



**Student & Parent Handbook
2018-2019**

Manor Early College High School Student & Parent Handbook

Mission

Manor Early College High School provides those students who have been historically underrepresented in higher education the opportunity to earn a high school diploma and associate degree through rigorous academic coursework and well-planned systems of support.

Vision

We envision that every MECHS graduate will not only earn a high school diploma and 60 transferable credit hours, but will also embrace a culture of intellectualism, social awareness, and productive citizenry.

Expectations

A bar of very high expectations has been set for the students of Manor Early College High School. These expectations extend to our students' character, academics, attendance, and discipline. Learning cannot take place in a college setting without developing self-discipline and self-advocacy. It is also critical that students acquire the soft skills necessary to be successful in any social context – respect, professionalism, punctuality, communication, as well as compliance with standards and policies.

Admission Policy

MECHS was established in 2014-15 as a gateway for traditionally underserved students to complete an associate degree while earning a high school diploma at Manor High School. MECHS currently partners with Austin Community College-Elgin to offer students dual credit college courses. This unique school is specifically designed to provide students the opportunity to begin college during the ninth grade. This school redefines the typical comprehensive high school experience by providing a small school setting within the regular high school. This program enables students to progress in four years, beginning in the ninth grade, through the first two years of college, earning both their distinguished high school diploma and an Associate of Arts.

Admissions Process

All 8th grade students who intend on matriculating at Manor High School are welcome to apply for admission to the Early College program. Many factors are considered for enrollment in MECHS, and enrollment decisions are not solely based on state assessment scores, discipline history, teacher recommendation, and/or minimum grade point average. MECHS particularly seeks to serve students who are historically underrepresented in higher education. This includes students who are first generation college attendees, lower socioeconomic status, minorities, and/or identified as “at risk” by the State of Texas.

The timeline and application process for MECHS is made available to Manor ISD middle schools by October of each school year. It is also available online through the Manor Early College High School website. After attending one of the informational sessions, the student and

his/her parent will complete, sign, and submit the admission application and appropriate information according to the application instructions.

Manor Early College is committed to implementing enrollment practices that match or exceed the district's demographic representation in the areas of at-risk, and economically disadvantaged students. Those students not accepted in the first round will be assigned to a waiting list, and his/her name will be called upon as capacity becomes available.

Admission and Induction

Students whose applications have been accepted as incoming 9th graders are considered to be in Contingent Status until all college-readiness conditions have been met. In order to formally continue onto college-level courses and secure Cohort status, students must meet the following requirements by December 15th of their freshman year:

- Secure program acceptance through MECHS application process
- Maintain the high standard of academic success (2.5 GPA or higher)
- Maintain 90% attendance rate
- Refrain from behavioral incidents resulting in ISS, OSS, DAEP, or JJAEP placement
- Demonstrate college readiness by:
 - Scoring a 351+ on the Reading portion of TSI
 - Scoring a 5+ or 4/340 on the Writing portion of TSI
 - Developing a college-readiness portfolio (dependent upon TSI scores)

Each of these factors will be monitored and evaluated through the fall semester of the 9th grade year. At that time, admitted students will be enrolled and begin their first ACC course. In addition, MECHS students must also pass the Mathematics portion of TSI by May 15th of their Sophomore year.

Cohort Status

Cohort status will be evaluated at the conclusion of each semester. In order to maintain Cohort Status in MECHS, each student must continuously meet the below criteria:

- Minimum semester GPA of 2.5 in high school classes
- Minimum semester GPA of 2.67 in dual credit courses
- 90% attendance in each high school class (calculated by period)
- No more than one disciplinary referral in a single semester

Degree Pathway

Students who are enrolled in MECHS are given the opportunity to obtain an Associate degree through a combination of dual credit courses and credit by exam. Courses are scheduled during the school year as well as the summer after each school year. Although the MECHS goal is acquisition of the associate degree, students are not guaranteed this outcome. Manor Early College High School has designed several systems of support to propel students toward their program goal; however, the burden of responsibility and performance lies with the student.

It is important to note that students' receipt of a high school diploma will always be the first priority of MECHS. If at any time earning a high school diploma is in jeopardy, the student's schedule may be adjusted to make sure earning a high school diploma is prioritized. This may include removal from dual credit courses or suspension from participation in the program. Some of the scenarios where a high school diploma is considered to be at-risk include, *but are not limited to*, when a student has: failed a required course, lost credit in a course due to attendance, failed to meet standard on required End-of-Course exams, etc.

MECHS Student Responsibilities

Attendance

Manor Early College High School has established program culture and degree plans that serve as a vehicle for rigorous teaching and learning. Attendance is very important in success in the MECHS environment. It is particularly important in every college course. If a student misses any instruction, he/she is still responsible for the learning that took place. High school courses will adhere to the MISD compulsory attendance policies. MECHS expects students to miss no more than three (3) class meets in college level courses. This number is subject to be fewer depending on the independent requirements of the course professor. Poor attendance at the college level can result in a ECHS Director-initiated drop or a professor-initiated drop. Work in both high school and college classes is expected to be turned in regardless of the student's absence.

The absence procedures for Manor Early College High School are as follows:

1. The student (not parent) emails his/her MHS teachers, college professors, and the MECHS principal stating the date and reason of the absence. This needs to be completed before or as soon as the absence occurs. This must also occur if the student is absent for a field trip, athletic/extracurricular event, or college visit.
2. The student must bring a parent note, proof of a doctor's visit, and any other documentation to the MECHS Principal the day following the absence. This note should not be turned into the office or secretary first.
3. Except in unforeseen and unpreventable (extenuating) circumstances, students must not miss their college course without prior approval of the professor AND the MECHS Principal. Failure to plan or prepare is not an extenuating circumstance, i.e., missing the bus to school in the morning.

Character

As a student in Manor Early College High School, you represent the core values of the program, Austin Community College and Manor Independent School District. The character of MECHS students is expected to be above reproach. Any violation of the Student Code of Conduct or student expectations will not be tolerated and can have consequences that impact participation in Manor Early College High School. It is important that both parents and students understand that MECHS is an opt-in program. By choosing to participate in the pursuit of an associate degree through MECHS, the student is simultaneously choosing to exemplify standards of character that contribute positively to program culture and reputation.

Cheating

Austin Community College professors reserve the right to remove a student from class for cheating, and ACC may additionally assign academic consequences that negatively impact that student's course grade or future enrollment. Cheating in a high school class or college course may result in immediate dismissal from MECHS, pending investigation and review by the MECHS Steering Committee.

Academics

Advanced academic focus and performance are the key to success in Manor Early College High School. Students are expected to submit all assignments on time, fully completed, and at the level of expectations for MECHS and Austin Community College. If the quality of work is subpar, students will be expected to attend tutoring for reteaching and resubmission of work. The grade of remediated assignments will follow Manor ISD policy or the standards outlined by the course professor.

Students in Manor Early College High School are also expected to succeed in a full schedule of advanced academics courses, including Pre-AP or AP core classes. Students are also expected to participate in any associated assessments for their academic course work, including EOCs and AP exams. Success in high school courses required for graduation supersedes the priority of success in dual credits classes. If a student cannot be successful in advanced academics courses after options for remediation have been exhausted, a conference will take place to determine whether or not pursuit of an associate degree should be continued. The MECHS Steering Committee is charged with the responsibility of making the best decision for the student regarding program participation.

Discipline

Manor Early College Students are expected to follow all student expectations of behaviors outlined by Manor Independent School District. This includes the MISD Student Code of Conduct, MHS Student/Parent Handbook, and any campus or district administrative directives regarding student discipline expectations. Students cannot attend Austin Community College classes while actively serving an ISS and/or DAEP placements.

Students may lose credit for their college courses if placed in DAEP. Students must contact their professor to inform them of the placement and make arrangements to complete coursework if possible. If credit is lost in the course, the student is expected to retake the course in order to stay on track with the degree plan. The district does not provide transportation for any student to travel to Austin Community College from DAEP.

Discipline referrals and disciplinary consequences will affect your participation in the program according to the MECHS Dismissal Protocol.

In addition to the discipline actions outlined in the Manor ISD Code of Conduct, any one or any combination of the following consequences could occur for a MECHS student:

- Attendance contract

- Behavior contract
- Removal from the college classes
- Community service hours
- Denial of credit for attendance
- Assigned mandatory academic tutorials until grades, attendance or behavior improves
- Meetings with the MISD and/or ACC administration
- Surrender of MISD issued technology
- Not participating in field trips or college visits
- Removal from Manor Early College High School

Technology

Technology and internet-connectivity are requirements for success at Manor Early College High School. If a student has to forfeit his/her iPad due to discipline, it could have a negative impact on his/her grades. And it will also be considered in the progressive steps in the MECHS Dismissal Protocol. Students are expected to use technology appropriately, according to the guidelines discussed in the MISD Acceptable Use Agreement for Electronic Communication. If a student has a disciplinary consequence that requires removal of any distributed technology, the student will be required to stay daily in after school tutorials to complete assignments that require technology.

Transportation

Freshman and sophomore students in Manor Early College will participate in dual credit course on the MHS campus. Beginning junior year, MECHS students will be transported to Austin Community College to take dual credit courses. Students are required to utilize the MISD transportation services to and from Austin Community College. If a parent needs to bring the student to or pick up his/her student from Austin Community College, a transportation release form must be signed and filed in advance. Parents must sign their student in or out at the Manor High School campus. If a student misses the bus from MECHS to Austin Community College, any of the consequences regarding attendance and expectations of student responsibility could be implemented. It is critical that students arrive on time for bus pick up and drop off so that they make it to their ACC courses and MHS classes.

MECHS Learning Community

Meetings

MECHS student meetings are mandatory for the students and can be used as a grade for their coursework. Cohort meetings will take place to disseminate information and any information requiring parent review/response should be returned by the given deadline.

Parent meetings will be scheduled as needed, at least once per semester. These meetings will take place to allow parents to network, receive program updates, and express program questions and concerns. Because of the importance of parental support in student success, parents are expected to be in attendance at least 75% of MECHS parent meetings. If scheduling conflicts occur with parent programs, a face-to-face conference should be scheduled within 7 days to ensure receipt of important program updates and initiatives. Parents are also encouraged to join and participate actively with the Manor High School Parent Teacher Organization.

Communication

Due to FERPA, MECHS teachers and staff do not have access to ACC academic records. MECHS students are responsible for utilizing Blackboard to monitor their academic progress.

Grievance Process

Parents are highly encouraged to follow the hierarchy of escalation when addressing student concerns. This process should be followed out of respect for all parties and to ensure orderly resolution of concerns. Any issue or concern should begin with the most base-level entity involved, unless an act of unethical behavior or a crime is being reported. For example:

- Concern with a student's academic progress should begin with contacting the classroom teacher.
- Concern with a student's schedule or graduation requirements should begin with contacting the counselor.
- Concern with transportation to ACC, student attendance, or program participation should begin with the MECHS Principal.

Order of Escalation

- Teacher
- Counselor (if needed)
- MECHS Principal
- District Administration

The overarching mission of Manor Early College High School is student success. Please provide MECHS ample opportunity to mitigate concerns at the lowest level first.

MECHS Dismissal Protocol

Warning

- Failing two HS classes at three-week progress report
- Failing one HS class at the end of a six-week cycle

- Failing a college class at Census or Midterm of 16-week college course
- Any discipline referral resulting in ISS placement (in a single semester)

(Student-Teacher-Principal conference required)

Probation

- Failing a HS class for the second consecutive six-week cycle
- Failing two or more HS classes at the end of a six-week cycle
- Earning a D, F, I or W at the end of a semester in any college course
- Six (6) or more absences in a single class period for the semester
- Any student performance resulting in a college- or professor-initiated drop from a course
- At the end of any semester in which the student is on ACC Academic Warning and/or the college GPA is less than 2.67
- Any discipline referral resulting in a second ISS (in a single semester)
- Any discipline referral resulting in OSS

(Student placed on MECHS Probation Contract; Student-Parent-Principal-Counselor conference required)

Suspension

- Failure to maintain a high school GPA of at least 2.0.
- Failure to regain Satisfactory Academic Progress in college course by Census day of the semester following Academic Probation
- A total of three or more discipline incidents in a single school year
- Failure to pass required TSI tests.

(Student Exited from the MECHS program)

Students who have not earned credits for their core classes will not be allowed to enroll in a college course. Once a student reaches the level of suspension, he/she will be exited from the MECHS program. The MECHS Steering Committee reserves the right at any time to modify the above mentioned consequences up to removal (exiting) a student from the program.

Manor Early College High School Student/Parent Contract

Student Name: _____

Cohort: 2019 2020 2021 2022
(Circle One)

MANOR EARLY COLLEGE HIGH SCHOOL Will:

- Provide access to rigorous curriculum.
- Provide academic support for high school and college courses.
- Provide excellent faculty, who are well-versed in research-based instructional strategies.
- Provide access to tools and resources for success as a college student.
- Provide open and useful communication to all stakeholders.

The MANOR EARLY COLLEGE HIGH SCHOOL Staff Will:

- Engage students in meaningful, objective-based learning experiences.
- Engage in professional learning opportunities on an ongoing basis.
- Be accessible to students outside the traditional school day.
- Exhibit collegiality in the daily operations of the school

Families Involved In MANOR EARLY COLLEGE HIGH SCHOOL Will:

- Provide support to the students and staff.
- Actively participate in the activities planned for MECHS students and their families.
- Monitor student progress and encourage academic studying outside of school.
- Be available to teachers and staff for communication, meetings, and conferences.

Students Involved In MANOR EARLY COLLEGE HIGH SCHOOL Will:

- Take 100% responsibility for their learning outcomes and academic success.
- Devote a minimum of 2 hours to homework and studying each evening.
- Attend summer classes and program activities as necessary.
- Utilize all opportunities for academic support provided by MECHS, MHS, and ACC.
- Be responsible for maintaining textbook in the condition that they are received.
- Monitor academic progress in high school and college courses.
- Represent the program by exemplifying all expectations outlined by MECHS, MHS, and MISD.
- Communicate positively with all stakeholders - parents, teachers, ACC staff, administration, and peers.
- Support peers in the program by providing encouragement, leadership, and friendship.

By signing this commitment contract, you are stating that you have been informed of all the MECHS policies and procedures and are choosing to opt-in to Manor ECHS and the program standards. You also agree to follow all rules and policies outlined in the Manor ISD Student Code of Conduct and all Austin Community College’s rules and policies that apply to Early College High School students.

Student Signature

Date

Parent Signature

Date