



Northwest Early College High School

# Parent Handbook

2015-16 School Year

**Newsweek**

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AMERICA'S TOP



HIGH SCHOOLS

15

**Canutillo Independent School District**

*Excellence Through Integrity and Innovation*

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# Parent Handbook 2015 -2016

Student Name: \_\_\_\_\_

Grade Level: \_\_\_\_\_

# Northwest Early College High School



## “Once a Griffin, Always a Griffin”

6701 South Desert Boulevard, El Paso, TX 79932 / 915-877-1700

### Parent Handbook

2015-2016

**Principal:**

Tracy Speaker

**Dean Of Students:**

Tracy Andrews

**Counselor:**

Jaime Mercado

**Parent Conferences:**

October 7, 2015

February 24, 2016

**Grades:**

Please contact attendance clerk for instructions on how to register to view your child's grades through Parent Portal.

**Attendance:**

To report an absence, please contact Maira Frausto at 915-877-1700 within three days of absence.

**School Calendar:**

Stay informed through our school website.  
[nwechs.canutillo-isd.org](http://nwechs.canutillo-isd.org)

**Purpose**

This parent handbook serves as a guide of important rules and procedures at Northwest Early College High School (NWECHS). Please read it carefully. It will help you become familiar with what is expected of your child both on our campus and at El Paso Community College. In addition to reading the NWECHS Parent Handbook, it is your responsibility to read and study the NWECHS Student Handbook, Canutillo ISD 2015-2016 Handbook, and El Paso Community College's (EPCC) Code of Conduct. The Canutillo Handbook can be found on-line at <http://www.canutillo-isd.org/policies>. All rules and regulations listed within the EPCC Student Code of Conduct apply to the college campus, and it is your child's responsibility to know them and abide by them when they attend college classes. You may pick up a copy at the EPCC admissions office or you may view it on-line at [www.epcc.edu](http://www.epcc.edu), then click on the "students" link.

**NWECHS Vision Statement**

Northwest Early College High School will promote a highly rigorous academic environment to ensure that students earn the distinguished achievement plan diploma and the Associate of Arts/Science from El Paso Community College and enroll in a four year university to pursue a bachelor degree.

**NWECHS Mission Statement**

Northwest Early College High School students will be educated in an environment that promotes scholarship, leadership, character, education, and community service.

**CISD Vision Statement**

*Canutillo ISD is a premier school district with nationally-ranked, multi-literate graduates ready to excel in college, their careers, their community, and in-life.*

**CISD Mission Statement**

*Canutillo ISD's purpose is to provide high quality educational experiences that will inspire and prepare all students to apply the knowledge and skills necessary to become effective leaders and productive citizens.*

**Ethics Statement:**

Canutillo ISD is committed to relaying accurate, timely, and transparent communications to parents, staff, students, community members and our Board of Trustees. Our district strives in creating a culture of excellence for all our stakeholders.

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# Welcome to Northwest Early College High School

Both the administration and faculty of Northwest Early College High School are pleased to welcome you to 2015-2016 school year! It is a privilege to be part of this institution and your child's continued enrollment is subject to his/her commitment to academics. Your son/daughter has a great opportunity to advance educationally by earning both a high school diploma and a college associate 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. 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 child's growing career path.

## Bell Schedule

**Note:** Classes are 90 minutes long (except Friday "C" schedule). If your child has to miss a class for a scheduled medical appointment, please schedule the appointment outside of the school day if at all possible

### Monday & Wednesday ("A")

1. 9:00 a.m. – 10:25 a.m.
2. 10:30 a.m. – 11:55 a.m.
- Lunch** 12:00 – 12:50 p.m.
3. 12:55 p.m. – 2:25 p.m.
4. 2:30 p.m. – 3:55 p.m.

### Tuesday & Thursday ("B")

5. 9:00 a.m. – 10:25 a.m.
6. 10:30 a.m. – 11:55 a.m.
- Lunch** 12:00 – 12:50 p.m.
7. 12:55 p.m. – 2:25 p.m.
8. 2:30 p.m. – 3:55 p.m.

### Friday ("C")

1. 9:00 a.m. – 9:45 a.m.
2. 9:50 a.m. – 10:35 a.m.
3. 10:40 a.m. – 11:20 a.m.
4. 11:25 a.m. – 12:10 p.m.
- Lunch** 12:10 p.m. – 12:55 p.m.
5. 1:00 p.m. – 1:40 p.m.
6. 1:45 p.m. – 2:25 p.m.
7. 2:30 p.m. – 3:10 p.m.
8. 3:15 p.m. – 3:55 p.m.

## Ways to Stay Informed

**CISD Parent Link APP**-Canutillo ISD has developed a cell phone application for parents to easily access student grades and stay informed with district updates. To download the app visit google play or itunes app store on your smart device and search for “Canutillo ISD” Description from itunes: “The Canutillo ISD app gives you a personalized window into what is happening at the district and schools. Get the news and information that you care about and get involved.” Anyone Can: View district and school news, use the district tip line, receive notifications from the district and schools, access the district directory, display information personalized to your interests. Parents and students can: View grades, assignments, and attendance, view and add contact information

**\*\*We recommend that you check your child’s attendance and grades weekly, especially during the freshmen year. As your son/daughter transitions to the high school environment, we have found this extra attention to be very helpful.**

**Northwest Early College High School Broadcast**-Watch Northwest Early College High School's broadcast for current campus news and events produced live by students and broadcast twice a week. To access link visit webpage: <http://nwechs.canutillo-isd.org/>

**Parent portal**-Parents may check the progress of their child’s grades on the website: <https://teams.canutillo-isd.org/selfserve/EntryPointHomeAction.do?parent=true> First time users will click on “New Users” and complete the form. Once the form is completed, visit the front office of Northwest Early College High School with a valid photo ID to complete the process. If you would like to receive notifications when a low grade is entered you will be required to provide an email address. If you are an employee of CISD and a parent, first visit the NWECHS front office and do not complete the online registration.

**Teacher web pages**-To access teacher web pages visit the NWECHS home page at <http://nwechs.canutillo-isd.org/> and click on the “Teacher Pages” link at the top. You may choose a teacher by subject department or alphabetically by last name. On the teacher web page you will be able to view the syllabus, tutoring/conference times, and contact information.

**PTO**- Parent Teacher Organization Please contact front office if you are interested in joining

**Open House**- At the beginning of each year NWECHS hosts an open house where parents can visit their child’s classrooms and meet their teachers.

**Parent Conferences**- Each Fall and Spring after the 1<sup>st</sup> and 4<sup>th</sup> Six weeks ends NWECHS invites parents to pick up their child’s report card and conference with their teachers. If you would like to conference with a teacher for more than 10 minutes we suggest that you call or email the teacher to schedule a time.

## Attendance – NWECHS Campus

You must be present 90% of the days for any course in order to receive credit. If you are absent more than 90% of the days, you cannot receive credit for the course, regardless if the absences are excused or if you have a passing grade.

Students must bring in a note, written and signed by their parents, upon the next day they return to school. Extended periods of absence may require additional verification (ie: doctor’s note, etc.). **Parents must sign out students who drive themselves to school when they must leave campus for doctor’s appointments or for any other reason.**

## EPCC Attendance

It is imperative that you attend your college classes. One absence, depending on the course and/or professor, may jeopardize your ability to earn credit. Be sure to find out from your professors what their attendance requirements are. If you are absent for a college class for any reason, your parents **cannot excuse your absence**.

**Signing Out**-Parents may sign their child out of the school by visiting the front office with photo identification. Only adults listed on the NWECHS system as “authorized to pick up” may sign a student out. Siblings may sign a student out ONLY if they have been previously authorized to do so on the registration form and listed online as authorized. You may update the adults listed on our system by visiting the front office to sign the required forms. Even students who drive themselves to school must still have an authorized person sign them out if they will be missing any portion of a class.

**Excused Absences**-If a student is going to be absent for a class, it is the parents’ responsibility to call the office and provide a reason for the absence prior to the absence. In addition, a written and signed excuse from the parent must be turned into the office the day that the student returns to school. Extended absences may need additional verification (ie. doctor’s note) to be an excused absence.

**Unexcused Absences**-If parents do not follow the above guidelines on excused absences, the student’s absence will be marked “Unexcused” on our system. In accordance with district policy, work missed on unexcused days will not be accepted and the student will receive a zero.

## Tardy Policy

NWECHS students are considered tardy if they are not in the classroom at the scheduled time class is to begin. Tardies are considered a discipline issue and will be handled accordingly. Students must be in class 90% of the scheduled class time to be considered present for that period. Excessive tardies in any class that exceed 10% of the required class time may result in a loss of credit. Students and parents must immediately contact the NWECHS Attendance Clerk and teacher if they believe an tardy or absence has been incorrectly recorded.

The EPCC Tardy Policy may vary depending on the class and/or professor. Be sure to locate and review the tardy policy for each college class you attend.

## Contacting Students While at School

Every effort is made not to interrupt instructional time. If you have a message for your child, the office will contact them during transitional times unless the message is an emergency. We realize that many students have cell phones and it is easy to contact them while they are in class. We ask, however, that cell phones only be used for instructional activities while in class.

## Academics

### Academic Probation and Dismissal

- Students not maintaining at least a 2.0 GPA through El Paso Community College (EPCC) will be placed on academic probation/suspension and will not be allowed to enroll in college course the following semester
- Students failing one or more courses at Northwest Early College will be subject to academic probation and placed on an administrative contract
- Failure to meet the requirements of the contract will result in dismissal from Northwest Early College and El Paso Community College; students will be returned to their home school and district
- Students are expected to make progress toward achieving their associate’s degree. Students who elect to not take college classes will be dismissed to their home school and district

## *Academics Con't*

- Students who do not meet eligibility requirements to enroll in college classes (passing portions of the TSI for example) are expected to make every effort to pass (attend tutoring, retake the test, complete online tutorials, etc.) students who do not put forth effort into meeting the eligibility requirements will also be dismissed to their home campus and district

## Activity Eligibility

- In order to remain in good standing and become eligible for all extracurricular activities/organizations at Northwest Early College, students must maintain an average of 70% or above in each course
- If not maintained, students will not be allowed to participate in any activities or possibly be suspended from organizations that they are already part of

## Grade Scale

- The high school grading scale for Northwest Early College is as follows:  
90-100% A  
80-89% B  
75-79% C  
70-74% D  
0-69% F
- The grading scale for El Paso Community College (EPCC) makes the following adjustments to the above mentioned high school scale:  
90-100% A  
80-89% B  
70-79% C  
60-69% D  
0-59% F
- To accommodate the differences between the scales, the grades earned through El Paso Community College will transfer over to the high school scale to ensure the same letter grade is earned for the course

## **Course Credits**

- To earn an associate's degree through the El Paso Community College (EPCC), students must accumulate a total of 60 credit hours for their specific discipline (please refer to the El Paso Community College individual degree plans for specific courses and areas of concentration)
- To earn a high school diploma through the Canutillo Independent School District students must earn a total of 26 credits

## **Report Cards and Progress Reports**

- Course progress reports are issued approximately every three (3) weeks to the student
- Six weeks report cards are issued approximately every six (6) weeks
- Refer to the district calendar for exact dates pertaining to each grading period or six weeks period ending

## Early Graduate

All students are expected to get their Associates Degree by the end of their senior year; however, many receive it much sooner, which allows them to take advantage of another scholarship opportunity. Some students may earn their associates degree as a junior and attend UTEP their senior year of high school. However, as a word of caution, this is not the norm. Students who choose this path usually attend full time summer sessions every year. During the school year students are expected to spend approximately 3 hours per college class and at least one hour per high school class per week studying outside of class time. Before registration each semester, parents should discuss with their child the courses and together plan the total time commitment expected per week. If being an early graduate is your child's choice that it is advised that they speak with the NWECHS counselor and start planning as early as possible.

## Textbook Guidelines

College textbooks are distributed during the first week of each regular semester and during the first 2 days of the summer semesters. Students **MUST** submit a copy of the course syllabus and web banner registration to the office manager 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 textbook**. Textbooks will not be distributed after the 2<sup>nd</sup> 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**.

College textbooks must be returned the week of college finals 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**. If college textbooks are not returned within the following two weeks after college finals, the student will be assessed the entire cost of the textbook(s).

High school textbooks need to be returned by the last day of school. If textbooks are lost, students must pay the total amount due to replace the textbook(s) 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 (ie: homecoming king/queen, prom king/queen, etc.).

## Terms of Loan: Issuing of School Laptops, Calculators, or Any Other Electronic Device/s

All students at Northwest Early College High School will be issued a laptop and a calculator. The serial number of the laptop and calculator 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 remainder of their stay at Northwest, or until the student withdraws from school. You will turn in your laptops at least twice a year to service them and to have software updated. Students will be reassigned back their original laptop each time while enrolled at Northwest. 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, **you 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. Seniors must clear all records and pay all fees before participating in graduation ceremonies.

All parents will be required 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 expedites the process.

## **Health and Safety**

### Administering of Medication:

- Parents are requested, whenever possible, to schedule medication to be given at home. If medication is needed to be given during school hours, parents must provide a written request from the child's physician, including the name of drug, time of dosage, route of administration, possible adverse effects, and emergency instructions that might be applicable. Medications must be brought to school in a container appropriately labeled by the pharmacy or physician and is to include only that medication to be given during school hours.
- A signed permission slip must be provided by the parent requesting that the school staff administer the medication. Forms are available from the school office. The school administrator or school nurse, if one is assigned to the school, will be responsible for administering the medication. A log will be kept of all medication administered at school. It shall include the student's name, the date, dosage, time of administration, and initials of the staff member giving the medication. All prescription medications shall be kept in a locked cabinet or drawer.
- Should your child need any non-prescription medication during school hours, –parents must notify the school and provide these medications for their student. A signed permission slip will also be required for non-prescription medication.
- Students are not to carry any medication (prescription or over-the-counter) on their person with the exception of prescribed inhalers for asthma. They must have a signed order from the doctor.

### Student Illness:

- If your son/daughter has been ill during the night or became ill upon awakening, please do not send the child to school. Students with low-grade fever, nausea, vomiting, diarrhea, or other acute symptoms will be sent home. If your child has been ill at home with any of these symptoms, please keep him/her home until these symptoms have subsided for 24 hours. If a child becomes ill after coming to school, the parent will be contacted. If a child has a fever of at least 100 degrees or has vomited, the student will be sent home.
- If the parents cannot be reached by phone, the emergency contact person(s) listed in the student file will be called to pick up the child. Please maintain accurate and current information for the emergency file. Any addition or deletion for emergency contact person(s) should be given immediately to the school office.
- If signs of contagious conditions are recognized, the exclusion of pupils from school will be done on the basis of the following symptoms (there may be additional symptoms not included in this list):

- 100 degrees of temperature or above
- Unrelieved headache
- Diarrhea
- Abdominal pain

- Persistent cough
- Excessive sore throat
- Nausea and/or vomiting
- Excessive sneezing, running

## *Student Illness Con't*

- Unidentified rash
  - Head lice (CCS has a nit free policy)
  - Listlessness
  - Extreme sleepiness
- nose, or tearing
  - Red, inflamed eyes with thick mucous discharge

### Immunizations:

- Current immunization records must be on file at Northwest Early College for every student by the first day of the school year.
- Starting for the Spring 2012 semester, new EPCC students and returning former EPCC students must first show proof of an initial meningitis immunization or booster. The immunization must be administered at least 10 days before the start of the semester and must be within the last five years.
- All new students and returning EPCC students who are not enrolled for the Fall semester must provide proof of vaccination or booster to the Admissions and Registration no later than January.
- EPCC students who are currently enrolled and complete the Fall 2011 semester will be waived from having to have the vaccination for the Spring semester.
- In accordance with the Bill, some exemptions and waivers are available: Students age 30 and above are exempt from this requirement. Students enrolling in online courses only may be temporarily waived from this requirement. Students with certain medical conditions affected by the vaccine may be exempted.

## **Visitors**

In order to limit interruptions to classroom instruction, all visitors must first report to the front office. This includes parents/guardians who have scheduled conferences with teachers or are on campus to pick up their child. Friends from other schools are not allowed to visit our campus. Graduated students are encouraged to visit and share their college experiences with current students; however, such students must check in as a visitor in the front office and receive permission from a member of the administrative team before reporting to a teacher's classroom.

## **Open Campus Policy**

Northwest Early College High School students may travel off campus during their lunch hours. Students are required to be on time to their classes following lunch. Students are strongly encouraged to discuss their lunch plans with their parent/guardian. As NWECHS provides lunch free, it does not make sense for students to purchase lunch regularly elsewhere. In addition, due high levels of traffic, students are not encouraged to walk to the outlet mall for lunch. Remember safety, responsibility, and respect at all times.

## **Receiving Gifts on Campus**

Gifts such as balloon bouquets, flowers, etc. will not be accepted for students at any time during the school day.

## **Address and Telephone Number Changes**

Any time you move and change an address or a telephone number, notify the school main office immediately so that we may update your student's file and provide you with important school information.

## **Field Trips and Incentives**

Students must be in good academic standing (passing all classes, both high school and college) and have no discipline referrals to attend school field trips. NWECHS recognizes the top performing students in each grade level which may include pins or letterman jackets.



## ADMINISTRATION

**Principal:** Tracy Speaker

**Dean of Students:** Tracy Andrews

**Counselor:** Jaime Mercado

## FACULTY:

### **Career & Technology:**

Nora Rivera

### **English:**

Heidi McConnell

Susie Valenzuela

James O’Keeffe

Ingrid De Alba

### **Health/Physical Education**

Marisela Grado

### **Foreign Languages:**

Sonia Tafoya

Sandra Aziz

### **Science:**

Dr. Luz Carrillo

Louie Baca, Jr.

Ervin Garcia

Cathleen Tabor

### **Social Studies:**

Kenneth Holzman

Martina Collins

Miguel Martinez

### **Mathematics:**

Persis Beaven

Berenice Salazar

Ana Hadavi

Adrian Estorga

### **Office Manager:**

Lilian Valles

### **Attendance**

Maira Frausto

### **Campus Secretary:**

Mrs. Emma Gil

## STAFF

### **Nurse:**

Mrs. Oralia Acosta

### **Custodian:**

Armando Garcia

# Graduation Plan – Northwest Early College HS

All students will graduate from NWECHS under the distinguished Achievement Program requirements.

*Need three years of a foreign language*

*26 total credits*

**Fulfills the college core requirements for an associated degree from EPCC**

*42 credit hours needed to fulfill the core*

*60 credit hours needed to fulfill the requirements for an Associate of Arts*

**Classes designated with DC or CC count for high school credit AND college hours**

*DC: Dual Credit class taught on NWECHS campus*

*CC: College Credit class taught on EPCC campus (also counts for HS credit)*

**English Language Arts (Four HS Credits)**

- *English I PAP & II PAP*
- *English 1301 English 1302 (DC)*
- *English 2322 & English 2314 (DC)*

**Mathematics (Four HS Credits)**

- *Algebra I PAP*
- *Algebra II PAP*
- *Geometry PAP*
- *Math 1314 & Math 2314 (Pre-Calculus) (DC or CC)*

**Science (Four HS Credits)**

- *Biology Pre-AP*
  - *Chemistry Pre-AP*
  - *Physics Pre-AP*
- Any two of the following courses*
- *Biology 1408 & 1409 (CC)*
  - *Geology 1406 & Geology 1408 (CC)*
  - *Physics 2425 & Physics 2426 Engineering (CC)*
  - *Physics 1304 & Physics 1303 Astronomy (CC)*
  - *Biology 2401 & Biology 2402*
  - *HS Anatomy & Physiology*

**Social Studies (Four & Half HS Credits)**

- *World Geography*
- *World History – both of the above are not required for Classes of 2018 and 2019*
- *History 1301 & History 1302 US History (DC)*
- *Government 2305 Federal Government (CC)*
- *Government 2306 Texas Government (CC)*

- *Economics*

**Language Other Than English (Three HS Credits)**

- *The credits must consist of any two levels in the same language or computer programming language. May be taken at EPCC or the High School*

*Graduation Plan Con't*

**Health (Half HS Credit)**

- *Health and Wellness*

**Speech (Half HS Credit)**

- *Fund of Effective Speech (CC)*

**Physical Education (One HS Credit)**

- *Physical Education*

**Fine Arts (One HS Credit)**

- *Art (DC or CC)*
- *Dance (CC)*
- *Music (CC)*
- *Theatre (CC)*

**College Core Classes**

- *Education 1300 (CC)*
- *Humanities (CC); this required class may be one of numerous of classes; certain Spanish classes may also count as Humanities credit*

**Major Field of Study Classes (Six HS Credits)/ Endorsement**

- *As many as 18 credits in a major field of study (CC)*

# Texas Education Agency Graduation Toolkit

## Graduation Program – Overview

### Foundation High School Program

A new, more flexible graduation program that allows students to pursue their interests will be in place for all students who enter high school, beginning in the 2014-2015 school year.

#### The program contains up to four parts:

- A 22-credit foundation program which is the core of the new Texas high school diploma
- Five endorsement\* options that allow students to focus on a related series of courses
- A higher performance category called Distinguished Level of Achievement
- Performance Acknowledgments that note outstanding achievement

#### The Foundation requirements (22 credits) include:

**English (4 credits)** • English I • English II • English III • An advanced English course

**Mathematics (3 credits)** • Algebra I • Geometry • An advanced math course

**Science (3 credits)** • Biology • Integrated Physics & Chemistry or an advanced science course  
• An advanced science course

**Social Studies (3 credits)** • World History or World Geography • U.S. History  
• U.S. Government (one-half credit) • Economics (one-half credit)

**Languages Other Than English (2 credits)** • 2 credits in the same language or  
• 2 credits from Computer Science I, II, III

**Physical Education (1 credit)**      **Fine Arts (1 credit)**      **Electives (5 credits)**

**Speech:** Demonstrated proficiency

**Endorsements** Total credits with endorsements 26

### Enhancements

Additionally, a student may earn the Distinguished Level of Achievement and/or a Performance Acknowledgment for outstanding performance. The Distinguished Level of Achievement must be earned to be admitted to a Texas public university under the Top 10 percent automatic admission law.

#### Distinguished Level of Achievement

- Foundation Program requirements
- 4 credits in math including Algebra II
- 4 credits in science
- at least 1 endorsement

#### Performance Acknowledgments

- dual credit course
- bilingualism and biliteracy
- PSAT, ACT's Plan, SAT or ACT
- Advanced Placement or International Baccalaureate exam
- earning a nationally or internationally recognized business or industry certification or license

\*A student entering 9th grade must indicate an endorsement he or she plans to follow. A student may change or add an endorsement at any time.

A student may graduate without earning an endorsement if, after his or her sophomore year, the student's parent signs a form permitting the student to omit the endorsement requirement.

BR14-130-02