



# Handbook 2021 - 2022

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# Silsbee Early College

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## ***Mission Statement***

Silsbee Early College High School students will be equipped with the values, skills, and confidence to pursue the opportunity to obtain sixty college credit hours by the end of their senior year. We believe that working with families, our higher education partners, and the community, our students will be progressively prepared for success in their chosen post-secondary pursuits

## ***Essential Values***

**Value 1:** SISD and SECHS are committed to serving students underrepresented in higher education.

**Value 2:** SECHS is created and sustained by Silsbee ISD, Lamar Institution of Technology and the community whom are all jointly accountable for the students' success.

**Value 3:** All stakeholders jointly develop an integrated academic program so that students can earn one to two years of transferable college credit leading to college completion.

**Value 4:** SECHS engage all students in a comprehensive support system that develops academic and social skills as well and the behaviors and conditions necessary for college completion.

**Value 5:** All stakeholders work to create conditions that support and advocate policies that advance the early college model and mission.

## **SECHS Background**

The Early College movement has gained momentum across Texas over the past decade. Early College High Schools are innovative high schools that allow students least likely to attend college an opportunity to earn a high school diploma and 60 college credit hours. Early College High Schools provides dual credit at no cost to students. It also offers rigorous instruction and accelerated courses. Early College High School provides academic and social support services to help students succeed and increase college readiness, and finally helps reduce barriers to college access. Silsbee ISD joined this movement when partnering with Lamar Institute of Technology in 2015 to establish the first enrollment with the SECHS Class of 2020.

## **SECHS Program Expectations**

- Provide enhanced learning experiences both on and off campus.
- Provide accelerated instruction in a small school environment.
- Prepare students to start college coursework in their ninth grade year.
- Provide the opportunity to rework high school assignments until mastery is achieved.
- Support students by developing meaningful relationships with teachers, administrators and college faculty.
- Provide quality teaching from specially trained 100% highly motivated and qualified staff.
- Provide assessment of learning in traditional and non-traditional methods.
- Provide access to an SECHS Administrator and Counselor and a LIT Liaison and Counselor.
- Conduct a program to acclimate all incoming students to the SECHS environment.
- Provide student access to college courses based on scheduled course sequence.
- Provide opportunity for students to earn an Associate's Degree or up to 60 college credits.
- Free tuition and textbook costs for college courses taken by a student.
- Provide college & career preparation including service learning, university visits, and career tour.

## **SECHS Student Expectations**

- Commit to SECHS for entire four year program.
- Take AP and Pre-AP level coursework.
- Commit to at least two to three hours of study time per night.
- Commit to stay organized, avoid procrastination, and manage time effectively.
- Commit to a healthy life style.
- Participate in all non-traditional learning experiences and assessments.
- Participate in all SECHS activities including individual assignments, group work, presentations, off-campus learning, service learning, job shadowing, university visits, and travel opportunities.
- Ask for help when needed.
- Produce high quality work or rework until it is high quality.
- Maintain high academic and behavior standards at all times.
- Be a positive ambassador for the SECHS program and district.
- Commit to excellent attendance and be on time for school and for all classes.
- Comply with all SECHS, SILSBEE ISD, and Lamar Institute of Technology policies and procedures.
- Earn a two-year Associate's degree and transfer to a four year university.

## **SECHS Parent Expectations**

- Support your student's educational experience in every way possible.
- Provide transportation to your student's school, library, or team group meeting on days and times that SISD schools are not in session.
- Attend all scheduled parent meetings.
- Ensure your student's attendance to all high school and college classes as well as off campus learning activities.
- Attendance is very important. Please ensure your student is in school unless he/she is ill. Routine doctor, dentist visits, family errands, etc. should be scheduled after school hours.
- Provide financial support for off-campus learning activities and recommended educational trips, and/or support your student in fund-raising opportunities to cover these costs.
- Understand that the SISD ECHS program is a four year commitment and does not offer a trial period. Transferring to a traditional high school is not an ideal option due to course structures within ECHS.
- Provide daily time (two to three hours) for your student to do homework and study without other responsibilities (for example: chores, babysitting, etc.).
- Provide your student with a space in the home to study and do daily homework that is comfortable and free of distractions.
- Check your student's high school and college grades online (PARENT CONNECT and BLACKBOARD) weekly and provide assistance if he/she is experiencing difficulty OR contact the ECHS Administrator and Counselor for assistance.
- It will not be practical for your student to hold a job during the school year.
- Make every effort to ensure that your student gets enough sleep each night.
- If you have Internet access, understand your student will need to be online to do work and please give your ECHS student top priority in your household.
- As a college student, your student will be exposed to college materials. If you have questions about the appropriateness of certain material, please contact the ECHS Administrator.
- Please understand that your student will be doing more work than a traditional high school student and may have extra stress. Help is always available to you and your student.
- Show your support and understanding in a positive way. The transition to high school is challenging for any 9th grader.
- Support your student by attending events and volunteering to help when possible.

## Sample Four Year Schedule

# Silsbee ECHS Course Cross Walk

## Cohort 2025 & Beyond

**Associates of Arts in General Studies Degree Total = 60 SCH**

**Core Curriculum Complete Total = 42 SCH**

FRESHMAN				SOPHOMORE			
SISD	CR	LIT	CR	SISD	CR	LIT	CR
English 1	1			English 2	1		
Algebra 1	1			Geometry	1		
Biology 1	1			Chemistry	1		
AVID 1	1			AVID 2	1		
College Readiness	0.5	<b>EDUC 1100 (F)</b>	<b>1</b>	US History	0.5	<b>HIST 1301 (F)</b>	<b>3</b>
Local ECHS	0.5				0.5	<b>HIST 1302 (S)</b>	<b>3</b>
Art Appreciation	0.5	Art 1301(S)	3	Pub Speaking	0.5	SPCH 1318 (F)	3
	0.5	<b>HUMA 1315 (F)</b>	<b>3</b>	Comm Applicat.	0.5	<b>SPCH 1315 (S)</b>	<b>3</b>
PE	1			Elective	1		
Spanish/ASL	1			Spanish/ASL	1		
<b>SISD Total</b>	<b>8</b>	<b>LIT Total</b>	<b>7</b>	<b>SISD Total</b>	<b>8</b>	<b>LIT Total</b>	<b>12</b>
JUNIOR				SENIOR			
SISD	CR	LIT	CR	SISD	CR	LIT	CR
English 3	1	<b>ENGL 1301 (F)</b>	<b>3</b>	English 4	1	<b>ENGL 2326(F)</b>	<b>3</b>
		<b>ENGL 1302 (S)</b>	<b>3</b>			ENGL 2321 (S)	3
Math	1	<b>MATH 1314 (S)</b>	<b>3</b>	Statistics	1	MATH 1342 (S)	3
Science	1			A&P or AP Bio	1	<b>BIOL 2301 (F) / 2302 (S)</b>	<b>8</b>
						<b>BIOL 1306 (F) / 1307 (S)</b>	
World History	1			U.S Government	0.5	<b>GOVT 2305 (F)</b>	<b>3</b>
Psychology	0.5	PSYC 2301 (F)	3	Economics	0.5	<b>ECON 2301 (S)</b>	<b>3</b>
Sociology	0.5	SOCI 1301 (S)	3	Soc. Stud. Adv. St.	1	<b>GOVT 2306 (S)</b>	<b>3</b>
AVID 3	1			Elective	1		
Elective	1			AVID 4	1		
Elective	1			Elective	1		
<b>SISD Total</b>	<b>8</b>	<b>LIT Total</b>	<b>15</b>	<b>SISD Total</b>	<b>8</b>	<b>LIT Total</b>	<b>26</b>
Updated March 2021							

## **Admission**

Silsbee Early College High School (SECHS) welcomes any student interested in earning a high school diploma and college credit hours simultaneously. As stipulated by the Texas Education Agency, SECHS shall serve, or plan to scale up to serve, students who are identified as at risk of dropping out of school as defined by the Public Education Information Management System (PEIMS) or who might not otherwise go to college. An applicant must be a Silsbee ISD actively enrolled student in the 8th grade.

## **Application Information**

Enrollment in SECHS is by application only. Application and enrollment information will be provided to students and parents at SECHS Information Sessions held at Silsbee High School. Interested students may also download the application found on the SECHS website. Only complete, signed applications submitted by the deadline will be considered. All applications are to be submitted by the deadline to the front office staff at the Edward Johnson Memorial Middle School labeled "To the Attention of Silsbee ECHS".

## **Application Review**

The SECHS Campus Administration will review all applications, conduct student interviews and provide consultation to students and parents regarding the commitment and performance expectations of an SECHS course.

## **Selection**

Silsbee ISD administration determines the number of SECHS seats available each year. If the number of applicants exceeds the number of seats available, then a performance-blind, open-access weighted lottery will be conducted to select the students for admission. Each applicant will be included once. Applicants identified as At-Risk of not graduating will be included an additional two times. Applicants identified as African American, Economically Disadvantaged or Male will be included one additional time

The lottery process shall be conducted by the High School Principal, ECHS Administrator, teacher representatives and held at the Silsbee High School campus. All entries will be drawn and recorded in the order in which drawn for placement on a Wait List. A video of the lottery process will be recorded and made part of the documentation retained according to district procedures.

Applicants not selected for admission will be placed on a Wait List for admission consideration should a selected applicant withdraw and a seat becomes available. Students on a Wait List will participate in the Summer Bridge program to better enable them to begin ECHS should a selected student decide to withdraw from the program. Admission consideration for vacated seats ends on the first instructional day of school for whichever comes first, LIT or Silsbee ISD.

## **Transfer Students**

Students transferring into Silsbee ISD from another ECHS designated school as enrolled and in good standing will be considered for admission.

## **Academic Counseling**

Students should meet frequently with their ECHS counselor to plan for the future. The ECHS counselor will develop individualized plans for each ECHS student according to the student's academic strengths and weaknesses.

## **Academic Guidelines**

When enrolled in a college course, SECHS students are governed by the LIT Academic Policies as outlined in the LIT Catalog & Student Handbook. When enrolled in a high school course, SECHS students are governed by the Districts policies and procedures as outlined in the SHS Student Handbook and SISD Board Policy.

## **Academic Probation**

SECHS students are college students and therefore governed by the academic policies of LIT. For a detailed description of the academic policies visit the Academic Policy section of the LIT Catalog and Student Handbook found at [www.lit.edu](http://www.lit.edu).

### **Notice:**

Failing one or more core classes at three week progress report  
(Student receives a verbal notice about grades.)

### **Warning:**

Failing one/two classes at the end of the six weeks cycle  
Failing college class at Midterm of a 18 weeks college course  
First term college GPA is less than 2.0  
(Student assigned to mandatory tutorials contract with parent signature.)

### **Prohibition:**

Failed three or more core classes at the end of a six week cycle  
Failed two or more core courses at semester end  
At the end of any term in which the student is on Academic Warning and college GPA is still less than 2.0  
On Academic Warning for two consecutive semesters  
(Student placed on ECHS Academic Prohibition Contract with parent signature.)

### **Suspension:**

Failed three core courses at semester end  
Failed two consecutive college courses in the 1st year of program  
On Academic Probation and both student's overall college and his/her GPA from the just completed term fall below 2.0  
On Academic Probation for five consecutive six weeks cycles  
(Student exited from the SECHS program)

### **Other considering factors:**

Student has not passed all sections of the TSI by the end of their sophomore year.  
Student has not earned credits for their core classes will not be allowed to enroll in college courses.



## **Attendance**

Attendance is crucial part of success at ECHS. Students are expected to attend all high school and college classes. Students are also expected to attend all off-campus activities and any planned educational travel. If possible, personal appointments should be scheduled outside the school day.

## **Parent Responsibility**

Parents will be notified when unexcused absences occur. If your son/daughter is going to be absent, parents should notify the ECHS Administrator and send a note. Parents will be notified in cases of excessive tardiness. Students are to follow the SISD absences policy.

## **Tardies**

Students need to be mindful they are attending college classes. College instructors expect students to be in the classroom before the tardy bell. College instructors record attendance at the beginning of class. If the student reports to class late, a tardy pass will be required (following SHS rules).

## **Cheating and Plagiarism**

Cheating and plagiarism are considered serious offenses by both Silsbee ISD & Lamar Institute of Technology.

## **Cheating**

Students must be completely honest in all phases of their work. Cheating includes, but is not limited to, the following:

- Dishonesty of any kind on examinations, assignments, or program requirements;
- Unauthorized possession of examinations or unapproved notes or sources at any time, whether used or not;
- Copying or obtaining information from another student during an examination or performance of a lab skill or competency;
- Alteration or falsification of course or academic records; and
- Unauthorized entry into or presence in any office.

## **Academic Integrity**

Documenting the use of others' work is important because it recognizes the original author's effort, establishes the student writer's credibility, and supports the audience's future research. Plagiarism is offering the work of another as one's own, intentionally or unintentionally, without proper acknowledgment. Students who fail to give appropriate credit for ideas or material they take from another, whether a fellow student or a resource writer, are guilty of plagiarism (i.e., stealing the words or ideas of another).

The college may contract with companies or organizations that provide plagiarism-detection services. Such companies may receive students' work for the purpose of comparing the students' work with a reference database. Students enrolling at Lamar Institute of Technology agree as a condition of their enrollment that their work may be submitted to such companies (Turn It) for the purpose of plagiarism detection and that the company may retain a copy of the work for plagiarism-detection purposes. Such companies will not copy, use, or distribute the students' work.

## **Responding to Violations**

The Faculty have the responsibility to initiate disciplinary action in response to violations of the rules regarding academic honesty. A faculty member is responsible for collecting any evidence of cheating at the time it occurs. A student may not withdraw from the course during the investigation of an incident of academic dishonesty or when a course grade of F has been imposed. A record will be kept of any imposed penalty or disciplinary action.

## **Penalties**

If, in the judgment of the instructor, cheating, plagiarism, or collusion has occurred, he or she may assess a penalty with a recorded reprimand:

- Recommendation for suspension from the College or expulsion from a program, which is submitted to the provost; the provost's decision is final.
- Failure of the course; the student may appeal the grade through the Final Grade Appeal process.
- Failure of the assignment by the instructor; the instructor's decision is final.
- Reduced grade on the assignment by the instructor; the instructor's decision is final.
- A reasonable penalty assessed by the instructor; the instructor's decision is final.

The instructor will notify the student of his or her decision concerning the student's grade and whether or not further disciplinary action is recommended before filing the report as indicated below. If a student will not meet with the instructor or if notification cannot take place because of a student's unavailability or incorrect contact information, the process proceeds as specified. Faculty should also communicate with their department chairs/program directors and deans regarding any violation of the college honesty code. Should the instructor recommend suspension or expulsion of the student, the provost has the responsibility and authority to determine whether the student will be suspended or expelled.

## **Course Offerings**

Silsbee ISD ensures the SECHS courses listed for the Associate of Arts in General Studies Degree will be offered so that students are able to complete the graduation plan in four years. Silsbee ISD does this by providing the schedule, instructors, materials, facilities and/or transportation relating to the specific courses. Only courses described in the approved list (chart page 6) for an Associated of Arts in General Studies degree are provided to SECHS students at no cost.

A student may desire to pursue a course pathway other than offered by SECHS. Should a student choose to take a different college course to substitute for one offered by SECHS then the student will do so under the dual credit procedures and be responsible for ensuring the course is applicable to his/her degree plan (course of study) and/or the transferability of the course. To be fully informed of options and potential consequences, students are encouraged to visit with their high school counselor or a college advisory prior to enrolling in other college courses and/or higher education institutions

## **ECHS Program Facilities**

Students enrolled in SECHS have access to the same facilities as all other LIT facilities including the Student Center, math labs, writing labs, Counseling Center, computer labs, and Student Center. Students must be

prepared to show their LIT ID in order to use the facility and must behave in a manner that reflects the college standards for behavior. You can attend sporting Lamar events except for Lamar Football games again you must have your LIT ID in order to gain admission into the event.

## **Exit and Withdrawal Procedure**

A student enrolled in a SECHS may elect to withdraw from the program at semester end, ONLY after ALL supports have been exhausted. A student/parent conference must be held prior to exit to discuss the ramifications of leaving the program. The campus administration may elect to involuntarily exit a student after all supports have been exhausted. Prior to involuntary exit, a growth plan will be developed, a faculty mentor will be assigned, tutorials will be required, and regular student check-ins will be mandatory.

## **FERPA (Family Educational Rights and Privacy Act)**

Parents have the right to inspect and review education records, to seek to attend education records, and to have some control over the disclosure of information from education records, however, these rights transfer to the student when the student turns 18 or attends a post-secondary institution. Parents may contact the ECHS Administrator or Counselor at any time, but please do not attempt to contact college instructors directly. Information about FERPA and waivers are discussed in detail at ECHS parent meetings.

## **Grades**

College instructors award letter grades for college courses. Grade reports and progress reports are not issued during the course of the semester for college courses. At the beginning of each course, a syllabus is provided outlining content to be covered, the assignments, and how the instructor will grade. It is important for students to realize college instructors assign and grade significantly fewer lessons than the traditional high school teacher. It is the student's responsibility to monitor grades throughout the semester. Instructors will only communicate with the student about his/her grade status; therefore, parents must communicate with their student about academic progress.

A student's high school (numeric) grade for the college course will be reported on his/her high school report card at the end of each semester and on the high school transcript. The student's college (letter) grade will be reported on the student's college transcript.

LIT requires students to earn a grade of D or better in all college courses under the General Studies degree plan. Courses related to a specific degree at LIT require a C or better. Silsbee HS requires students to earn a grade of a C or better to earn high school credit toward graduation.

**LIT** – A course with a grade lower than a D (in general studies degree plan) or a grade of a D (in specific degree plans) must be retaken to earn credit for the course. The grade will be reflected on the college transcript and calculated in the grade point average.

**SHS** – Students will receive the numerical grade of their course grade at LIT. Awarded high school credits may not be duplicated. If a student retakes a college course then only the college credit will be earned.

Students who need to retake a course due to a failing grade resulting in no credit awarded will do so as a Dual Credit student and follow rules in the Dual Credit Guidelines.

## **Personal Counseling**

An ECHS Counselor is available on campus to assist student with a wide range of personal concerns, including such areas as social, family, or emotional issues. The ECHS Counselor is also prepared to assist students with the unique challenges they face as ECHS students.

## **School Calendar and Class Time**

The SECHS Program will follow a schedule that facilitates the offering of college and high school courses simultaneously. For LIT courses taken for credit at the high school location, the instructors will follow SISD adopted calendar and bell schedule. For LIT courses taken for credit at the LIT location, the instructional calendar will follow the LIT instructional calendar and bell schedule. To meet the minute requirements of a college course it may be necessary for students to attend class outside the normal school hours. This is determined on a semester basis and will be communicated to the students at the beginning of each semester.

## **Service Learning**

Service Learning is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities. Service Learning is a very important component of the SECHS program and our goal is to motivate students and nurture their dreams while we instill in them the value of service. Service Learning provides a unique opportunity for students to view subject matter through a real world lens. The purpose of service learning is to learn college and career skills in a particular interest area while serving the community. It goes beyond general community service hours to focus on connecting academic content and skills to community needs.

## **Student Code of Conduct**

All SECHS students must follow the Silsbee ISD and Lamar Institute of Technology Codes of Conduct.

The Silsbee Student Code of Conduct may be found on the district website, [www.silsbeeisd.org](http://www.silsbeeisd.org), under About Us – Publications.

The LIT policy may be found at <http://www.lit.edu/policies/Academic/GeneralPolicies.asp>

## **Supports and Tutorials**

### *AVID Elective Course*

Advancement Via Individual Determination (AVID) is an academic elective course that prepares students for college readiness and success, and it is scheduled during the regular school day as a year-long course. Each week, students receive instruction utilizing a rigorous college preparatory curriculum provided by AVID Center, tutor-facilitated study groups, motivational activities and academic success skills. In AVID, students participate in activities that incorporate strategies focused on writing, inquiry, collaboration, organization and reading to support their academic growth.

During ninth students will work on academic and personal goals and communication, adjusting to the high school setting. Students will increase awareness of their personal contributions to their learning, as well

as their involvement in their school and community. There is an emphasis on analytical writing, focusing on personal goals and thesis writing. Students will work in collaborative settings, learning how to participate in collegial discussions and use sources to support their ideas and opinions. Students will prepare for and participate in college entrance and placement exams, while refining study skills and test taking, note-taking, and research techniques. They will take an active role in field trip and guest speaker preparations and presentations. Their college research will include financial topics and building their knowledge on colleges and careers of interest.

During the tenth grade AVID Elective course, students will refine the AVID strategies to meet their independent needs and learning styles. Students will continue to refine and adjust their academic learning plans and goals, increasing awareness of their actions and behaviors. As students increase the rigorous course load and school/community involvement, they will refine their time management and study skills accordingly. Students will expand their writing portfolio to include: analyzing prompts, supporting arguments and claims, character analysis and detailed reflections. Students will also analyze various documents, in order to participate in collaborative discussions and develop leadership skills in those settings. Students will expand their vocabulary use, continuing to prepare for college entrance exams and preparation. Text analysis will focus on specific strategies to understand complex texts. Lastly, students will narrow down their college and careers of interest, based on personal interests and goals.

The eleventh grade AVID Elective course is the first part in a junior/senior seminar course that focuses on writing and critical thinking expected of first- and second-year college students. In addition to the academic focus of the AVID seminar, there are college-bound activities, methodologies and tasks that should be undertaken during the junior year to support students as they apply to four-year universities and confirm their postsecondary plans

The AVID Elective twelfth grade course is the second part in a junior/senior seminar course that focuses on writing and critical thinking expected of first- and second-year college students. Students will complete a final research essay project from research conducted in their junior year in AVID. In addition to the academic focus of the AVID senior seminar, there are college-bound activities, methodologies and tasks that should be achieved during the senior year that support students as they apply to four-year universities and confirm their postsecondary plans. All AVID seniors are required to develop and present a portfolio representing their years of work in the AVID program, as well as complete the requirements for the seminar course.

## **Tutorials**

Tutorials are an integral component of ECHS. Tutorials provide an opportunity for all students to get help needed in specific content areas each week. Student should attend tutorials if they feel that they need additional assistance or homework help.

## **Technology**

Students have access to the Lamar Institute of Technology computer labs and computers in the John Gray Library on Lamar University campus. These computers do not have the same filters as traditional high school computers. Students are allowed to bring their own technology to campus provided they have signed an acceptable use policy and assume all responsibility for the equipment. Campus personnel are not responsible for the equipment in any way and will not assume any responsibility for lost, damaged or malfunctioning equipment.

## **Textbooks and Materials**

ECCHS does not have lockers. Students are encouraged to bring backpacks to carry books and supplies needed for daily class assignments. A set of high school textbooks will be issued to students for home use. College textbooks are very expensive and will be purchased each semester as needed. Teachers will provide textbooks for class use as needed. Students should carry their binder, flash drive and planner with them at all times.

## **TSIA2 (Texas Success Initiative Assessment)**

The TSI Assessment (TSIA) is part of the Texas Success Initiative program designed to help your college determine if you are ready for college-level course work in the areas of reading, writing, and mathematics. As an SECHS student, you are required to take the TSI Assessment to determine your readiness for college-level work. Based on how you perform, you may either be enrolled in a college-level course and/or be placed in the appropriate developmental course or intervention to improve your skills and prepare you for success in college level courses.

For more information on TSIA visit:

<http://www.collegeforalltexans.com/index.cfm?objectid=63176344-FFFA-217B-60C9A0E86629B3CA>