



***San Diego***  
***Early College***  
***High School***  
***Handbook***  
***2023-2024***

Early College High Schools (ECHS) are innovative high schools that allow students least likely to attend college an opportunity to earn a high school diploma and college credit hours. Early College High Schools:

- provide dual credit at no cost to students
- offer rigorous instruction and accelerated courses
- provide academic and social support services to help students succeed
- increase college readiness
- reduce barriers to college access

**San Diego Early College High School has a partnership with Coastal Bend College, Del Mar College, and Texas A&M University Kingsville, so that students will have access to college courses from these institutions of higher learning.** Students may take courses that are required for completion of one of the following; Associate of Art/Science, Associate of Applied Science and a Certificate or a Marketable Skills Achievement Award through CBC or Del Mar.

### **Study Expectations**

- College classes may require 1.5 – 2 hours of study time outside of class for every hour spent in class.
- Students are expected to utilize the academic resources offered by the high school and the college to earn passing grades in every class. **Electronic resources such as computers and internet service are also available on campus to all students during the week till 6 pm.**
- All assignments should be turned in complete and on time every time.

It is of the utmost importance that students at San Diego ECHS stay current with their assignments and not fall behind.

### **Tuition, Fees, Textbooks, and TSIA 2 Exam Costs**

**All tuition, fees, textbooks, and campus TSIA 2 exam costs will be free to students. The Early College High School blueprint by The Texas Education Agency requires every Early College High School shall have a current, signed Memorandum of Understanding (MOU) for each school year that states that the school district or charter in which the student is enrolled shall pay for college tuition (for all dual credit courses, including retakes), fees (including TSIA 2 administration fees), and required textbooks to the extent those charges are not waived by the partner IHE.**

College textbooks are provided free of charge for each class. Students will be given access codes to electronic books for specific ECHS classes. They will be able to access the electronic books wherever internet connection is available. If electronic books are not available students will be provided with physical copies of books. Students will be responsible for the return condition of the books. **Any student that loses or damages a book or issued materials will have to pay for the total cost.** Books for the next semester will not be assigned until **all balances are cleared.** Any student failing to return

a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent/guardian.

## **TSIA 2**

The TSIA 2 Assessment is a program designed to help an institution determine if students are ready for college-level coursework in the general areas of reading, writing and mathematics. This program will also help determine what type of course or intervention will best meet student's needs to help become better prepared for college-level coursework if they are not ready. In addition, **some dual-credit college core courses such as English 1301, English 1302, and College Algebra require a student to achieve a passing score in TSIA 2 Reading, TSIA 2 Math, TSIA 2 Writing and/or meet a TSIA 2 exemption criteria to be eligible to register and take the dual - credit college class.**

### **TSIA 2 Testing**

Option 1- Students can take the TSIA 2 test at San Diego High School. Students must complete 3 hours of TSIA 2 tutorial preparation on **Study Island or Sure Score, test preparation programs**, to qualify for testing. There is no fee for a high school student who takes the TSIA 2 test at the high school campus.

Option 2- Students can take the TSIA 2 test at Coastal Bend College in Alice. Students will be responsible to register and pay \$29.00 for the test fee as well as provide their own transportation to CBC on the test day.

### **TSIA 2 Exemptions**

Students meeting one or more of the following criteria are considered to have demonstrated readiness to perform college-level coursework and are not required to take the TSIA 2 Assessment. Scores are valid for five (5) years from the date of the test for the following exams: ACT Scores: Composite – 23 with a minimum of 19 - English (will exempt for both the reading and writing sections of the TSI Assessment) and/or 19 – Mathematics (will exempt for the mathematics section of the TSI Assessment); SAT Scores: Composite – 1070 with a minimum of 500 - Critical Reading [formerly verbal] (will exempt for both the reading and writing sections of the TSIA 2 Assessment) and/or 500 – Mathematics (will exempt for the mathematics section of the TSIA 2 Assessment)

### **Passing Scores for TSIA 2 Test**

The following minimum passing standards shall be used to determine a student's readiness to enroll in freshman-level academic coursework: TSIA 2 Assessment:

**ELAR  $\geq$  945 Essay  $\geq$  5 or ELAR diagnostic score of 5-6 and essay 5-8.**

**Math  $\geq$  950 or less than 950 with a diagnostic score of level 6**

## **Dual-Credit Course Confidentiality and Parent Rights**

Dual Credit courses are college level and are taught by college-employed instructors/adjunct professors, any disputes regarding grades, course content, schedules, calendar, attendance or other issues are to be addressed to the respective professor or college by the student. **The college and/or professor will not release information or records such as grades, college transcripts, registration information, and billing information unless the student has signed and designated permission to the parent/guardian to request and access the information on the *FERPA Release Form* provided to every student.**

**If a parent/guardian is not designated on the *FERPA Release Form* with permission to request information from the college or professor, the only recourse they have is to have their student log in to their student portal through the college for viewing information such as grades.**

**The campus administration and counseling department also do not have access to current grades in dual-credit classes; however at the end of each semester the college does release semester grades to the campus which are available to parents on their student's report card.**

## **Class Syllabus/Dual Credit Classroom Models**

Students will receive a syllabus for each of their college classes. The student must be familiar with the class requirements, assignments, and assessments. It is important for parents and students to keep due dates for all college class assignments and tests. The student should use a planner to organize assignments.

**Students may be assigned to one of any four types of classroom delivery models for dual-credit classes to include:**

- **Traditional face-to-face classroom with a professor at the college campus (transportation provided by San Diego ISD)**
- **Face-to-face classroom with a visiting professor at our own SDHS campus**
- **Face-to-face classroom with our own SDISD teacher on campus credentialed to teach the dual credit course by the college as an adjunct professor**
- **Online classroom with the college and professor (ex. Blackboard system with CBC, Del Mar, or TAMUK)**

Face-to-face instruction will be the primary mode of instructional delivery. Online courses may be scheduled only if course offerings by IHE deem it necessary **for completion of an associate degree, certificate, or high school graduation requirements.**

## **Behavioral Expectations and Academic Conduct**

Students and faculty share responsibility for maintaining an appropriate learning environment. Faculty have the professional responsibility to treat students with understanding, dignity and respect, to guide classroom discussion and to set reasonable limits on the manner in which students express opinions.

Disruptive students in the academic setting hinder the educational process. Disruption, as applied to the academic setting, means behavior **that a faculty member** would view as interfering with normal academic functions. Examples include, but are not limited to, persistently speaking without being recognized or interrupting other speakers, behavior which distracts the class from the subject matter or discussion, or in extreme cases, physical threats, harassing behavior or personal insults, or refusal to comply with faculty direction. Students are expected to refrain from disruptive behavior at all times and failure to do so may result in disciplinary action **in accordance with the San Diego ISD Student Code of Conduct, and/or with the college's disciplinary policies. Students in a dual-credit class who have been assigned to the school district's Disciplinary Alternative Education Placement (DAEP) may be withdrawn from their college course (s) for the semester. Withdrawal of students from a dual credit course will be addressed on a case-by-case basis by the ECHS committee. Students who have been withdrawn from a dual-credit college course will be allowed to retake the course at a later time in a Fall or Spring semester, or be assigned to an equivalent high school course to regain the loss of credit required for high school graduation.**

As a member in an academic community, students at San Diego Early College are expected to exhibit a high level of honesty and integrity in their pursuit of higher education, be mature, self directed and able to manage their own affairs. **Students who are unwilling to abide by these basic expectations will find themselves facing academic and/or disciplinary sanctions by both/or either San Diego ISD or the college.**

## **Academic Integrity**

Academic integrity is essential in all educational settings. Students found to have engaged in academic dishonesty shall be subject to disciplinary penalties and grade penalties set forth by San Diego ISD for high school courses and CBC for college coursework. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from students.

## **Violations of Academic Integrity**

Academic dishonesty is any act (or attempt) which gives an unfair academic advantage to the student. Academic dishonesty includes, but is not limited to:

*Plagiarism* -- Plagiarism is the act of passing off some other person's ideas, words or works as one's own. It includes, but is not limited to, the appropriation, buying, receiving as a "gift", or obtaining by any other means another's work for the submission as one's own academic work.

*Collusion* -- Collusion is unauthorized collaboration with another person or persons during a test or in the preparation of any type of written work in an academic exercise/setting.

*Cheating* -- Cheating is an act of deception in which a student misrepresents that he/she has mastered information related to an academic exercise. Examples include:

- Copying, without the professor's authorization, from another student's test, lab report, computer file, data listing, logs, or any other type of report or academic exercise.
- Using unauthorized materials during a test such as cell phones or cheat notes
- Using, buying, selling, stealing, transporting, soliciting, copying or possessing (in whole or in part), the contents of a non-administered test, a required assignment or a past test which has, by the professor, not been allowed to be kept by their students.
- Taking a test for someone or permitting someone to take a test for you. This also includes attending class for someone else or allowing someone to attend class for you.

**According to the San Diego ISD Student Code Of Conduct below, cheating in a dual-credit course could result in further disciplinary action by the school administration.**

**Students shall not:**

- Cheat or copy the work of another.
- The district may impose campus or classroom rules in addition to those found in the Code. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code.

### **Dual-Credit College Course Grading Guidelines**

In order to receive the high school credit **requirement from a Dual Credit course**, the course grade must be a numeric grade of at least a 70 on the college grading scale. Although a grade of 69 or below is considered "passing" at the college level, high school credit is not awarded. Students earning a college grade of 69 or below have two options to receive credit for the course **once they have met with the academic counselor, and have received approval from the campus administrator for the following:**

- Wait the probationary period and retake the course via dual credit (Fall or Spring Semester)
- Take **an alternative equivalent course for high school credit.**
- Either above option will result in the averaging of the original failing grade and the passing grade to determine the final grade for the course.

Students will not be allowed to retake dual-credit courses if they received a grade of a 70 or above.

### **Academic Warning and Suspension**

San Diego ECHS applies a general expectation for all students to earn grades of 75 and above at all times in all classes. When a student performs below this level, tutorial sessions, study hall, and other detentions may be utilized to restrict free time and allow students structured study and enrichment opportunities. The administration reserves the right to apply other interventions as deemed appropriate to promote success.

**Students will be placed on academic probation for a semester if they fail one college class. They will be required to have academic counseling on campus, and further failures will result in a longer probationary period of two semesters. Academic probation prohibits them from taking a dual-credit course until they regain good standing. Academic probation or not maintaining a college GPA of a 2.0 may result in a student losing the opportunity to finish an associate degree or workforce certificate before they graduate from high school. San Diego ECHS requires students to maintain a GPA of 2.5 or higher to continue pursuing an Associate Degree or Core Complete. Students will not be punished for failing dual credit classes with repayments of tuition or books, or being dismissed from the early college high school program.**

### **Attendance**

Attendance in all college courses is vital to student success. Student's attendance will be monitored on a daily basis, more than three absences will result in students being dropped from the course. A student dropped from a course due to non-attendance will be placed on academic probation for the next semester. **A college and/or professor may drop a student from the dual-credit class for failure to attend classes.** Students enrolled in dual-credit courses are subject to the college rules for attendance as well as the San Diego attendance policies.

### **San Diego ISD Attendance Policy**

**To receive credit or a final grade in a class, a student in kindergarten–grade 12 must attend at least 90 percent of the days the class is offered. 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, which 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. In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- If makeup work is completed, absences for the reasons listed above at Exemptions to Compulsory Attendance will be considered extenuating circumstances for purposes of attendance for credit or the award of a final grade.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will review absences incurred based on the student's participation in board-approved extracurricular activities. These absences will be considered by the attendance committee as extenuating circumstances in accordance with the absences allowed under FM(LOCAL) if the student made up the work missed in each class.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit or a final grade.
- The student or parent may appeal the committee's decision to the board by following policy FNG(LOCAL).
- The actual number of days a student must be in attendance to receive credit or a final grade will depend on whether the class is for a full semester or for a full year.

### **Grading Policies**

Grades are recorded from "A" to "F", inclusive and available via the web to each student at the end of each semester. However, the faculty has the autonomy to change the grading policy in order to meet the course objectives. Hence, students are to use their respective course syllabi for any changes in grading policy.



Numerical values corresponding to these letters are as follows:

A 90-100, excellent

B 80-89, good

C 70-79, average

D 60-69, passing (not a passing grade for High School)

F Below 60, failure

S/CR/P Satisfactory/credit/pass

U/NC Unsatisfactory (no credit)

IP In Progress

W Dropped or withdrawn

I Incomplete

W, Dropped/Withdrawn: Given when a student has officially dropped or withdrawn from the University by the deadline in the official University calendar, regardless of student's standing in class.

I, Incomplete: Given to a student who is passing but has not completed a term paper, examination, or other required work. Students electing to complete unfinished work in the course must sign an incomplete contract along with the instructor specifying assignments to be completed and the due date. Failure to sign a contract, and have one file in the Office of the University Registrar, will result in the "I" being converted to an "F."

A student may not register for a course for which he/she has a current grade of "I".

### **Dual-Credit Course Failure/Withdrawals/Dropping**

**Failure or dropping of a dual-credit course may affect graduation requirements. A student may request a withdrawal from a course through the campus counseling department and/or administration. Upon approval for dropping a course, parents will be notified, and academic counseling will determine the options as stated above in the dual-credit grading guidelines section. An academic contract will be developed with the student to ensure the students future success. Subsequent academic counseling sessions will be required and degree or certification plans may change.**

The college and/or professor may drop a student from the dual-credit class for failure to attend classes, failing grades, misbehavior, or academic misconduct.

### **ECHS Committee, Academic Pathways, Dual Credit Course Hours Limitation**

San Diego ECHS will designate an oversight committee that will meet at least three times in an academic year to review ECHS student progress, monitor compliance in accordance with the ECHS handbook, and provide guidance and approval of student graduation and degree plans. The committee will consist of the principal, assistant principal, district curriculum director, ECHS counselor, general academic counselor, and at least two SDISD dual-credit teachers.

ECHS students will be designated in four academic pathways based on academic performance, student goals, and parent input. The pathways will guide the committee in approval of courses for individual students. The pathways are as follows:

- Associate Degree Pathway - Students may earn up to 64 hours for an associate degree
- Core Curriculum with or without Workforce Courses Pathway - Students may earn up to 42 hours for core completion plus may earn an additional 15 hours for workforce (level 1 or level 2) certificate
- Workforce only Pathway- ECHS students may earn up to 30 hours including workforce credit for a workforce certification
- Early College High School Basic Requirement Pathway - Students without TSI requirements may earn up to 15 hours of dual-credit courses.

#### **Limitations of College Hours:**

- Classes 2021-2023 may only take academic dual credit courses within their High School graduation plan (less than or equal to 64 college hours). SDECHS students may take workforce dual credit courses toward their endorsement; less than or equal to 12 college hours.
- Class of 2024 and beyond, will only be able to obtain an Associate Degree (up to 64 hours). Students may obtain a core completion of studies (42 hours) that may include a workforce certificate (total of 54 hours). Students may also only obtain a workforce certification.
- All students of the Class of 2024 and beyond will be required to take 9 college credit hours by the end of 10th grade and 15 credits by the end of 12th grade.

### **Course Information**

The term “course” shall be understood to mean a definite unit of work in a subject. Credit allowed for each course is written out in full immediately following the title of the course. Example: HIST 1302,

United States History II. Three semester hours. The first digit of the course number is the course level. The second digit is the number of semester credit hours (SCH).

### **Class Scheduling**

SDECHS administration and staff will prepare the semester schedules based upon individual cohort graduation plans. If a student fails a course during the Fall or Spring semester as mentioned above they will be placed on academic probation. ECHS course scheduling is limited to **15** credit hours total per year including Fall and Spring semesters.

**Any student who drops or fails a dual credit course in a regular semester (Fall or Spring) may not enroll in the course in a summer session. Instead, the student may enroll again during a regular session (Fall or Spring).**

**Seniors who need a high school course required for graduation may not take a dual enrollment course during the spring semester. Instead students must take the regular high school course required for graduation.**

### **Dual-Credit Courses, GPA, and Class Rank**

#### **Graduating Class of 2018 and Thereafter**

##### Rank and Related Honors

Beginning with the graduating class of 2018 and beyond, until such time as a new process is adopted by the Board, the following policy shall be used to determine class rank and eligibility for the honor of being chosen valedictorian or salutatorian.

Students shall be ranked within the graduating class based on a weighted GPA. [See EIC(REGULATION)]

##### Weighted GPA

For the purpose of encouraging students to take more challenging courses, grades earned in TEA- and District-identified advanced courses (Pre-AP and AP) and dual credit courses at designated colleges or universities shall be weighted. Weighted grade points shall be used to compute the GPA to determine a student's rank in class and status of valedictorian and salutatorian.

##### Class Rank

Rank shall be assessed at the midpoint of each academic year and again not earlier than ten days and not later than five days immediately prior to the graduation date for the graduating class.

##### Rank of Top Ten Students

All students who have been enrolled and completed their ninth-, tenth-, and 11th-grade years of study at the District's high school shall be eligible to be ranked as one of the top ten students of the graduating class if other applicable requirements of this policy are met.

### Distinguished Level of Achievement for Graduation

Students must have met all requirements of a high school personal graduation plan, including the foundation program with the distinguished level of achievement for graduation with one or more endorsements, to enable the student to achieve a class rank of one of the top ten students at the District's high school.

### Valedictorian and Salutatorian

Valedictorian and salutatorian honors shall be determined no earlier than ten days and no later than five days immediately prior to the graduation date for the graduating class.

The student with the highest GPA under this policy shall receive the honor of valedictorian; the student with the second-highest GPA under this policy shall receive the honor of salutatorian. All other students shall be ranked in descending order to determine final class rank under this policy.

Ties shall be broken in accordance with the tie-breaking provisions of this policy.

### Calculations of GPA

Final GPAs shall be calculated by the counselor and principal at least five working days before the end of the school year. All final GPAs for the top-ranked students shall be reviewed by the Superintendent for final verification.

Class ranks for the ninth-, tenth-, and eleventh-grade students shall be calculated at the class ranks shall be calculated again at the end of the first semester for scholarship purposes.

Grades earned through the following programs shall be excluded from class rank:

Correspondence courses;

1. Local credit with the exception of ACT/SAT preparatory courses, effective in the 2016–17 school year;
2. Independent study as assigned by the principal or counselor;
3. Any non-District approved, computer-based software program course;
4. Grades earned in a nonaccredited private school; and
5. Any academic or workforce dual credit courses exceeding 76 college hours.
6. Students and parents are encouraged to contact the counselor for information about applications and deadlines for admissions to four-year public universities and colleges in Texas.

## Weighted Grade Scale

The weight scale to be used to compute numerical grades into the mathematically computed score that shall be used to determine honor roll status, GPA, and class rank shall be found in EIC(REGULATION) and in the student handbook.

## Breaking Ties

In the event of a tie for the honor of valedictorian, or salutatorian, or in determining the rank of the top ten students of the graduation class, the following rules shall be applied in the following order until the tie is broken:

7. The student with the most college courses completed successfully, with a grade of 90 or better, regardless of GPA, shall be awarded the higher recognition. (In the event of a tie, see item 2).
8. The student with the most AP courses completed successfully, regardless of GPA, shall be awarded the higher recognition. (In the event of a tie, see item 3).
9. The student with the most math and science courses successfully passed, regardless of GPA, shall be awarded the higher recognition.

## Weighted Grading Scale

The following scale shall be used to compute numerical grades into the mathematically computed grade point scale that is used to determine GPA and class rank.

<b>Numerical Grade</b>	<b>Regular Courses</b>	<b>Pre-AP Courses</b>	<b>AP / Dual Credit Courses</b>
100	4.0	5.0	6.0
99	3.9	4.9	5.9
98	3.8	4.8	5.8
97	3.7	4.7	5.7
96	3.6	4.6	5.6
95	3.5	4.5	5.5
94	3.4	4.4	5.4
93	3.3	4.3	5.3
92	3.2	4.2	5.2
91	3.1	4.1	5.1
90	3.0	4.0	5.0
89	2.9	3.9	4.9
88	2.8	3.8	4.8
87	2.7	3.7	4.7
86	2.6	3.6	4.6
85	2.5	3.5	4.5

84	2.4	3.4	4.4
83	2.3	3.3	4.3
82	2.2	3.2	4.2
81	2.1	3.1	4.1
80	2.0	3.0	4.0
79	1.9	2.9	3.9
78	1.8	2.8	3.8
77	1.7	2.7	3.7
76	1.6	2.6	3.6
75	1.5	2.5	3.5
74	1.4	2.4	3.4
73	1.3	2.3	3.3
72	1.2	2.2	3.2
71	1.1	2.1	3.1

### **Alphanumeric Grading System**

In the case of an institute of higher learning (IHE) partner utilizing an alphanumeric grading system, the District shall apply the alphanumeric conversion table issued by the IHE.

### **Dual-Credit Courses and UIL Eligibility**

**As per Texas Administrative Code §74.30, Texas Education Code §33.081(d)(1) concerning extracurricular activities, and UIL requirements, San Diego ECHS identifies advanced/honors courses as the courses listed in the most current Community College General Academic Course Guide Manual.**

**Generally, a student who receives at the end of a grading period a grade below 70 in any academic class may not participate in extracurricular activities for at least three school weeks. However, if a student receives a grade below 70 at the end of a grading period in an Advanced Placement (AP) or International Baccalaureate (IB) course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or languages other than English, the student remains eligible for participation in all extracurricular activities**

**Dual-credit courses(or concurrent enrollment classes) designated as Honors Courses are listed below in TAC §74.30. A student who receives a semester grade below 70 in a dual-credit course not designated as an Honors Course is subject to UIL rules governing "No Pass, No Play." For example, dual credit courses in education, kinesiology, computer technology, welding, nursing, and law enforcement, are not designated as Honors Courses and subject to "No Pass, No Play."**

### **Identification of Honors Courses under TAC §74.30**

- (a) The following are identified as honors classes as referred to in the Texas Education Code, §33.081(d)(1), concerning extracurricular activities:
- (1) all College Board advanced placement courses and International Baccalaureate courses in all disciplines;
  - (2) English language arts: high school/college concurrent enrollment classes that are included in the “Community College General Academic Course Guide Manual (Part One)”;
  - (3) Languages other than English: high school/college concurrent enrollment classes that are included in the “Community College General Academic Course Guide Manual (Part One),” and languages other than English courses Levels IV-VII;
  - (4) Mathematics: high school/college concurrent enrollment classes that are included in the “Community College General Academic Course Guide Manual (Part One)” and Precalculus;
  - (5) Science: high school/college concurrent enrollment classes that are included in the “Community College General Academic Course Guide Manual (Part One)”;
  - (6) Social studies: Social Studies Advanced Studies, Economics Advanced Studies, and high school/college concurrent enrollment classes that are included in the “Community College General Academic Course Guide Manual (Part One).”

### **Extracurricular Activities, Clubs, and Organizations**

#### ***(All Grade Levels)***

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Participation in some of these activities may result in events that occur off-campus. When the district arranges transportation for these events, students are required to use the transportation provided by the district to and from the events. Exceptions to this may only be made with the approval of the activity’s coach or sponsor. [See **Transportation** on page .]

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. Students involved in UIL athletic activities and their parents can access the UIL Parent Information Manual at [UIL Parent Information Manual](#); a hard copy can be provided by the coach or sponsor of the activity on request. To report a complaint of alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the UIL, please contact the curriculum division of TEA at (512) 463-9581 or [curriculum@tea.texas.gov](mailto:curriculum@tea.texas.gov).

[See [UIL Texas](#) for additional information on all UIL-governed activities.]

In addition, the following provisions apply to all extracurricular activities:

A student who receives special education services and who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.

An ineligible student may practice or rehearse but may not participate in any competitive activity.

A student is allowed in a school year up to 10 absences not related to post-district competition, and unlimited absences for post-district competition or state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.

An absence for participation in an activity that has not been approved will receive an unexcused absence.

For further information regarding UIL Rules regarding extra-curricular activities, please contact the campus administration at 361-279-3382, and/or follow the URL links below:

<http://ritter.tea.state.tx.us/rules/tac/chapter074/ch074c.html#74.30>

<https://www.uiltexas.org/files/policy/TEA UIL Side by Side.pdf>

<http://www.theccb.state.tx.us/reports/pdf/7341.pdf?CFID=49512089&CFTOKEN=58356262>

### **Student with Disabilities**

Students with disabilities will need to visit with the Special Populations Department at the college for needed accommodations. Please contact:

Mercy Boamah

Recruiter/Advisor

Attn: Disability Services

704 Coyote Trail

Alice, TX, 78332

(361) 664-2981 Ext. 3025

[mvboamah@coastalbend.edu](mailto:mvboamah@coastalbend.edu)

### **Academic Freedom**

Parents and students are reminded that academic freedom is practiced at CBC. Academic freedom allows faculty and students to pursue inquiry they feel is important and to speak about it in the



classroom. Students may encounter adult language and images, different philosophical viewpoints, and belief systems. Appropriate and essential discipline-specific terminology, concepts, and principles are utilized as needed in the classroom setting. All students are held accountable to the policies, rules, and regulations published in the CBC Catalog and Handbook.

### **Meningococcal Vaccine Requirements**

As of January 1, 2014, all entering students at an institution of higher education\* are required to show proof of an initial meningococcal vaccination or a booster dose during the five-year period prior to enrolling [SB 62, 83rd (R) Texas Legislature]. They must get the vaccine at least 10 days before the semester begins.

### **TERMS YOU SHOULD KNOW**

<b>Term</b>	<b>Term Explanation</b>
Academic Calendar	List of key events and dates for an academic year (found on the CBC web site).
Add/Drop	Process during the first week of the semester when students can add or drop courses.
Closed Section	Class which is no longer available because the maximum enrollment has been reached.
Department Head	Faculty member who heads an academic department.
ECHS Students	Early College High School Students-9 <sup>th</sup> Graders who met requirements to enter the Early College High School Program.
Elective Courses	Not specified in a particular degree program.
Final Exam	The last exam given in a class during a semester.
Hours attempted	Total credit hours the student has attempted (includes courses passed and failed).
Hours Passed	The total number of hours completed with a grade of “d” or better.
Instructor	Person who teaches a course.
Lecture	Lessons delivered orally by the course instructor.
MWF	Monday, Wednesday, Friday classes.
Mid-Semester Grades	Grades available online to students at mid-term.
Mid-Term	Halfway point of the semester.
Open Sections	A class that still have space available for students to register.
Permanent Record	A student’s personal transcript that contains information regarding classes, GPA, and honors.
PIN Number	Personal identification number that gives students access to their information.

Prerequisites	Requirements to enter a particular course.
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Registration	Officially enrolling in class(es) for a term or semester with all tuition and fees paid.
Section change	Add/drop from one section to another of a particular course.
Semester	A measurement of times, approximately 18 weeks, two of which make up an academic year.
Staff	Used in reference for an instructor on your schedule this means a specific instructor has not yet been assigned to teach this course.
Syllabus	A summary or outline of the expectations of a course.
TBA	Abbreviation for the term To Be Announced.
TR	Tuesday and Thursday classes.
Transcript	The official record of a student's academic history.

## 2023-2024 CBC Important Dates

### **Fall 2023**

Registration	Begins March
Last Day for Fall Registration	August 18
Classes Begin (Monday)	August 21
Last Day for Schedule Changes (ADD/DROP)	August 25
Labor Day Holiday	September 4
Census Date	September 11
Last Day to Apply for December Graduation	October 9
Mid-term Grades Due	October 16
Spring 2020 Registration Begins	October
Last day to Drop Classes with a "W" 12:00 Noon	November 3
Thanksgiving Holiday	November 20-24
Last Day for Day & Evening Classes	December 7
Final Exams	December 8-12
All Grades Due in Registrar's Office 12:00 Noon	December 13

### **Spring 2023**

Registration Begins	October
Last Day for Spring Registration	January 16
Martin Luther King Holiday	January 16
Classes Begin (Tuesday)	January 17
Census Day	February 6
Last Day to Apply for May Graduation	February 6
Spring Break	March 13-17
Mid-term Grades Due	March 21

Spring Holiday	April 7-10
Last Day to Drop Classes with a "W" 12:00 Noon	April 13
Final Exams	May 5-9
All Grades Due in Registrar's Office 12:00 Noon	May 10
Annual Commencement	May 12

## Parent/Student Early College Handbook Receipt

Name of Student \_\_\_\_\_

I hereby acknowledge receipt of a copy of the San Diego Early College High School Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

\_\_\_\_\_I received a hard copy of the San Diego Early College High School handbook. The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this book. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

\_\_\_\_\_I opt to access an electronic copy of the San Diego Early College High School handbook via the San Diego ISD Website [www.sdisd.us](http://www.sdisd.us). The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this book. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Guardian Signature

\_\_\_\_\_  
Student Grade Level

\_\_\_\_\_  
Date

\*Please sign and date this receipt and return to the HS Office.