed nurses. The campus nurse will work with our students in cases of an emergency only. All other nursing services are provided by campus staff or SAISD nursing staff. Students should report to the office if health services are required.

### **Library**

St. Philip's ECHS students will utilize the St. Philip's library.

**Admission:** Students may visit the library before and after school and during their lunch period. Students are not to be late for their classes while visiting the library. During their class time, students are only admitted to the library with a pass from the teacher or when accompanied by a teacher. Students may not enter the study rooms in the library.

**Conduct:** A quiet study atmosphere is required in the library. Students who break library rules will be excluded from the library.

**Materials Usage Procedures and computers use:** Students will follow the guidelines as listed for all St. Philip's College students. This includes number of items and length of time for checking out books, and payment of fines for late books. St. Philip's ECHS **will not** pay for any lost library books or items nor will we pay for any fines. Students are required to return all library books on time. Any fines must be paid. Failure to pay a fine or to return overdue books will constitute a hold being placed on your college registration.

### **Laptops**

Students will be issued a laptop to use in school for school work. Students are reminded that they must sign and abide by the *Acceptable Use Agreement for Internet Usage and Access* (see Registration Packet), before using the laptops. Laptop use and care are the responsibility of student. Students will be asked to sign a *Laptop Computer Use Agreement* in order to receive the laptop. Laptops are intended for school work only. Downloading software, changing passwords, and unauthorized programs is strictly prohibited.



Students are prohibited from defacing, marking on, putting stickers upon, or writing graffiti on any surface of their laptops. Fines will be assessed and/or disciplinary action taken for violations of this expectation. Damage to the laptop will require parents pay to repair the device. This includes the removal of alphabet keys from the keypad. Students are expected to check their issued laptop at the beginning of each class period and notify their teacher of any issues. At the end of the class period, students will be given time to return laptops to their cart. Students should ensure that laptops are plugged in for recharging.

### **Loitering**

Hanging around the campus or the halls for no apparent reason (loitering) during school hours (to include any other school campus) is not allowed.

### **BREAKFAST/LUNCH PROGRAM**

St. Philip's ECHS operates under a closed campus, and therefore, all students must stay on campus during breakfast and lunch hours. Students must dispose trash in proper containers after eating. Students will be given breakfast and lunch by SAISD and will have the choice to supplement with food from the St. Philip's cafeteria. Students may eat in any of the assigned areas where space is available. Please take pride in **your** campus! Students are expected to keep their eating area clean and discard uneaten food and tray items. Students may purchase food, snacks, and drinks from the cafeteria, the cafeteria vending machine, St. Philip's bookstore and/or snack bar. **Students may not purchase sodas from the machine in the Bowden building.** Students are to make purchases before schools, during lunch and after school. Students are not to make purchases during passing periods. Purchased food should be consumed during lunch. Any food not eaten should be stored in student backpacks and not taken out during class. Failure to follow these guidelines will jeopardize this privilege that is not afforded to many high school students.

All students will be given application forms for the breakfast/lunch programs. All parents are encouraged to fill out the forms (These applications assist the campus in qualifying for free lunch for all students and funding through the Title I Program). Breakfast is served from 8:00 am and ends at 8:40 for classes to begin when the bell rings. Lunch is served as listed below:

### **Lunch Periods**

#### **Monday-Thursday**

**12:15-12:55**

9<sup>th</sup> and 10<sup>th</sup> graders

**12:50-1:30**

11<sup>th</sup> and 12<sup>th</sup> graders

#### **Friday**

**12:15-1:30**

For all students

### **Programs and Events**

At various times throughout the school year, student programs and events are planned in cooperation with St. Philip's College. There are also assemblies, music programs, and other activities for St. Philip's ECHS students during the school day. **NON-STUDENTS** may **NOT** attend.

### **Progress Reports / Report Cards**

Progress Reports notify you and your parents of academic progress. Progress Reports are issued the fourth and seventh weeks of each grading period for high school courses. Report Cards are issued every nine weeks. College grades are issued at the end of the college course. Students may find their college course grades and an unofficial copy of the college transcript in their ACES account.

### **Safety**

**Out-of-class Passes:** During class time, all students must be in their scheduled class. Student ID lanyards must be worn and clearly visible at all times. Anytime a student is out of class during class time, he/she must have a teacher-written pass with the student's name, date, time, destination and the teacher's signature. Students need to show this pass upon request by an adult. Students are to sign out of class and sign in to class upon returning.

**Out of Bounds (Prohibited) Areas:** In order to insure student safety, we are prohibiting student access to specified areas. In general, during non-class time, students are to remain in areas visible to and supervised by staff unless given a hall pass to visit the library. Once arriving to school, students are expected to remain. Students should not be in a college building unless they are currently attending a class or receiving tutoring in the building. Students are not allowed on the third floor of the Sutton Learning Center or the second floor of the Watson building.

### **Student Identification (ID) Cards and Lanyards**

Students attending St. Philip's ECHS are given a student identification card which should be in their possession at all times. The ID card is NOT transferable. All students must present a student identification card for access to services and activities such as library usage, physical education facilities, student activities center, special events, academic advisement, transcript requests, etc. Replacement IDs must be purchased by the student. Consistent refusal to have ID will be grounds for revocation of enrollment in the St. Philip's ECHS.

Replacement cost: Your first card is free. If your card is lost, stolen, or damaged a subsequent photo identification card will be provided only after a replacement fee of \$10.00 is paid.

### **Telephone Usage**

The office telephones are to be used in cases of **emergency only**. Students **are not allowed** to use the telephones in the office. Due to limited phone lines, we ask for **your cooperation** in planning ahead in obtaining needed school supplies, parent signatures, and lunch money. Incoming emergency messages will be handled by administration. If your child has a cell phone, he/she may have it in his/her possession; however, it is not to be used during the instructional day (students may use phone during their lunch period.) A student may use his/her cell phone once outside of the campus building after school. Students are not allowed to call parents to pick them up from their cell phones or other phones during the school day. Only administration can send a student home. If your child is sick, they need to report the sickness to the office so health services may be obtained. The department of health services will contact you if your child needs to be picked up due to illness.

### **Telecommunication/Electronic Laser Devices**

Students are **prohibited** from bringing **radios, CD players, I-Pods, MP3 players, tape recorders, game boys, cameras, and cassettes that are not being used for instructional enhancement**. If a student **text messages, makes calls from their cell phone**, or if **a student's phone rings** while in the classroom, the student will be given two Warning by the classroom teacher, and this warning will be documented. On the third offense, the phone will be confiscated. If an item is confiscated, a \$15.00 fine will be assessed and a parent must pick up the device in main office.

Telecommunication/Electronic devices that will be permitted are items such as laptops, Ipads/tablets and cell phones with internet capabilities that will be used during instructional time as approved by the classroom teacher. Teachers will enforce one of three levels of use:

1. Devices may be turned on
2. Devices may be used with permission
3. Devices must be powered off.

### **Textbooks**

All students will be issued textbooks, to include college textbooks. Students are responsible for all textbooks issued. All textbooks must have the student name and year textbook was issued to the student. Books must be returned at the end of the semester (college textbooks), end of the school year or when the student withdraws from school. Textbook returned must have the accession number issued to the student returning the textbook. No credit will be given to the student if the accession number is not the one issued to him at the

beginning of the school year. ***Each student or parent/guardian shall be responsible for all books not returned by the student. Any student failing to return all books shall forfeit his right to free textbooks until the books previously issued, but not returned, are paid for by the parent/guardian.*** (TEC 12.65c) The student is responsible for keeping books in good condition. Writing or marking on non-consumable textbooks is not allowed. Any misuse of the textbooks due to carelessness or neglect will result in a fine for the damaged book. Fines will be imposed according to district guidelines. Students **should not share books**. If a student lends out his/her books and another student loses them, the financial responsibility for the lost books is the obligation of the student to whom the book was issued. Books lost due to leaving backpacks unattended are also the financial responsibility of the student to whom the book was issued. Students must immediately check for damaged textbooks and report damage prior to signing for the textbook. Students will be charged for damaged or lost books. College textbooks will be charged at the cost of replacing.

### **Valuables/Lost and Found**

**Students**, not the school, are responsible for their personal property. Personal property brought to school should be properly labeled with the student's name and kept in the student's possession until the end of school. We do not recommend students bring anything of value to school. Lost or found items should be turned into the main office. If any item has been stolen, report it to an Assistant Principal immediately. **Students, please leave large sums of money and valuables at home.** Students who bring, CD's, I-Pods, MP3 players, cameras, and CD players to school do so at their own risk. If used during the instructional day, these items will be confiscated and a parent will have to pick the item up.

### **Vandalism**

We are proud of our school facilities and the St. Philip's campus and must take care of them. Have consideration for yourself and other students by not littering. If you have any ideas that may beautify the campus, contact any staff member. Any student who engages in any type of vandalism will be subject to automatic disciplinary action including, but not limited to, suspension, dismissal from the ECHS and college program, arrest or payment of restitution.

### **Vehicles**

No student may enter a vehicle, drive, or loiter near any vehicle, at any time during the school day. Students who are old enough and have a driver's license may drive to and from school. Student drivers may not transport other students without a letter of approval from the parents of all students involved (letter must be on file in the office.) Students' cars must be parked only in designated parking places. Regulations governing parking automobiles are to be followed. State laws and College District rules and regulations pertaining to the

operation and parking of vehicles on College District property shall be followed at all times by all parties who operate or park vehicles on College District property. **You may not go to your car during school time.**

### **Visitors**

All visitors, including parents and guardians, are required to immediately sign in at the St. Philip's ECHS Main Office and obtain a **Visitor's Pass** prior to going to a classroom or other area. Only visitors having official school business will be granted permission to enter. Technically, parents and guardians are considered visitors. Therefore, they are expected to follow visitors' procedures. All visitors desiring to make contact with our students must be listed as an authorized person on the emergency card. **Teachers must be notified 24 hours in advance if a parent or guardian desires to observe in a St. Philip's ECHS classroom. Observation in a St. Philip's College classroom is not permitted.**

### **SAISD Parent-Student Handbook**

A copy of the publication of basic district policies affecting students and parents/guardians is located in the SAISD Parent-Student Handbook which will be issued to students annually. It contains a written acknowledgement of receipt and understanding, which is to be signed and returned to the office. The SAISD Parent-Student Handbook is also available at [www.saisd.net](http://www.saisd.net), and on our website.

### **Transportation**

SAISD does not provide transportation for students enrolled in the St. Philip's ECHS. Students and their parents are responsible for getting to and from school on time. Half price bus passes are available from the school secretary. If funding is available, St. Philip's ECHS will provide semester passes on a first come-first served basis. **Students who go to St. Philip's College business office to get a semester pass are responsible for payment of the pass.**

## **PARENT INVOLVEMENT**

### **St. Philip's ECHS Parent-Teacher-Student Organization (PTSO)**

All parents and students are strongly encouraged to become members of the PTSO. Meetings are held on a monthly basis during the school year and provide opportunities for parents to volunteer in maintaining active roles in the academic and social lives of their students through a collective parent leadership group.

The cost for PTSO is determined by the PTSO executive committee annually.

## **Idata Portal**

Research shows that when parents are engaged, students become more active participants in the educational process, which helps mitigate problems, instills better study habits, and addresses issues as they arise – all of which are key factors in academic success. More than ever, parent involvement is critical to the academic success of our children.

St. Philip's ECHS parents can access their children's Idata Portal information over a secure internet connection. By providing our parents a way to view student grades and attendance – and more – we are taking yet another step to promote student success and communication.

Idata Portal provides parents access to information tied to your child(ren), such as attendance, grades, and assignment information. Parents will only be able to see information for their own child(ren) through the use of their account.

You may gain access to Idata Portal during registration or through your child's College Path teacher.

Tutorials for the Portal will be provided by Mrs. Miller, PFL.

## **2017-18 St. Philip's ECHS Parent Involvement Policy**

ST. Philip's College ECHS with SAISD  
2017-18 Parent Involvement Policy  
(Revised January 2016)

Title I regulations require that each school served under Title I jointly develop with and distribute to parents of participating children, a written parental involvement policy agreed on by the parents that describes the requirements outlined in Title I Law

### **POLICY INVOLVEMENT**

**1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participating under this part and to explain the requirements of this part, and the right of the parents to be involved;**

Our School holds an annual Title I meeting and open house by the end of September each school year to review with parents, Title I School requirements, and the school's Parent Involvement Policy.

**2. Offer a flexible number of meetings, such as meetings in the morning or evening;** Parents are invited to participate in a variety of meetings and activities over the course of the school year. Student-led conferences are held yearly to provide parents the opportunity

to become better informed about grade level expectations and their student's academic progress.

**3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part of the school parental involvement policy;**

Our school annually invites parents to participate and discuss our Parent Involvement Policy. The school's campus leadership team (CLT) consistently reviews school policy in an organized, ongoing and timely way.

**4. Provide parents of participating children timely information about programs under this part; descriptions and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress and the proficiency levels students are expected to meet; and if used requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any suggestions as soon as practically possible.**

Our school communicates with parents often about the state's curricular and assessment expectations, school wide requirements in relation to the delivery of instruction, the techniques utilized to evaluate student work, and individual classroom rituals and routines pertinent to the academic success of our students. We use a variety of communication techniques such as The SAISD Handbook, student handbook, newsletters, school website, PENS system (phone call system) student led conferences, individual notes/calls home, parent workshops, open house, progress reports, report cards, etc. to solicit parent participation and deliver important information in hopes of creating productive dialogue between home and school concerning improved student achievement.

## **B. SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT**

**As a component of the school-level parental involvement policy, each school shall jointly develop with parents for all children served under this part a school-parents compact that outlines how parents , the entire school staff, and students will share the responsibility for improved student academic achievement.**

The education of a student is not the responsibility of the teacher, but also of the parent and the child. For this reason, a Parent-Teacher-Student Compact has been developed and is utilized in our school. This document serves as an agreement between all parties that they will adhere to certain duties and responsibilities to ensure the success of the student. It is

reviewed and signed by the teacher and used in conferences to remind each participant of their responsibilities. These compacts are also used to motivate students and parents to become more involved in the educational process and to let parents know they are equal partners in their child's learning.

### **C. BUILDING CAPACITY FOR INVOLVEMENT**

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, each school assisted under this part:

**1. Shall provide assistance to the parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the state's academic content standards and state student assessment, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children;**

Our school will provide for this provision as stated in the Policy Involvement and Shared Responsibilities for High Student Achievement sections of this document.

**2. Shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as an appropriate, to foster parental involvement;**

Our school will provide for this provision as stated in the Policy Involvement and Shared Responsibilities for High Student Achievement sections of this document.

**3. Shall educate teachers, pupil services personnel, principals and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school;**

Faculty and staff members will be cognizant of educational research on parent involvement. Parental input will be solicited throughout the year in meetings, through surveys and during conferences. Information derived will be utilized by the school's CLT for the purpose of increasing student achievement. The CLT will take the lead in providing opportunities for parents to become involved in our school over the course of the year in order to take full advantage of the benefits that come with active parent involvement.



**4. Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with community based programs and conduct other activities with community based learning programs and conduct other activities, such as parent resource center, that encourage and support parents in participating in the education of their children;**

Parent resources and references are provided for parents of students. On campus activities are plentiful throughout the year and parents are encouraged to attend these events as often as possible.

**5. Shall ensure that information related to school and parent programs, meetings and other activities is sent to the parents of participating children in a format and, to extent practicable, in a language parents can understand.**

Due to the volume of paper that is sent home each year from the school to home, written information is purposefully as compact and concise as possible. St. Philip's ECHS has made it a practice to send home school correspondences in English and Spanish to ensure all information related to our school is understandable.

**D. In carrying out the parental involvement requirements of this part, districts and schools, to the extent practicable, shall provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in a format and, to the extent practicable, in a language such parents can understand.**

Parents of all students, regardless of English proficiency, mobility or disability, are considered to be an important part of our learning community. All parents are afforded the opportunity to be involved in their child's school environment. For this reason, if a special need is identified that would help a parent to more fully understand the educational process and the academic progress of his/her child, assistance will be provided to that parent. This type of support often comes in the form of interpreted school documents in a parent's primary language, making available parent resource that are English and Spanish, participating in faculty and staff training to better understand the culture of the students served, providing easier accessibility to parents and/or students with disabilities., etc

**St. Philip's College ECHS con SAISD**  
**Participación Política de Padres 2017-18**  
**(Revised January 2016)**

**Regulaciones del Título I requiere que cada escuela beneficiada por Título I desarrollar en conjunto con, y distribuir a los padres de los niños participando, una política de participación de los padres escrito acordado por los padres de familia que describe los requisitos señalados en la Ley de Título**

**A. PARTICIPACIÓN**

1. Convocar una reunión anual, a una hora conveniente, a la cual se invitará a todos los padres de los niños que participan y les anima a asistir, para informar a los padres la participación de su escuela bajo y explicar los requisitos de esta parte, y el derecho de los padres al participar;

Nuestra escuela lleva a cabo una reunión anual del título 1 y open house a finales de septiembre de cada año escolar para revisar con los padres Título I requisitos de la escuela y la política de participación de los padres de la escuela.

**2. Ofrecen un número flexible reuniones, en la mañana o tarde;**

Los padres están invitados a participar en una variedad de actividades y reuniones en el transcurso del año escolar. Conferencias dirigidas por estudiantes se llevará a cabo anualmente para proporcionar a los padres la oportunidad de informarse mejor sobre las expectativas de nivel de grado y progreso académico de sus estudiantes.

**3. participación de los padres, organizada, constante y oportuna, mejora de los programas bajo esta parte de la política de participación de los padres de la escuela;**

Nuestra escuela invita anualmente a los padres a participar y discutir la política de participación de padres. El liderazgo equipo del Campus (CLT) constantemente examina política de la escuela de una manera organizada, constante y oportuna.

**4. Dar apoyo a los padres de los hijos que participan con información oportuna de los niños acerca de las programas bajo esta parte; Descripción y explicación del plan de estudios en uso en la escuela, las formas de evaluación académica utilizada para medir el progreso del estudiante y los niveles de competencia los estudiantes deben cumplir; y si usa solicitado por los padres, oportunidades para reunirse regularmente para formular sugerencias y participar, como apropiado, en las decisiones relativas a la educación de sus hijos y responder a cualquier sugerencia tan pronto como sea prácticamente posible.**

Nuestra escuela se comunica con los padres acerca de las expectativas curriculares del estado, requisitos de toda la escuela en relación con la entrega de instrucción, técnicas utilizadas para evaluar el trabajo del estudiante y rutinas pertinentes para el éxito académico de nuestros estudiantes de la escuela. Utilizamos una variedad de técnicas comunicativas como el manual de SAISD, manual del estudiante, boletines, sitio web de la escuela, sistema bolígrafo (llamada telefónica), conferencias de estudiantes, individuo notas/llamadas casa, talleres para padres, día de conocer a la maestro, informes de progreso, calificaciones, etc. para solicitar la participación de los padres y dar importante información con la esperanza de crear un diálogo productivo entre el hogar y la escuela con respecto a mejorar el logro estudiantil.

## **B. RESPONSABILIDADES COMPARTIDAS PARA ALTO LOGRO ACADÉMICO DEL ESTUDIANTE**

**Como un componente de la política de participación de los padres de nivel escolar, cada escuela debe desarrollar conjuntamente con los padres para todos los niños que sirven bajo esta parte del compacto que describe cómo los padres, personal de la escuela entera y los estudiantes compartirán la responsabilidad para el logro académico estudiantil.**

La educación del estudiante no es la responsabilidad del maestro, sino también de los padres y el niño. Por esta razón, un compacto de padres-estudiantes ha sido desarrollado y es utilizado en nuestra escuela. Este documento sirve como un acuerdo entre todas las partes que cumplirán con ciertos deberes y responsabilidades para asegurar el éxito del estudiante. Es revisado y firmado por el maestro y utilizado en conferencias para recordar a cada participante de sus responsabilidades. Estos pactos se utilizan también para motivar a los estudiantes y los padres a involucrarse más en el proceso educativo y que los padres sepan que son socios iguales en el aprendizaje de sus hijos.

## **C. CAPACIDAD PARA PARTICIPACIÓN**

**Para asegurar la efectiva participación de los padres y para apoyar una asociación entre la escuela, los padres y la comunidad para mejorar el logro académico estudiantil, cada escuela asistida bajo esta parte:**

**1. Asistencia a los padres de niños atendidos por la escuela o agencia educativa local, según proceda, en la comprensión de temas tales como estándares académicos del estado y evaluación estudiantil, los requisitos de esta parte cómo supervisar el progreso de los niños y trabajar con los educadores para mejorar los logros de sus hijos;**

Nuestra escuela ofrecerá para esta disposición según lo indicado en la participación política y responsabilidades compartidas para las secciones de alto rendimiento de los estudiantes de este documento.

**2. le proporcionaremos materiales para ayudar a los padres trabajar con sus hijos para mejorar el logro de sus hijos, como el entrenamiento tecnología, según proceda, para fomentar la participación de los padres;**

Nuestra escuela ofrecerá para esta disposición según lo indicado en la participación política y responsabilidades compartidas para las secciones de alto rendimiento de los estudiantes de este documento.

**3. Deberá educar a profesores, personal de servicios, directores y otros miembros del personal, con la asistencia de los padres, comunicarse con y trabajar con los padres como socios iguales, implementar y coordinar los programas para padres y construir lazos entre los padres y la escuela;**

Miembros del personal será conscientes de la investigación educativa en la participación de los padres. Entrada parental va ser solicitado durante todo el año en las reuniones, a través de encuestas y durante las conferencias. Información de la escuela será obtenida y utilizada por CLT

Con el propósito de aumentar el rendimiento estudiantil. El CLT, tomará la delantera en proporcionando oportunidades para que los padres se involucren en nuestra escuela en el transcurso del año con el fin de aprovechar al máximo los beneficios que vienen con la participación activa de los padres.

**4. Deberá, en la medida posible y apropiada, coordinar e integrar programas de participación de padres y actividades con programas basados en la comunidad y realizar otras actividades con programas de aprendizaje, como centro de recursos para padres, que animan y apoyan a los padres en participar más en la educación de sus hijos;**

Referencias y recursos de los padres se darán para los padres de los estudiantes. En el campus actividades son abundantes durante todo el año y los padres son pueden asistir a estos eventos cuando sea posible.

**5. Asegurar que la información relacionada con programas para la escuela y los padres, reuniones y otras actividades se envía a los padres de los niños participantes en un formato, en un lenguaje que los padres pueden entender.**

Debido al volumen de papel que se envía a casa cada año de la escuela a casa, la información escrita es útil como compacto y conciso como sea posible. St. Philip ECHS ha convertido en una práctica de enviar las correspondencias de la escuela en inglés y español para asegurar que toda la información relativa a nuestra escuela es comprensible.

**D. Cumplimiento con los requisitos de Participación Política de Padres de esta parte, los distritos y las escuelas, deberá presentar oportunidades para la participación de los padres con hijos con dominio limitado del inglés, los padres de niños con discapacidad y los padres de niños migratorios, incluyendo el suministro de información y reportes escolares en un formato y, a la medida de lo posible, en un idioma que puedan entender tales padres.**

Los padres de todos los estudiantes, independientemente de su dominio del idioma inglés, movilidad o discapacidad, se consideran una parte importante de nuestra comunidad de aprendizaje. Todos los padres gozan de la oportunidad de estar involucrado en el ambiente escolar de sus hijos. Por este motivo, si se identifica una necesidad especial que ayudaría a padres a entender más completamente el proceso educativo y el progreso académico de su hijo, se prestará asistencia a ese padre. Este tipo de apoyo viene en forma de documentos escuela interpretados en el idioma primario de los padres, haciendo recursos para padres disponibles que son inglés y español, participando en la facultad y personal para mejor entender la cultura de los estudiantes atendidos, ofreciendo fácil acceso a los padres

#### **Non-Discrimination Statement**

It is the policy of San Antonio ISD not to discriminate on the basis of race, color, national origin, age, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Es la política de San Antonio ISD no discriminar sobre la base de raza, color, origen nacional, edad, sexo o discapacidad en sus programas vocacionales, servicios o actividades requeridos por el Título VI de la Ley de Derechos Civiles de 1964, según enmendada; Título IX de las Enmiendas de Educación de 1972; y la sección 504 del Acta de Rehabilitación de 1973, según enmendada.

**Please sign and return to your College Path teacher no later than August 18, 2017**

By signing below, I, \_\_\_\_\_, acknowledge that I have read, understand and will abide by the St. Philip's ECHS Student Handbook.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SIGN TO INDICATE YOUR SUPPORT**

**Parent Verification**

By signing below, I, \_\_\_\_\_, acknowledge that I have read and understand the St. Philip's ECHS Student Handbook and will support my child's success in this program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Understanding Academic Honesty 2017-18**

St. Philip's ECHS is a school designed for students who are eager to learn and willing to apply themselves wholeheartedly to the learning process, working hard to rise to the challenges presented in all of their courses. Our students understand that true learning requires diligence and a thoughtful, patient application of effort over time. We appeal to students who like to think for themselves, because independence of thought, originality, and intellectual adventurousness are valued in our courses and assignments.

We also foster the sharing of ideas and collaborative learning. Our school endeavors to help students develop processes for effective discussion, small group critique, and laboratory partnerships.

Academic honesty is expected of all students in both the high school and college setting. Students must complete all assignments responsibly and honorably, and the work they submit must represent their own efforts. In situations where group work, collaboration, or sharing of ideas are encouraged, it is important that students understand exactly how the teacher expects each student's contributions to be credited.

Plagiarism is a particular form of academic dishonesty that students need to understand.

To plagiarize is to 'steal and pass off as one's own the ideas, words, or writings of another.' This dictionary definition is quite straightforward, but it is possible for students to plagiarize inadvertently if they do not carefully distinguish between their own ideas or paper topics and those of others. Often before coming to high school, students have been allowed to use encyclopedias, websites, and other sources without correctly crediting the source. At St. Philip's ECHS students must learn that all research requires documentation. They must develop new habits of writing, where they can draw on the thinking and writing of others to make their own case responsibly, giving credit for the sources of their ideas and inspiration.

**Violations of academic dis- honesty will result in an automatic F for the assignment, require teachers to report the offense to the school administration, and are followed by a parent meeting. Second offenses may result in an F for the semester. Selective colleges frequently ask recommenders whether they have any reason to doubt a student's honesty, so such an annotation in your record can negatively affect your transfer application.**

**Student Verification:**

By signing below, I, \_\_\_\_\_, (PRINT) acknowledge that I have read and understand the academic honesty policy and I am aware of the associated consequences of violating this policy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parents/Guardians/Caretaker Verification:**

By signing below, I/we affirm that we understand the academic honesty policy of both St. Philip's ECHS and College and want to foster the learning environment described above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_