

Northwest Early College High School Student Handbook – Appendix NW

2020-2021 School Year





**Welcome to
Northwest Early College High School
Home of the Griffins!**

Both the administration and faculty of Northwest Early College High School are pleased to welcome you to the 2020-2021 school year! We remind you that it is an honor to be part of this institution and your continued enrollment is subject to your commitment to academics. You have a great opportunity to advance educationally by earning both a high school diploma and a college associate's degree. The key to academic achievement lies within the continuous collaboration of students, dedicated faculty and parents, and El Paso Community College. It is your responsibility to review the policies described in this handbook as well as meet the expectations outlined for you. This handbook can be utilized as a reference throughout the school year. The faculty and staff at Northwest Early College and El Paso Community College are looking forward to this coming school year and are excited to be a part of your growing career path.

Remote Learning: Code of Conduct

As we begin the 20-21 school year under challenging circumstances, we invite all our parents to be our partners in education. In order for your students to be successful, we will need your support. We ask that you and your student review this virtual learning code of conduct together. We ask students to:

- Attend online classes daily according to your schedule.
- Never share your personal password or login information with peers.
- Reach for new content and skills, and make them your own.
- Participate in online course discussions and other activities on a regular, substantial basis.
- Review course requirements; organize and schedule work.
- Be persistent as you read, study, research, plan, and accomplish work.
- Learn and practice the new technology skills needed for assignments and interaction.
- Keep an open mind, and consider different perspectives and opinions.
- Participate in online discussions with thoughtful posts that build upon previous ideas and information.
- Contribute to the online class environment that supports and encourages creativity and sharing.
- Use the support and ideas of your online community to participate in the creative process of learning.
- Treat your classmates and teacher with courtesy and respect.
- Think before you communicate; avoid derogatory, dismissive, or overly critical comments.
- Support others in learning by providing constructive feedback, resources, and information.
- Post questions in the message board so that other students can benefit from the clarification and solutions provided by your teacher or the learning community.
- Through your comments and actions, show your appreciation for the contributions of others.
- Welcome and value the diversity, expertise, and insights of the learners in your class.
- Be honest in your representations of your background and education when sharing with your teacher and classmates.
- Submit work that is your own.
- Follow copyright laws, and give credit when using the work of others.
- Be an active, dependable member when participating in group activities.

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- Always strive for excellence in all things that you do.

Contacting Northwest during Remote Learning:

Office hours are from Monday through Friday from 7:30 -4:30 (Excluding holidays as identified on the Northwest Canutillo calendar), if you email one of us during this time, we may not respond until office hours resume.

Principal: Jessica Arellano

jarellano@canutillo-isd.org

Campus Improvement, New Student Requests, Clubs/Organizations, Teacher concerns, general campus requests

Dean of Students: Jessica Harrison

jharrison@canutillo-isd.org

Special programs (504, special education, ELL), discipline, laptop assistance, student handbook questions, school day schedule, oversees attendance, campus testing coordinator

Counselor: Michelle Belli

mbelli@canutillo-isd.org

Student scheduling for high school and EPCC, student mental health, course advising

School Nurse: Kim Cardenas, RN.

kcardenas@canutillo-isd.org

Immunizations, health questions, & COVID screening for students

College Readiness Coordinator: Roberta Baird

rbaird@canutillo-isd.org

College applications, deadlines, scholarships, FAFSA support

Parent Liaison: Amanda Cereceres

acereceres@canutillo-isd.org

Parent general inquiries, outreach, parent support and assistance, parent portal

Office Manager: Lillian Valles

lvalles@canutillo-isd.org

Payments, Principal's Appointments

Registrar: Yadira Perales

yperales@canutillo-isd.org

Transcripts, VOE's, registration, & enrollment, appointments with Ms. Belli

Attendance Clerk: Yolanda Diaz

ydiaz@canutillo-isd.org

Student attendance, medical notes, appointments with Ms. Harrison

Receptionist/Books: Maria Martinez

mmartinez@canutillo-isd.org

General questions, college and high school textbooks

For questions about grades, assignments, and course progress, please contact your child's teacher directly through their Canutillo ISD email address listed in Parent Portal.

2020-2021 NWECHS Bell Schedule

A-Days (Mon & Wed)	B Days (Tues/Thurs)	C Day (Friday)
Period 1: 8:00 – 9:20	BD CP: 8:00 – 8:20	Mini CP: 8:00 – 8:20
Period 2: 9:30-10:20 (CP)	Period 6: 8:30 – 9:50	Period 1: 8:25 – 9:10
Period 3: 10:30 – 11:50	Period 7: 10:00 – 11:20	Period 3: 9:15 – 10:00
Lunch: 11:50- 12:50	Lunch: 11:20 – 12:50	Period 4: 10:05 – 10:50
Period 4: 1:00 – 2:30	Period 8: 1:00 – 2:20	Period 5: 10:55 – 11:40
Period 5: 2:30 – 3:50	Period 9: 2:30 – 3:50	Lunch: 11:40 – 12:30
		Period 6: 12:30 – 1:20
		Period 7: 1:25 – 2:10
		Period 8: 2:15 – 3:00
		Period 9: 3:05 – 3:50

Attendance

Students are responsible for monitoring their daily attendance and time management practices including arriving at each class on time and ready to learn. If a student is excessively tardy or absent, they will be referred to the Attendance Review Committee and placed on an attendance intervention plan (AIP). Failure to improve attendance or tardiness will result in the Attendance Committee and administration evaluating the student’s acceptance in the NWECHS program. **Students and parents are responsible for monitoring their attendance frequently to correct, in a timely manner, any absences or tardy marks that may have been incorrectly posted.** A delay may cause an incorrect posting to remain on your attendance record.

In order to comply with state required instructional minutes, students must be enrolled for a minimum of 240 minutes per day of instruction on the NWECHS campus each school year.

Remote Learning Attendance

During remote instruction, students will follow their daily schedule for synchronous remote learning. This means that each student must log-in to their classes at the times indicated on their schedule. Teachers will have an activity or live-session that students must participate in in order for them to be marked present. Students who do not complete the attendance tasks will be marked absent and contacted by the attendance office.

During remote learning, if a student must be absent for an appointment, a medical excuse note must be sent to the attendance office. They can be emailed to ydiaz@canutillo-isd.org. Please be sure to include parent information and student name with Canutillo ID number. The 90% attendance rule applies to all students, face-to-face and remote learning!

Attendance - Tardy to class

A student who is tardy to class 3 or more times, at NWECHS, will be assigned silent lunch detention (SLD) tutoring with one of their teachers, possibly the teacher whose class they have been tardy to. Students must attend SLD on the date assigned, notifications are issued to students by the attendance clerk. If there is an extreme conflict, the students must make alternative arrangements for serving SLD with the Dean of Students BEFORE their assigned SLD. If a student does not serve on the date assigned, an additional day of SLD may be assigned. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the Student Code of Conduct.

Attendance - EPCC College Classes

It is imperative that students attend their college classes. One absence, depending on the course and/or professor, may jeopardize their ability to earn credit. Students must be sure to find out from professors what their attendance requirements are either from their class syllabus or through discussion with the professor directly at the beginning of the semester. If a student is absent from a college class for any reason, **neither NWECHS NOR parents can excuse the absence**. EPCC college classes do not operate under the CISD attendance rules.

Attendance – EPCC Time conflicts

On occasion an EPCC class event or requirement could conflict with a NWECHS class time. When this occurs, **students must obtain documentation from the EPCC professor and obtain a pass immediately upon arrival from the main office to enter their NWECHS class late**. Absences will be corrected by the attendance office only if this procedure is followed.

Attendance - Early Release Days

NWECHS has scheduled early release days during the course of the school year in which students will be dismissed from NWECHS early. On these days, students are **still required to attend EPCC college classes**. If a student chooses not to attend a college class on an early release day or during a district holiday in which college classes are still in session, the absence(s) **will not be excused**. It is the student's responsibility to secure transportation on these days. Check the NWECHS calendar at the beginning of this document for early release dates.

Attendance – Leaving Campus during Lunch

As NWECHS provides lunch at no cost for all students, the campus is closed during lunch. Due to the current COVID-19 pandemic, EPCC is closed and we will not allow students to leave campus for lunch as it creates additional opportunities for exposure. As the situation changes, this approach may be changed.

Campus Behavior Coordinator

By law, each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct. NWECHS campus behavior coordinator is Jessica Harrison, Dean of Students, 915-877-1701.

Students at NWECHS enjoy privileges that other students at traditional high schools do not experience. We view our students as college students from the moment they enroll in grade nine. As such, they are treated accordingly.

- Students are not allowed to leave campus for lunch.
- We do not have bells.
- When a college class ends and there is time before the next class, students decide how to use this free time (as applicable with EPCC closed and using the online course format).
- Students are given a laptop to use for the duration of their enrollment at NWECHS.
- Our dress code mirrors that of the college, appropriate and respectable at all times.
- **If a student is not wearing a mask, it will be treated as a dress code violation.**
- We follow the college calendar.
- Students monitor their own progress through the Banner system for courses taken at EPCC.
- Registration for EPCC is handled through our campus counselor only. Students cannot register themselves for EPCC courses.

If a student violates our trust by committing a serious offense that merits DAEP placement, the student has forfeited their opportunity to attend NWECHS.

Furthermore:

- The student will return all NWECHS issued property immediately.

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- All EPCC classes will be dropped from the student's schedule immediately.
- The student will be withdrawn from NWECHS and EPCC.

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. Exceptions may be made occasionally by the campus principal for students in grades 9–12 who meet specific criteria and receive parental consent to enroll in less than a full-day's schedule.

NWECHS has a flexible start and end time, much like colleges do. Students in grades 10-12 may be allowed to start one period late or leave one period early, as long as the student meets academic expectations. NWECHS provides transportation for students during the standard school hours only.

EPCC – Dropping a Course

Students will be allowed to drop an EPCC course. The student must follow the steps below to be considered for a drop.

1. Request to drop the course in writing. Form must be received no later than 3-days before the EPCC withdrawal date. There is a form that the student can pick up from the counseling office.
2. There is a limit of **TWO** college classes that can be dropped during your high school career.
3. 6-Drop Rule: By state law, all students enrolling for the first time at any Texas public college or university after fall 2007 **will be limited to six course withdrawals** (drops) during their academic career. Drops include those initiated by students or faculty and withdrawals from courses at other Texas public institutions. This policy does not apply to courses dropped prior to census day or to complete withdrawals from the college.

Students must regularly check EPCC Banner. It is the student's responsibility to verify that the correct classes have been added, dropped or changed for each semester.

It is the student's responsibility to verify that their college schedule and high school schedule have no conflicts. Students who fail a class (or classes) at EPCC will have to meet with the counselor. The counselor will determine whether or not the student will be allowed to continue to take classes at EPCC.

To review the EPCC Grade Appeal process, please visit the following link:

<http://www.epcc.edu/VPStudentServices/Pages/StudentRights.aspx#C>

EPCC Academic Performance

NWECHS students are required to take a number of classes at EPCC that fulfill high school graduation requirements. Some classes, like Sociology, Psychology, and Speech are simply not offered at NWECHS.

When a student is on academic probation at EPCC this means that their GPA has fallen below a 2.0. Students are then given one semester by EPCC to improve their GPA. If the student's GPA does not improve, they will go on academic suspension. At that point, students are prohibited from taking any classes at EPCC for another semester. The EPCC counselor will determine whether or not the student will be allowed to take any classes at EPCC based on high school grades.

Example: Student takes two classes at EPCC in the fall semester. His GPA is below a 2.0. He is placed on academic probation, but given an opportunity to take one class at EPCC during the spring semester. At the end of the spring semester, the student's GPA is still below a 2.0. The student is now on academic suspension and is prohibited from taking any classes during the summer and fall session. The EPCC counselor will then review the high school grades to determine if the student can take a class at EPCC for the spring. Throughout this cycle, the student has not been able to take any college classes. The student has missed prerequisite classes that put the student further behind for earning their associate's degree. The student is not able to take classes needed for the high school diploma because of their academic status. ***For this reason, all students on academic suspension at EPCC must withdraw from NWECHS.***

Failure to Make Adequate Academic Progress

Northwest Early College High School does not review grades, attendance, STAAR scores or discipline when students apply to the school. We believe in giving students an opportunity to prove what they CAN do rather than making a decision based on what they DID in middle school. With this being said, once they become a NWECHS student, all students are held to a higher standard than a traditional high school student. All students are given ample support to reach these standards and the vast majority do so successfully.

Northwest Early College High School is a magnet program designed for students to earn both their high school diploma and an associate's degree. We are Northwest EARLY COLLEGE High School for a reason; students must make every effort to accomplish the goals set forth by the CISD school board for this magnet program:

- All students are expected to pass all of their classes and not fall below a grade of 80. NWECHS does not have a dedicated credit recovery program.
- All students are also expected to maintain a 3.0 or better GPA for their EPCC classes. Students with a GPA below a 3.0 are NOT eligible for the UTEP scholarship during their senior year.

Faculty and staff meet quarterly to review academic and behavioral issues by grade level. During this time, students that are struggling are identified. The parent liaison then sets up a grade level team meeting with the teachers, student and parent/guardian. If the student continues to struggle, administration will meet with the student and parent to develop an improvement contract. Goals will be set and a deadline for accomplishing those goals will be determined at the meeting. ***If the student fails to meet the expectations outlined in the contract by the deadline, the student must withdraw from NWECHS.***

**** For Out of District Transfer students – grades, attendance, and discipline is monitored weekly by the Dean of Students and reported to the Associate Superintendent. Any student failing to meet expectations will have his/her transfer revoked. The student must then return to his or her assigned school.***

Students were essentially given a scholarship to attend NWECHS. As such, they must meet certain academic expectations. If a student fails a course, the student will be put on academic probation for one semester. If the student's grades do not improve, the Student Success Team (SST) will meet to determine if the student needs to examine another program that may fit their needs better. NWECHS is designed to foster the academic learning of students who meet and exceed expectations.

In order to ensure student success and meeting educational goals, every student must make adequate progress each academic year towards earning both their high school and college diplomas. Failure to make adequate progress may result in possible removal from the early college high school program.

As part of the mission, goals and expectations of the Northwest Early College High School program, students will register and successfully complete as many college courses during their enrollment to fulfill the sixty-credit hour Associate's Degree. NWECHS students will also be encouraged to take advantage of any UTEP ECHS scholarships offered to continue to advance the number of college credit hours towards their bachelor's degree. Failure to attend and/or complete required college courses could result in removal from the program.

Homework/grading guidelines

Please refer to the course syllabus for details regarding teacher grading practices in regards to the assignment weights. It is the responsibility of the student to share the course syllabus and any updates or changes throughout the year with parents/guardians. NWECHS has adopted the following guidelines for homework and grading during the 2020-2021 school year for courses taken on campus:

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- During remote learning, students must check their school email, Google Classroom, and any other remote learning platform used by their teachers daily. Information for platforms used will be issued in the course syllabus.
- Students will have a minimum of 48 hours to complete work assigned through applications such as Edmodo, Blackboard, Schoology, etc.
- At least two grades per week will be recorded each week by Wednesday at midnight in TEAMS.
- Credit for assignments completed must be given during the grading period in which it was assigned.
- Students cannot be required to purchase any items for a grade or extra credit.
- No homework will be assigned during the following times throughout the school year:
 - Fall break, winter break, and spring break
 - college finals week
 - during EOC or AP testing

Academic Dishonesty, Plagiarism and Cheating- NWECHS

Academic dishonesty is considered a serious offense and will not be tolerated. Academic dishonesty is also reported to and tracked by administration. Academic dishonesty is also reported to the National Honor Society sponsor.

Academic

Your educational experience.

Integrity

To act with honesty.

Having academic integrity means that student work submitted is truly your own. Academic dishonesty includes, but is not limited to:

Direct Plagiarism

A word-for-word transcription of a section of someone else's work, without citation and without quotation marks. This also includes allowing another student to copy your work.

Mosaic Plagiarism

Sometimes called "patchwriting" and happens when someone borrows phrases, as opposed to complete sentences, but doesn't use citation.

Using an Academic Broker

Allowing another person to complete coursework on your behalf

Self-plagiarism

Submitting work that is the same or significantly the same as you previously

submitted for another class without approval from your teacher.

Consequences from Academic Integrity violations can include, but are not limited to:

First Offense

- Completing online module “Understanding Academic Integrity at Northwest Virtual learning” within 48 hours of course assignment. Failure to respond will result in immediate lock out of course and director phone call.
- Teacher phone call to parent/guardian
- Resubmit assignment for full credit or complete alternative assessment for full credit with completion.
- Offense will be noted in the school’s disciplinary system.

Second Offense

- Teacher and Administration phone call to parent/guardian
- Redo the original assignment with academic integrity. Receive reduced grade (50%) on assignment.
- Write a 2-page essay on the topic of academic integrity. The student’s teacher will work with the school’s discipline coordinator for details.
- Offense will be noted in the school’s disciplinary system.

Third Offense

- Automatic zero on assignment
- Parent/student meeting with Administration.
- Offense will be noted in the school’s disciplinary system.
- Voluntary withdrawal or expulsion from Northwest Early College.

Academic Dishonesty, Plagiarism and Cheating- EPCC

El Paso Community College outlines how the college defines academic dishonesty through their Student Code of Conduct College Catalog. The following is taken directly from the EPCC catalog:

Any student found in violation of the Student Responsibilities Section shall be subject to disciplinary action to include suspension.

Academic dishonesty shall constitute a violation of rules and regulations and is punishable as prescribed by Board Policies. Academic dishonesty shall include, but is not limited to: cheating on a test, plagiarism, making false statements and collusion.

Students may not cheat:

1. *Cheating is defined as: Students not adhering to the guidelines provided by their instructors for completing academic work. Students may not claim as their own work any*

portion of academic work that was completed by another student. Students may only use materials approved by their instructor when completing an assignment or exam. Students may not present the same work for more than one course without obtaining approval from the instructor of each course. Students must adhere to all course reserves regulations. Violations of this standard constitute cheating.

2. *Student may not plagiarize:*

Plagiarism is defined as: All ideas, arguments, and phrases, submitted without attribution to other sources, must be the creative product of the student. Thus, all text passages taken from the works of other authors (published or unpublished) must be properly cited. The same applies to paraphrased text, opinions, data, examples, illustrations, and all other creative work. Violations of this standard constitute plagiarism.

3. *Students may not fabricate:*

Fabrication is defined as: All experimental data, observations, interviews, statistical surveys, and other information collected and reported as part of academic work must be authentic.

Any alteration, e.g., the removal of statistical outliers, must be clearly documented. Data must not be falsified in any way. Violations of this standard constitute fabrication.

4. *Collusion is defined as: Students providing, seeking or accepting information about any academic work to or from another student without the authorization of the instructor. Students may only collaborate on academic work within the limits prescribed by their instructors. Violations of this standard constitute collusion.*

If you have further questions, please review this at the following link:

<http://www.epcc.edu/VPStudentServices/Pages/CodeofConduct.aspx#A> .

Students enrolled in dual credit courses must follow the procedures outlined in the instructor's syllabus. These students take their exams, as scheduled by EPCC. Students who have earned an exemption for a class may choose to take the semester exam and have the exam count in their semester grade if it improves their grade for the course. Students and parents/guardians may check attendance and grade records for accuracy through Parent Portal. Students are responsible for making sure that their attendance is accurate. Errors must be fixed within one week.

Dress and Grooming

NWECHS students must represent themselves and the school in a positive and respectful way through conduct and appearance. Students that are found out of compliance with the dress code will be asked to change clothing immediately before they are returned to class. Each time a student is deemed out of dress code, he or she will be required to complete a PBIS reflection form and will be assigned SLD. Repeated offenses may result in serious disciplinary action such as suspension. Parents are encouraged to review their child's clothing according to the NWECHS

Dress Code before dropping them off at school to ensure they meet the guidelines. Students and parents may determine a student's personal dress and grooming standards appropriate for a high school and college campus. We expect that all clothing covers the body appropriately without showing undergarments. Keep the following in mind:

- **Face masks are required on campus during the 20-21 school year.**
- **No visible Undergarments**
- **Jewelry, Hair, Grooming, and Shoes**
 - Jewelry reflecting gangs or jewelry that can be used as a weapon is not allowed (chains, rings, spikes, etc.).
 - Hairstyles that are disruptive to the classroom setting are not allowed.
 - Students must wear shoes on campus at all times.
- **Clothing with Advertisements**
 - Any type of clothing including, but not limited to: T-shirts that advertise, support, glorify, or display inappropriate language, graphics, and/or gestures, gangs, illegal activities, tobacco, sex, alcohol, illegal drugs, violence, and/or death are not allowed. This includes clothing with slang terms, undressed men or women, and any clothing that references any of the aforementioned concepts even if not mentioned directly.

Cell Phone Policy

Electronic media/communication devices, including, but not limited to I-pods, tablets and/or cell phones shall be allowed on school property provided the devices are on off/vibrate mode, not visible, or allowed to cause a disruption during the school day. Each classroom is equipped with a cell phone wall pouch where students can store their phones during class. Cell phones can be used at the teacher's discretion during instruction. As stated in the district policy, NWECHS is not responsible for lost, stolen, or damaged devices. Students bring devices on campus at their own risk.

Students who violate this policy may be subject to the following penalties:

Cell Phone Penalties:

- First Violation- warning from teacher; teacher holds phone until end of class period.
- Second Violation- teacher confiscates phone and it is held by an administrator until the conclusion of the school day.
- Third Violation- teacher confiscates phone and it is held overnight by an administrator.

NWECHS Terms of Loan: Issuing of School Laptops and Calculators

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All students at Northwest Early College High School will be issued a laptop. The serial number of the laptop along with the student's name will be electronically recorded and filed. Once the laptop is issued to a student, it will stay with the student for the duration of their enrollment at Northwest, or until the student withdraws from school.

Students will turn in laptops at least once a year for service and to have software updated each time it is requested while enrolled at NWECHS. Students are responsible for bringing the laptops to school, taking them home each day, and charging them for use. The laptops are not to be left unsupervised at school or at home in unsecured locations.

If the school's electronic property is damaged, lost or stolen, **the student and parent are responsible** for the reasonable cost of repair or its fair market value on the date of loss. Responsibility for property includes but is not limited to school property, in a school vehicle, or at a school event. Loss or theft of the property must be reported to the district by the next school day after the occurrence. All fees and fines must be paid in full before any student will be allowed to participate in campus events and clear for the school year. **Seniors must clear all records and pay all fees before participating in graduation ceremonies and senior/campus events.**

All students will be offered the opportunity to purchase insurance before being issued a laptop. The cost of the insurance is minimal. This allows laptops to be serviced and repaired through the vendor directly as it expedites the process. If the parent elects not to purchase the laptop insurance, they will be asked to sign a waiver that explains the full replacement cost of the laptop and an estimate/range of prices for various repairs (cost of repair(s) is subject to change depending on the extent of damage or chosen repair company).

Textbook Guidelines

Each textbook this district uses and distributes to students is issued a barcode generated by a textbook inventory software. This number is kept on the school's computer system as the master record. The barcode number should be recorded by the parent and student to assist in identifying any textbook misplaced by the student. Marking, writing, or defacing textbooks or otherwise damaging or mutilating them is forbidden. Students will be penalized and fined for such abuse. A student who damages a textbook so that it can no longer be used shall be charged the full price of the textbook. These rules do not apply to those books issued as expendable/consumable.

Students attending courses at UTEP will need to purchase textbooks at their own expense.

EPCC College textbooks are distributed during the first week of each regular semester and during the first two days of summer I. Students **MUST** submit a copy of the course syllabus and web banner registration to receive the textbook(s) during the first week of classes. College textbooks issued after the first week of each term will be charged a fine of **\$20.00 per**

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textbook. Textbooks will not be distributed after the 2nd week of classes and will be the responsibility of the student to purchase the textbook(s) beyond the allotted time. Tags not used to obtain textbooks need to be returned or the student will be charged a **\$20.00 fine per tag**. Textbook tags can be redeemed at the EPCC bookstore for the book a student needs if NWECHS does not have it in inventory.

EPCC College textbooks must be returned by the dates listed below in order to have them available for the next semester's distribution to students. Failure to return textbooks during the allotted time will result in a fine of **\$20.00 per textbook**. College textbooks that are lost will be charged to the student at the full replacement charge. If a student owes fees, they will not be allowed to participate in any extracurricular activities or field trips (i.e.: prom, homecoming, serve as king/queen, graduation ceremony, etc.). College textbooks for the new semester will not be issued to students with who owe textbook fees from a previous semester. ***Students are responsible for paying attention to bookroom hours and must conduct their bookroom business accordingly.**

College Textbook Due Dates for 2019-20:

Fall 2020 textbooks due by December 17, 2020

Spring 2020 textbooks due by May 21, 2020

High school textbooks need to be returned by the last day of school for the year. If textbooks are lost, students must **pay the total amount due to replace the textbook(s) new before receiving the following school year's textbooks for classes**. If a student owes textbook fines or fines of any other kind, they will not be allowed to attend school activities or run for school elected positions (i.e.: homecoming king/queen, prom king/queen, etc.).

Vehicle Decals & Parking – EPCC/NWECHS

Students must present a driver's license (**permits are not acceptable**) and proof of insurance to obtain a parking pass from EPCC. **State law requires both in order to drive**. Parking space will be limited during the 19-20 school year due to construction at EPCC. All students who drive to school **MUST** have a parking permit.

To prevent parking citations, a current EPCC decal must be displayed at all times. Decal applications are available in the front office and are due at the end of the first week of each regular semester. Students who miss the deadline will be responsible for purchasing the decal from the EPCC Police Department. Fines are not dismissed by the school and are the responsibility of the student. **Students who do not have the proper parking decal may get ticketed by EPCC PD. Students must park in the designated student parking area.**

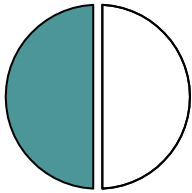
EPCC and NECHS are not responsible for damage or theft of a student's vehicle while parked on EPCC premises. However, student's vehicles are subject to search according to district and

EPCC policy, if there is reasonable suspension of prohibited items within or inappropriate behavior is occurring inside and outside school hours. Reckless or irresponsible driving of ANY motor vehicle (including motorcycles) will subject the driver to severe consequences and the campus will contact local authorities. Motorcycles are never allowed to be ridden or parked on school

property.

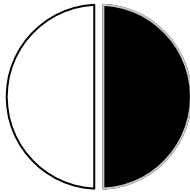
Graduation Regalia Specific to Northwest Early College High School

Northwest Early College High School will recognize each high school graduating class with the following honors: summa cum laude, with a GPA of 3.8 or higher; magna cum laude, with a GPA 3.6-3.79; and cum laude with a GPA of 3.4-3.59. The regalia will be awarded based on the student



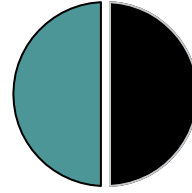
cum laude GPA 3.4-3.59

Teal/White Cord



magna cum laude GPA 3.6-3.79

Black/White Cord



summa cum laude GPA 3.8 or higher

Teal/Black Cord