



# Student / Parent Handbook

2010-2011

# LEGACY EARLY COLLEGE HIGH SCHOOL

## 2010-2011 Calendar

### August 23 - First Day of School

S	M	T	W	T	F	S
August 2010						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	(23	24	25	26	27	28
29	30	31				

S	M	T	W	T	F	S
September 2010						
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S	M	T	W	T	F	S
October 2010						
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S	M	T	W	T	F	S
November 2010						
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December 2010						
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S	M	T	W	T	F	S
January 2011						
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16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

Holiday
Sept 6 - Labor Day
Nov 24-26 - Thanksgiving
Dec 20-31 - Christmas
Jan 17 - MLK Day
March 14-18 - Spring Break
April 22 - Good Friday
May 30 - Memorial Day

Early Release
March 11
May 13
May 20
May 27

Staff Development
Aug 10-12 - New Teacher Orient.
Aug 16-20 - Staff Dev. All Teachers
December 17
January 3
May 31
June 1 & 2

Bad Weather Day
May 31 (if needed)
June 1 (if needed)

TAKS
March 1
April 26 - 29

Temple College
Fall Semester Aug. 30 - Dec. 10
Spring Semester Jan. 18 - May 6

S	M	T	W	T	F	S
February 2011						
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May 2011						
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29	30	31				

S	M	T	W	T	F	S
June 2011						
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26	27	28	29	30		

S	M	T	W	T	F	S
July 2011						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

### FIRST SEMESTER - 80 days

1st Six Weeks: 08/23 - 10/01 (29 days)  
 2nd Six Weeks: 10/04 - 11/05 (25 days)  
 3rd Six Weeks: 11/08 - 12/16 (26 days)

### SECOND SEMESTER - 97 days

4th Six Weeks: 01/04 - 02/11 (28 days)  
 5th Six Weeks: 02/14 - 04/01 (30 days)  
 6th Six Weeks: 04/04 - 05/27 (39 days)



Expect the best;  
Convert problems into opportunities;  
Be dissatisfied with the status quo;  
Focus on where you want to go, instead of where you're coming from;  
And most importantly, decide to be happy, knowing it's an attitude, a habit gained from daily practice,  
and not a result or payoff.  
Denis Waitley

Dear Parents and Students:

Welcome to the 2010-2011 school year. The faculty and staff at Legacy Early College High School are excited to embrace our new beginnings as we expand to a full day school focused on college readiness. A high-quality education is a team effort which begins with relationships. Students, parents, teacher and other staff members will work together to ensure that Legacy students are successful learners. As parents and students, you have an interest in the policies and procedures which govern Legacy ECHS. These policies are established with the purpose of creating an orderly, friendly, academically superior environment for each student.

This Student/Parent Handbook has been developed through a concerted effort of Legacy Early College High School (Legacy ECHS) administration and the Design Team. It is designed to be a valuable resource in promoting each student's success.

The student/parent handbook is intended to serve as a guideline for students and parents regarding policies, procedures, and expectations at Legacy ECHS. The handbook contains information compiled from the education laws of the State of Texas, the State Board of Education, the Texas Education Agency, as well as policies and procedures from Taylor ISD and Hutto ISD.

Legacy ECHS students are responsible for all information, policies, procedures, and expectations contained in the Hutto or Taylor ISD handbooks. In addition, the contents in the Legacy ECHS student/parent handbook will supersede the Hutto or Taylor handbooks while the student is enrolled at Legacy ECHS. The purpose of the Legacy ECHS handbook is to place additional emphasis on academics and accelerated student achievement. The handbook is not intended to be the only guide to administrative decision-making, but rather an information tool for students and parents.

Thank you, parents and students, for your support in making this an excellent school year. I, along with the Legacy Early College High School faculty, am committed to ensuring our students' success in the coming year.

Sincerely,

Norma Marquardt  
Legacy ECHS, Principal

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**LEGACY EARLY COLLEGE HIGH SCHOOL**  
**Handbook Acknowledgment Form**

My child and I have received a copy of the Legacy Early College High School Student Handbook for 2010-2011. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook.

Printed name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

***Please sign and date this page, remove it from the handbook, and return it to your advisory teacher.***



# **LEGACY EARLY COLLEGE HIGH SCHOOL**

## **Vision Statement**

The mission of Legacy Early College High School is to create a caring and supportive environment that ensures the opportunity for all students to achieve academic excellence as determined by state and national standards. We commit to providing a rigorous and relevant academic program through a challenging, thought provoking curriculum which promotes higher level thinking and original thought. Our goal is recruit, sustain and graduate all students with DAP requirements and with an Associate's degree. Faculty and staff will avidly monitor student progress and implement intervention plans as needed. The relationships fostered at Legacy will provide a cornerstone upon which students' success is built.

In support of the above mentioned Vision Statement, Legacy ECHS will hold the following expected learning outcomes for our students:

- Demonstrate the skills for high level critical thinking, problem solving, articulation, organization, and presentation.
- Acquire the core abilities required for ongoing academic, occupational, and personal growth.
- Become empowered through self-knowledge, self-esteem, self-motivation, and self-discipline, while growing the capacities to overcome adversity, accept boundaries, and maintain high standards of personal integrity.
- Develop collegiate-level skills and apply that knowledge to post-secondary education.
- All students will be expected to matriculate to a higher education institution after completing Legacy ECHS.

## **Mission Statement**

Legacy Early College High School fosters an environment that provides access to relevant college coursework up to an associate's degree; committing to equip every student with the skills necessary for post secondary, professional and personal success.

## **Campus Wide Expectations**

- Be present, on time and actively engaged in school
- Be appropriately dressed
- Be prepared for class
- Be respectful
- Be responsible

**HUTTO INDEPENDENT SCHOOL DISTRICT**  
**2010 Board of Trustees**

Doug Gaul, President  
 Sheila Knapp, Vice President  
 Shelli Aday, Secretary  
 Phillip Boutwell, Member

Byron McDaniel, Member  
 Mike Pickard, Member  
 Billie Logiudice, Member

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 Johnny Sanford, Vice President  
 Roderick “Shorty” Mitchell, Secretary  
 Anita Volek, Asst. Secretary

Thomas Martinez, Member  
 Jim Weison, Member  
 Eliseo Elizondo, Member

**Legacy ECHS Faculty**

<b>Norma Marquardt</b>	Principal	<i>nmarquardt@taylor.isd.tenet.edu</i>
<b>Vicki Roth</b>	Administrative Assistant	<i>vroth@taylor.isd.tenet.edu</i>
<b>Whitney Thomas</b>	Guidance Counselor	<i>wthomas@taylor.isd.tenet.edu</i>
<b>Steven Vigil</b>	Biology	<i>svigil@taylor.isd.tenet.edu</i>
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<b>Hunter Hartwig</b>	Algebra I Algebra II	<i>hhartwig@taylor.isd.tenet.edu</i>
<b>Kelly Burns</b>	Geometry	<i>kburns@taylor.isd.tenet.edu</i>
<b>Jeffery McBride</b>	World Geography	<i>jmcbride@taylor.isd.tenet.edu</i>
<b>Teranika Odems</b>	World History	<i>todems@taylor.isd.tenet.edu</i>
<b>Lloyd Collier</b>	English I	<i>lcollier@taylor.isd.tenet.edu</i>
<b>Jeri Birdwell</b>	English II	<i>jbirdwell@taylor.isd.tenet.edu</i>

Please visit [www.legacyechs.com](http://www.legacyechs.com) for important updates and information.

## Legacy ECHS Program

Legacy ECHS provides high school-age students a “seamless” pathway from high school to college. Housed on the Temple College, Taylor Center campus, with articulated sharing of space and staff, Legacy ECHS allows the high school student to gradually integrate into college course work through his or her traditional high school degree plan. This integration requires dual enrollment, with the student having to show mastery of the knowledge and skills necessary for success (ACCUPLACER or another Temple College designated requisite test). Legacy ECHS will provide strong support to each student and their family in obtaining entrance to, and success in, higher education.

Legacy ECHS started with an inaugural class in the fall of 2007. Each following year, the school will add a new class of rising ninth grade students (up to 100 students) to create a freshmen through senior level campus with a maximum of 400 students by fall of 2010. Students other than rising ninth graders are not eligible to apply to the program.

A high-quality education at Legacy ECHS starts with relationships. One of the major strengths of this school is its size. We personalize your child’s education by supporting the development of meaningful, sustained relationships among teachers and students. In study after study of successful small high schools, students compare their school to a family rather than a factory and link their academic achievement to their caring relationships with teachers. Like many successful small schools, Legacy ECHS has smaller classes for students and reduced pupil loads for teachers, so that the young people and the adults in the school are well known to each other.

Legacy ECHS functions in a college environment at Temple College, Taylor Center. Ninth and Tenth graders take Core Content classes from highly qualified high school faculty and fulfill elective graduation criteria with dual-credit Friday college classes. Eleventh and Twelfth graders are enrolled in dual credit college classes at Temple College, Taylor Center. High School graduation requirements are fulfilled with dual credit classes that satisfy the graduation requirements for an Associate’s degree from Temple College.

Students meeting academic criteria will have the opportunity to enroll in college courses during the Spring Semester of their freshmen year. Sophomores, with administrative approval, will have the opportunity to enroll in college courses during the, Fall and Spring Semesters. Beginning the summer before their Junior year, students may also elect to take courses during the summer semester.

The Early College High School Initiative was created to provide the following:

- Opportunity for motivated students to pursue college coursework at an early age while meeting high school graduation requirements
- Accelerated instruction in a small school environment
- Opportunity for students to graduate from high school with up to 64 hours of college credit, TUITION FREE

General Program Requirements/Expectations:

- Fulfill the Distinguished Achievement Graduation Plan
- Attend a Summer Academy prior to ninth grade
- Maintain excellent attendance
- Meet all college admissions criteria before enrolling in dual credit courses
- Participate in scheduled activities hosted by the school
- Represent the school and college in a professional manner

Legacy ECHS is specifically designed to improve outcomes for students underrepresented in higher education including:

- First generation college students
- Economically disadvantaged students
- English language learners
- At-Risk students

In addition, a number of criteria will be considered such as school attendance, school discipline history, grades, state assessment scores and student motivation. Only rising 9<sup>th</sup> grade students will be eligible to apply.

## **Dismissal from Legacy Early College High School**

Enrollment in Legacy ECHS is a privilege, not a right. Students who are not compliant with the policies and procedures of the program will be dismissed to their respective district campus. All students and parents have agreed to the following commitments to Legacy ECHS:

- All freshmen will attend, and be positive participants in the Summer Academic Academy.
- Students will not be allowed to exit the program once the school year starts.
- Students enrolled at Legacy ECHS are not allowed to participate in extra-curricular activities such as, but not limited to, athletics, band, cheerleader/drill team, drama and other organizations that require attendance for participation. Student interest will drive student clubs and organizations at Legacy ECHS.
- Make education a high priority in my life, including positive participation in class and school activities, and work to achieve and exceed my potential.
- Devote a minimum of 2-3 hours each evening to homework, studying, and/or reading.
- Be punctual and maintain good attendance in all classes.
- Take responsibility for own learning, behavior, and successes.
- Pass the Reading section of the college entrance exam by the end of 10<sup>th</sup> grade year and all sections by the end of the 11<sup>th</sup> grade year. Attend required classes and tutoring to achieve this goal.
- Replace lost or destroyed property: Example: school equipment, textbooks and supplies.
- Show respect for everyone in the school community (students, staff, and visitors) and respect the rights of others to learn and succeed.
- Behave in a manner that shows respect for the college, school facilities, and equipment.
- Maturely handle the freedoms and scheduling of a college setting, and understand that my existence on the college campus is a privilege, not a right.
- Demonstrate the ability to make mature, independent, productive choices, and accept responsibility for those choices.
- Adhere to the technology agreements of Hutto ISD, Taylor ISD and Temple College.
- Attend tutorials when needed. Ask for personal and academic help in any area that gives me difficulty. I will get tutoring before my problem becomes a crisis.
- Complete all high school graduation requirements of my district campus and remain dedicated to achieve an Associate's Degree at Temple College.
- Plan to continue in college after graduation from Legacy ECHS.
- Understand that the violation of the Parent/Student Handbook (Legacy ECHS or district) may result in being dismissed from Legacy ECHS. Assignment to DAEP results in automatic dismissal.
- Understand that I may be dismissed from Legacy ECHS if I do not maintain the required grade point average in high school (70%) and college courses (GPA 2.0). Students will be dismissed from the program if retained in any core subject (math, science, history, English).
- Attend summer school if recommended by the principal or counselor.

Students failing to comply with the academic, discipline and attendance requirements of Legacy ECHS will be placed on a probationary contract. Procedures for Probationary Contracts and the Exit process are found within this handbook. The contracts will be used to support and develop a plan of action to ensure success of all students. Failure to comply with the contracts will result in an Exit Committee interview to determine status.

## PROCEDURES FOR PROBATIONARY CONTRACTS

### GENERAL GUIDELINES:

\* Three types of Probationary Contracts may be issued: 1) **Discipline Probationary Contract** (persistent misbehavior that causes a disruption and/or defiant behavior to the learning environment), 2) **Academic Probationary Contract** (poor academic performance), and 3) **Attendance Probationary Contract**.

\* After careful review, observation, and collection of student documentation, the *Administration* and/or the *Instructional Management Team* may recommend that a student be placed on a Probationary Contract when necessary.

\* A student must be put on a *Probationary Contract* prior to a final *Exit* from the school.

NOTE: In the case of severe circumstances, a student may be *Exited* from the school at any time.

\* If a student is being recommended to *Exit* the school, the student must interview with the *Exit Committee* to determine status. An approved *Exit* may only take place at mid-term or at the end of the current school year.

\* Each six weeks, student performance is assessed and evaluated in the following way:

<b>1<sup>st</sup> Six Weeks</b>	Review student progress. Conference with ALL students on their academic performance. If failing any subjects, initiate a mandatory parent conference to determine interventions.
<b>2<sup>nd</sup> Six Weeks</b>	Review student progress. Conference with ALL students on their academic performance. If failing any subjects, initiate a mandatory parent conference to determine interventions.
<b>3<sup>rd</sup> Six Weeks</b>	Review student progress. Evaluate mid-term grades to determine academic status. If a student is in jeopardy of failing a course, a mandatory parent/student conference will be initiated to determine additional interventions necessary and forecast the expectation of attending summer school to regain credits. An <i>Academic Probationary Contract</i> may be initiated.
<b>4<sup>th</sup> Six Weeks</b>	Review student progress. A mandatory parent/student conference will be required for students showing minimal efforts and/or improvement. An <i>Academic Probationary Contract</i> may be initiated.
<b>5<sup>th</sup> Six Weeks</b>	Review student progress. A mandatory parent/student conference will be required for students showing minimal efforts and/or improvement. An <i>Academic Probationary Contract</i> may be initiated.
<b>6<sup>th</sup> Six Weeks</b>	Review student progress. If a student is in jeopardy of failing any courses, a mandatory parent/student conference will be required to determine academic status and need for attending summer school. If progress is not observed, an <i>Exit</i> will be recommended and the student may not return for the upcoming school year.

## Attendance Probation

Regular attendance in high school and college courses is necessary and mandatory. Students face the prospect of being dropped from college courses for more than two absences. Legacy students may be placed on attendance probation after their third absence. Students enrolled in the Legacy ECHS program will only be allowed 5 absences per semester. Extenuating circumstances for absences will be reviewed by the Legacy ECHS Instructional Management Team. If improvements are not observed, a dismissal will be recommended and the student may be dismissed to his/her district campus and may not return to Legacy ECHS.

## Discipline Probation

Students are expected to follow all policies and procedures of Legacy ECHS. Discipline issues will be reviewed and monitored throughout the school year. If a pattern of behavior is persistent or a violation of the student code of conduct occurs, a Discipline Probationary Contract may be initiated. If improvements are not observed, a dismissal will be recommended and the student may be dismissed to his/her district campus and may not return to Legacy ECHS.

## School Suspensions

Students missing Legacy ECHS classes due to In School Suspension or Out of School Suspension will result in the following:

1 <sup>st</sup> Offense	Disciplinary Contract
2 <sup>nd</sup> Offense	Possible Dismissal from Legacy ECHS
3 <sup>rd</sup> Offense	Dismissal from Legacy ECHS

*(The Principal Advisory Committee reserves the right to grant exceptions based on degree of infractions and individual circumstances.)*

## Discipline Alternative Education Placement (DAEP)

Students assigned to the Discipline Alternative Education Placement (DAEP) will be automatically dismissed from Legacy ECHS.

## Articulation between Legacy ECHS and Temple College

The matrix below indicates the number of targeted college hours for students, depending on their year in high school and the semester. Sixty-five college hours are outlined in this program and enable a student to obtain an associates' degree.

- *The number of hours may be increased based on individual academic progress and college readiness.*
- *The number of hours may be decreased for students who do not meet college readiness standards or earn Advanced Placement credits.*

## Course Outline for Legacy ECHS Students

Year	Fall semester	Spring semester	Summer	Hours
Year One	No college courses.	Approval required (3 hours)	No college courses.	±3
Year Two	Approval required	Approval required	Approval required (1 Summer Session)	±9
Year Three	Approval required	Approval required	Approval required	±36
Year Four	Approval required	Approval required	No college courses.	±27

# Student Information

## Absences / Attendance

Legacy ECHS students will be responsible to their respective district campus Student Handbooks on state attendance requirements dealing with Compulsory Attendance and Attendance for Credit.

However, students enrolled in the Legacy ECHS program will only be allowed 5 absences per high school class, per semester. Approved doctor notes will not count against a student as an absence. Extenuating circumstances will be reviewed by the Legacy ECHS Attendance Committee.

When a student must be absent from school, the student, upon returning to school, must bring a note, signed by the parent that **describes** the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.

*See APPENDIX 1 for Temple College policies & procedures regarding attendance while enrolled in dual credit courses.*

## Academic Dishonesty

Legacy ECHS is committed to encouraging students to experience the joy of accomplishment in school and in their personal lives, to discover their full potential, to value an atmosphere of trust and respect, to assume responsibility for their own ethical behavior, and to foster ethical behavior in others.

Academic Dishonesty includes, but is not limited to, the following:

- Claiming credit for work which is not one's own (copying homework, copying test answers, submitting information downloaded/purchased from the internet, etc.).
- Allowing others to claim credit for the work (allowing others to view your homework or assignments, etc.).
- Using notes or other unauthorized material, or being involved in unauthorized communication during a test.
- Copying published works without proper source attribution (including the downloading of computer files), either directly or with only minor editing.
- Deceptive submission of work for one class that had already been accepted for credit, in its present form, in another class.

*Students who participate in any of these activities will be referred to the Principal and action will be taken dependent upon the situation and HISD or TISD Policy.*

*See APPENDIX 2 for Temple College policies & procedures regarding academic integrity while enrolled in dual credit courses.*

## Advisory Program

Legacy ECHS provides student support and enables strong relationships to develop through the advisory program. Advisory groups will be made up of 15-20 students to ensure the opportunity to meet with a faculty advisor during the school week. Their advisor will aid them in maximizing their high school experience, help prepare them for the workplace and college, and serve as the students advocate when needed. The small student-teacher ratios are achieved by having every teacher and the counselor share in the responsibility for the advisory period. In many cases, teachers will be advising students who are experiencing difficulty in their subject area, thus increasing the amount of time they spend together during the week. The advisory period will also entail inviting professionals from the community to be guest speakers to discuss their careers. The advisory program is focused on developing the student's skills and behaviors to support successful secondary and postsecondary education, as well as the acquisition of affective and positive workforce behaviors.

## **Advisory Goals and Objectives:**

- **Communicating Effectively**
  - Develop characteristics of competent communication
  - Understanding Common misconceptions about communication
  - Understanding Communicative influences that shape the self-concept
  - How self-fulfilling prophecies influence behavior
  - Apply basic skills including reading, writing, and speaking to daily life situations
  - Develop ways to communicate articulately, effectively, and efficiently
  
- **Increasing Highly Effective Leadership Skills**
  - Develop leadership skills
  - Develop Self-reflection skills
  - Identify personal strengths and weaknesses through self-exploration
  - Develop the skills to support positive group dynamics
  - Make a positive impact on the world around him/her (after helping him/herself)
  
- **Establishing Positive Relationships**
  - Demonstrate kind, cooperative, yet assertive behavior
  - Relationship building activities
  - Apply the win-win approach to an interpersonal conflict
  
- **Valuing Diversity**
  - Strengthen cultural awareness
  
- **Acquiring Effective Study Skills**
  - Develop organizational skills
  - Develop effective note taking skills
  - Develop and incorporate test taking skills
  - Incorporate goal setting
  - Develop and maintain a career path portfolio
  
- **Positive Character Traits**
  - Develop: Integrity and Honesty  
Courtesy and Respect  
Responsibility and Loyalty  
Fairness and Caring  
Community and Citizenship

## **Awards**

### **Academic Awards**

The purpose of academic awards will be to encourage and recognize academic achievement. Awards will be given to each grade level. Academic awards shall be figured at the end of the 5<sup>th</sup> six-weeks of each year. The awards shall be presented at the annual Awards Assembly.

## **Bell Schedule**

Students will attend six classes Monday through Thursday. The schedule includes a mandatory homework lab each afternoon. On Fridays, students will meet in advisory in the morning, followed by a Master Student class or enrollment in dual credit courses. Clubs, determined by student interest and faculty sponsorship, will meet Friday afternoons from 1 pm to 3 pm.

## **Bullying**

Bullying occurs when a student or group of students directs written or verbal expressions or physical conduct against another student and the behavior results in harm to the student or the student's property, places a student in fear of harm to himself or his property, or is so severe that it creates an intimidating, threatening or abusive educational environment. This includes cyber bullying. Legacy ECHS will not tolerate this behavior. Appropriate disciplinary actions will be taken against individuals committing this offense. See district campus handbook for more information.

## **Cell Phone Policy**

Students may possess cellular telephones at the Legacy ECHS campus, but the use of the phones will be governed by these guidelines: Phones shall be out of sight and turned completely off, not just on silence or vibrate, during the school day and on school buses to and from school. This regulation also applies to evening classes and Saturday. Phones may be used outside the building before or after school. Only in an extreme emergency situation, and with the permission of the principal, shall a cell phone be used inside the building during the school day. The school will not assume responsibility for lost items.

Students violating the guidelines for use and possession of cellular telephones are subject to having the device confiscated by a teacher or other school official for a period of time deemed appropriate by the principal and are subject to disciplinary action. First time offenders will have the confiscated device turned over to the principal and returned to the student at the end of the school day. Second time offenders will have the device confiscated and returned only to a parent or guardian. Repeat offenders will be fined \$15.00 (allowable under Texas Education Code 37.082) each time the phone is confiscated. Upon receipt of the \$15.00 fine, the device will be returned to the parent or guardian. Chronic offenders will be subject to additional disciplinary procedures.

## **Class Rank / Top Ten Percent / Highest Ranking Student**

Legacy ECHS students will follow their respective district campus Student Handbooks.

## **CLEP Test**

See APPENDIX 1 for Temple College policies & procedures regarding credit by exam while enrolled in dual credit courses.

## **Closed Campus**

Students are not allowed to leave the Temple College, Taylor Center premises once they arrive on campus. Off campus lunch privileges can be earned by seniors and second semester juniors. Students violating this rule will be subject to disciplinary action.

## **Off-Campus Lunch Privileges**

### **Purpose**

To give 11th and 12th grade high school students the opportunity to exercise personal responsibility and reward students with academic excellence. **9th and 10th graders are to remain on campus at all times.**

### **Regulations**

Students who have met the requirements for a permit (2.0 GPA and/or no failing class) may have permission to leave the campus with parent consent at the start of lunch and must return in time to attend their next class. This permit is good only during lunchtime and may not be used at any other time. A \$5.00 charge will be paid to replace a lost pass.

Courteous behavior must be exercised by all students while off campus and out in the community. Pass holders must observe all city and state laws, as well as School/District rules and regulations. The permit **MUST** be shown to any faculty member, campus administrator, security agent or representative of the administration upon request. Loitering at, or in front of, public establishments and on private property immediately adjacent to school is **PROHIBITED**.

Students must remain on campus when a closed campus is declared. Permits are not transferable and may be used only by the person to whom it is issued each year.

### **Application**

The off campus lunch permit application must be signed by the parent, guardian or parent having custody of the eligible student. The application must be notarized and approved by the campus administrator.

### **Grounds for Revocation**

Violations of permit regulations:

- ✓ Loaning off-campus pass to another student
- ✓ Borrowing the off-campus pass of another student
- ✓ Forgery of Parent/Guardian signature
- ✓ Excessive tardies or unexcused absence (3 or more)
- ✓ Poor academic performance
- ✓ Driving students without off-campus privileges off campus
- ✓ Driving and parking violations
- ✓ Violation of the Collegiate High School Code of Student Conduct
- ✓ Producing or using counterfeit or non-school issued off-campus lunch permits
- ✓ Failure to adhere to policies outline in this document

## **College Credit Courses & Entrance Requirements**

- Legacy ECHS is currently in partnership with Temple College and a student may begin to take college courses beginning in the Spring Semester of their freshmen year.
- A Temple College Registration/High School Counselor Verification Form must be completed prior to enrollment with Temple College. Forms will be available at the Legacy ECHS counselor's office.
- Prior to registering for a Temple College class, the student must take the Texas Higher Education Assessment (THEA) or Accuplacer Exam. According to the district criteria and guidelines, students may be awarded credit toward high school graduation for completing a college-level course in an accredited college or university that is not in a partnership program with the district.
- To be eligible to enroll in and be awarded credit toward state graduation requirements, a student shall have the approval of the Legacy ECHS principal and/or counselor. The course(s) for which credit is awarded shall provide advanced academic instruction beyond or in greater depth than the essential knowledge and skills for the equivalent high school course. See policy EHDD(Legal).
- In order for freshmen to be eligible for dual credit courses, they must meet the following criteria:
  - 80 or above semester average in all 4 core classes **OR**
  - 75 or above semester average in all 4 core classes and Accuplacer scores:

- **78 Reading & 5 Writing & 80 on Sentence Skills**

Students with a core class below 75 for the semester will not be enrolled in a 3 hour college course.

Students with 70-74 semester average in all core classes may be able to take PHED 1112 if seats are available.

Students failing a core class for the semester will not be enrolled in a college course.

- The dropping or failing of a college course may result in limitations on college classes that may be taken by the student in subsequent semesters as well as a “W” on the student’s official transcript which will be viewed for admissions into other Universities. Failed college courses must be retaken and will be paid for by the student.
- Dropping a college course will require Legacy ECHS administrator approval.

## **Computer Use in School**

**COMPUTERS ARE TO BE USED FOR SCHOOL RELATED MATERIALS ONLY! INTERNET USE MUST BE LIMITED TO SCHOOL RELATED RESEARCH, NOT: E-MAIL, CHAT ROOMS, LIVE JOURNALS OR ANY OTHER NON-EDUCATION RELATED WEBSITE.** Violation of conditions for appropriate use of school computers, Internet or other technological equipment, including breach of privacy or security, transmission of copyrighted materials, threatening, harassing or obscene material, altering or removing computer files not belonging to user, transmission of material promoting illegal activities, disconnecting equipment, or vandalism of any kind shall be subject to the consequences addressed in the district campus Student Code of Conduct. Destruction of computers and other technology will only serve to deprive you and others of the opportunity to learn through its use. Please see your respective district handbooks for more detailed policies and procedures.

## **Conduct**

### **Student Conduct**

The Legacy ECHS staff is committed to providing an orderly and caring environment in which students feel comfortable, share responsibility for maintaining a positive school climate, and take pride in their school and their achievements. Attitudes and behaviors that promote mutual respect and harmonious relations will be continuously encouraged.

### **Student Discipline**

Student discipline is handled on an individual basis. General discipline will be dealt with by the Legacy ECHS teaching staff, and extreme cases will be handled by the principal in accordance with the Legacy ECHS Handbook and/or Hutto ISD or Taylor ISD Student Code of Conduct.

*See APPENDIX 2 for Temple College policies & procedures regarding disruptive behavior while enrolled in dual credit courses.*

### **Applicability of School Rules**

As required by law, the board has adopted a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior-both on and off campus-and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules will apply whenever the interest of the district is involved, whether on or off school grounds, in conjunction with classes and school-sponsored activities.

Legacy ECHS students will follow their respective district campus Student Code of Conduct. In addition, students enrolled at Legacy ECHS will also be held accountable for the information found in the Legacy ECHS Student/Parent Handbook.

### **Public Display of Affection (PDA)**

Students will refrain from public displays of affection at school, to and from any school activity, and during any activity sanctioned by Legacy ECHS or Hutto ISD or Taylor ISD. Students who fail to comply with this rule will be subject to disciplinary consequences.

Legacy ECHS may impose campus or classroom rules in addition to those found in the Hutto ISD/Taylor ISD Student Code of Conduct.

### **Credit by Exam – If a Student Has Taken the Course**

A student who has previously taken a course or subject-but did not receive credit for it-may, in circumstances determined by the teacher, counselor, principal, or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, correspondence courses, or independent study supervised by a teacher.

The counselor or principal would determine if the student could take an exam for this purpose. If approval is granted, the student must score at least 70 on the exam to receive credit for the course or subject.

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an exam.

### **Credit by Exam – If a Student Has Not Taken the Course**

A student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction. Parents may contact the district office for the scheduled dates for test administration.

A student will earn credit with a passing score of at least 90 on the exam. If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The district will not honor a request by a parent or administer a test on a date other than the published dates. If the district agrees to administer a test other than the one chosen by the district, the parent must purchase a test from a university approved by the State Board of Education.

### **Dress & Grooming**

The appearance of both staff and students reflect the quality of our school. Students are expected to use good judgment in choosing clothing for school wear. It is well founded that our students' dress and appearance influences behavior, achievement, and success. The student's clothing should reflect pride in self and in the school.

The Legacy ECHS dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

Variety, individualism and freedom of choice are supported as long as the rights and freedoms of others are not jeopardized and one's appearance does not cause a distraction. The primary distractions that students are expected to guard against are:

- Sexually provocative clothing that exposes areas of the body such as breasts, mid-sections and buttocks, and/or underwear;
- Clothing bearing offensive messages and images

So that an environment conducive to the attainment of the educational mission and purpose of the school is maintained, all students are required to conform to the reasonable dress code with the following guidelines:

- All students are expected to be clean and well groomed.
- Proper undergarments and foundation garments must be worn. See-through clothing is not allowed.
- Dresses, skirts, skorts and shorts that are no more than four (4) inches above the knee when standing. All tops must completely cover the mid-section and lower back when standing, seated, bending, or raising arms overhead. Shirts and blouses must be buttoned appropriately. Clothing that allows the exposure of chest cleavage, mid-section (belly), back, or lower back is not permitted.
- Spaghetti straps, tube tops, halter tops, strapless, backless, or revealing dresses or tops will not be allowed. Thin straps must be covered with a non see-through over shirt. Tops with 2-inch wide straps (four fingers) will be allowed. Shirts that are open under the arms must not expose any undergarments.
- Boy's shirts must have sleeves and all shirt buttons, except the top collar button, must be buttoned at all times. Unbuttoned shirts over a t-shirt are acceptable. Sleeveless shirts may be worn only with a t-shirt with sleeves underneath or a buttoned, sleeved over shirt or a t-shirt.
- Hair must be neat and clean. Distracting/unusual hairstyles are not acceptable. Sweatbands, soda straws, combs, etc. in the hair will not be permitted.
- Hats, caps, bandanas, towels, jacket hoods, or any type of headwear are not to be worn in the school building. Sunglasses are not permitted. These items must be kept in the students backpack or purse.
- Clothing or accessories, including backpacks, with pictures, emblems, or writing that are lewd, vulgar, obscene, offensive, suggestive or that promote tobacco products, alcoholic beverages, gangs, weapons, drugs or any other substance, will not be permitted.
- Pants/shorts with see through holes above the knee may not be worn.
- Pants, shorts, trousers, or slacks shall not be overly tight, loose or low riding. Pants/shorts should reach the natural waistline. Sagging pants/shorts are not allowed. Undergarments may not be exposed at any time. Belts must be of appropriate length.
- Bicycle, boxer, cut-offs and see-through shorts are not allowed. Pajama like attire, including but not limited to pajama pants and tops may not be worn.
- Apparel or accessories that have visible safety pins of pointed parts/objects are prohibited. Chains, other than what would reasonably be considered jewelry, are prohibited. Chains that are attached to wallets or chains that are excessive in size or quantity will not be allowed. Dog collars are not permitted.
- Shirttails may be worn outside as long as the student's appearance is pleasing and no longer than fingertip length. No trench coats shall be worn unless deemed appropriate due to weather conditions.
- Multiple facial piercings are not allowed. Small stud facial piercings only will be allowed at the discretion of the principal. No facial rings, loops or balls may be worn. Any piercings that are distracting to the learning environment will be removed.
- Tattoos with pictures, emblems, or writing that are lewd, vulgar, obscene or offensive must be covered. No fake tattoos or body art.
- Shoes shall be worn at all times. Shoes should be appropriate for identified physical and instructional activities. Shoes with taps, wheels, lights, house shoes/house-slippers are not allowed on campus. Boots or shoes with metal toes, heel or taps are not allowed.
- No mouthpieces with any type of jewelry attached, also known as grills shall be worn
- Articles found to be a distraction in the classroom as determined by the teacher and/or principal will not be allowed.

In addition to the guidelines provided above, the administration may regulate and establish more specific standards that they deem appropriate to prevent interference with the educational process. Dress code violations will be at the discretion of the school administration. The administration has the right to determine and define distracting and inappropriate dress. The student shall be given an opportunity to correct the problem at school. Students will not be permitted to drive themselves home to change clothing. If not corrected, disciplinary action will be taken. **Chronic violations will lead to a more severe punishment and possible dismissal from Legacy ECHS.**

## Extra Curricular / Co-Curricular Activities, Clubs & Organizations

Legacy ECHS is an academically focused school where students will be required to complete a rigorous curriculum. Our students are committed to graduate under the Distinguished Achievement Plan and obtain an Associate's degree. In order to ensure academic success, students will not be allowed to be involved in extra-curricular activities, clubs or organizations that would cause them to be absent from their academic classes. However, student interest will drive the creation of clubs and organizations at Legacy ECHS.

Academically based Co-Curricular activities, clubs and organizations will be allowed only under the following guidelines:

\*Students will not be allowed to miss **any** instructional time due to involvement in co-curricular activities, clubs or organizations.

\*Activities, clubs and organizations must be academically based.

\*Students must obtain a co-curricular contract from the Legacy ECHS principal prior to involvement in co-curricular activities, clubs or organizations. This contract will be signed by student, parent, club sponsor and home campus high school administration committing that no instructional time will be missed.

## Grading

### Exemption Policy – End of Year Exam

No Exemptions: All Legacy students will be required to take semester exams and end of year exams for courses taken at Legacy Early College High School.

### Grade Classification

After the ninth grade, students are classified according to the number of credits earned toward graduation.

Hutto High School	Credits Earned	Classification
	5	Grade 10 (Sophomore)
	11	Grade 11 (Junior)
	18	Grade 12 (Senior)
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Taylor High School	Credits Earned	Classification
	6	Grade 10 (Sophomore)
	12	Grade 11 (Junior)
	18	Grade 12 (Senior)

## Grading Guidelines

Teachers follow grading guidelines approved by the principal that have been designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the District's grading policy. The Board's decision is not subject to appeal. [See policy EIA.]

At the beginning of the school year, teachers will provide a class syllabus and information sheet that outlines the calculation method used to determine six weeks averages. Teachers will use both formative and summative assessments to determine student mastery of the skills and knowledge. The Legacy late work philosophy and procedures are also outlined in these materials.

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG(LOCAL).

**In grades 9-12, achievement is reported to parents as numerical grades.**

- Numerical grades are given in all high school subjects
- Each six-week grade will be determined by a combination of daily grades, projects, and tests.
- Semester grade averages will follow district grading guidelines
- The grade for a year-long course is the average of the two semester grades.
- For one-credit courses, a student can earn credit with a yearly average. That means if a student has only earned a 65 in the first semester, he/she must earn a grade of 75 in the second semester, to receive a unit of credit for the year. Ex.  $65 + 75 = 140 / 2$  (2 semesters) = 70. **(Hutto requires that each semester grade must be a 60 or above to average.)**
- If the yearly average of 70 is not met, the student will only receive credit for the semester passed with a grade of 70 or better and must repeat the semesters with an average below 70.
- A final course grade of 70 is required as passing for the high school diploma.
- There are three Core Class Honor Rolls: All 90's, All 90's & 80's, All 80's (No 70's)
- The following is how letter grades are determined:  
A = 90-100      B = 80-89      C = 70-79      Failing = 0-69

**Report Cards / Progress Reports & Conferences**

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every six weeks. At the end of the first three weeks of a grading period, parents will be given a written progress report if their child's performance in any course is near of below 70, or is below the expected level of performance. Please check the Legacy ECHS school calendar for ending dates of each six weeks.

All parents will be provided with an Internet access password to allow them to check their child's grades on a weekly basis via a home computer.

**College Grading System**

If the student receives the following letter grade, this is the number grade they will receive on their high school transcript:

<u>Taylor HS</u>	<u>Hutto HS</u>
A = 95	A = 96
B = 85	B = 86
C = 75	C = 77
D = 70	D = 73
F = 55	F = 65

**Graduation Requirements**

Both students and parents have the responsibility of selecting the proper courses needed to fulfill future goals; however, the student's teachers, counselor, and principal will be available to offer any assistance needed in planning a student's future. To receive a diploma from Hutto or Taylor high school, a student must meet the credit requirements of the district and pass the state's exit level assessments prior to graduation.

Students at Legacy ECHS are expected to complete a coherent sequence of courses. The Hutto and Taylor Recommended High-School Program will be used as the minimum expectation for graduation at Legacy ECHS. Students will be encouraged to achieve the Distinguished High-School Program.

**Recommended Plan:**

English Language Arts	4 Credits
▪English I, II, III, IV	
Math	4 Credits
▪Algebra I	
▪Geometry	
▪Algebra II	
▪4 <sup>th</sup> Year Math	
Science	4 Credits
▪Biology	
▪Chemistry	
▪Physics	
▪4 <sup>th</sup> Year Science	
Social Studies	4 Credits
▪World Geography	
▪World History	
▪U.S. History	
▪Government	
▪Economics	
Physical Education	1 Credit
Health Education	.5 Credits
Foreign Language	2 Credits
Technology Applications	1 Credit
Fine Arts	1 Credit
Speech	.5 Credits
Electives	4 Credits

26 Total Credits

**Distinguished Achievement Plan:**

English Language Arts	4 Credits
▪English I, II, III, IV	
Math	4 Credits
▪Algebra I	
▪Geometry	
▪Algebra II	
▪4 <sup>th</sup> Year Math	
Science	4 Credits
▪Biology	
▪Chemistry	
▪Physics	
▪4 <sup>th</sup> Year Science	
Social Studies	4 Credits
▪World Geography	
▪World History	
▪U.S. History	
▪Government	
▪Economics	
Physical Education	1 Credit
Health Education	.5 Credits
Foreign Language	3 Credits
Technology Applications	1 Credit
Fine Arts	1 Credit
Speech	.5 Credits
Electives	3 Credits

26 Total Credits

**Plus Four Advanced Measures**

*See district campus handbook for criteria*

**Health Services****Immunizations**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms may issued by the Texas Department of State Health Services (DSHS) Immunization Branch, can be honored by the district. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/affidavit.shtm>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student. See district campus handbook for more information regarding immunizations.

All students are required to have current and updated immunizations as required by law. It is the responsibility of the student and parent to provide the school with an accurate immunization record. A student may not be allowed to attend school without these state- mandated immunizations. Exclusion from compliance is allowable on an individual basis for medical conditions and religious conflicts. Students falling into these categories must submit affidavits as specified in the law.

**Medicine at School**

District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

Only authorized employees, in accordance with policies at FFAC, may administer:

- Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
- Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only:

- In accordance with the guidelines developed with the district's medical advisor; and
- When the parent has previously provided written consent to emergency treatment on the district's form.

A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal.

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information. [See policy FFAF(LEGAL).]

## Homework Requests

Students and parents are encouraged to call the school when an absence occurs. Homework may be requested from the school office. Teachers may be contacted by phone or email.

## Identification

Each Legacy ECHS student will have a Legacy picture ID and a Temple College ID. Students are responsible for having the Legacy I.D. on them **at all times**. If lost, the student is responsible for replacement and any cost associated. Students will also be issued a Temple College ID once they become college students.

## Litter/Graffiti

Maintaining an attractive campus requires the help of all persons, particularly students, in depositing litter into trash cans. This applies to both outside and inside areas. Students are also responsible for the walls, desks and lockers at Legacy ECHS. There is to be **absolutely no writing, tagging or drawing** on any Temple College property. This includes: desks, walls, bathroom stalls, lockers, chairs, benches, computers or textbooks. Any student caught defacing this or any other school property will be referred to the Principal and may have to compensate for the property they damaged and possible dismissal from Legacy ECHS program.

## Lost & Found

The Lost and Found is located in the Temple College, Taylor Center office. After providing proper identification and description of lost items, students may claim articles from the office personnel.

## **Messages for Students**

To avoid unnecessary classroom disruptions, we do not deliver messages to students except in emergencies. The nature of all such emergencies must be established prior to the delivery. The same holds true for phone usage. School phones are to facilitate the conducting of school, not personal business. Except for emergencies, students must use the pay phones on campus.

**\*\*\*PLEASE DO NOT CALL YOUR STUDENT'S CELL PHONE DURING SCHOOL HOURS BECAUSE AS STATED EARLIER IF A STUDENT IS SEEN USING A CELL PHONE, IT WILL BE CONFISCATED\*\*\***

## **Personal Property Protection**

The Legacy ECHS community would like to assume that all students will respect other people's property, but unfortunately, that is not always the case. Occasionally, property is stolen or vandalized. Students are responsible for protecting their personal property from theft and vandalism. While the campus is well supervised, school officials cannot be everywhere at all times. **Legacy ECHS and Temple College, Taylor Center is not responsible for the security of personal property.**

Backpacks and personal belongings should not be left unattended.

Reports of theft or vandalism should be reported immediately to the principal or another administrative staff member. The school will investigate all reports of theft. Students are encouraged to file police reports if a car has been vandalized. Recovered goods will be returned to their rightful owner.

Students caught stealing or vandalizing school or personal property will be subject to the appropriate disciplinary consequences and restitution. A police report will be made. Possible dismissal from Legacy ECHS program.

## **Pledge of Allegiance / Minute of Silence**

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

One minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during the minute so long as the silent activity does not interfere with or distract others. [See policy EC(LEGAL)]

## **Radios, CD Players and Other Electronic Devices and Games**

Students are not permitted to possess such items as pagers, radios, CD players, laser lights, tape recorders, camcorders, DVD players, MP3 players, cameras, electronic devices or games at school, unless prior permission has been obtained from the principal.

Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return the items at the end of the day for students to take home or whether parents will be contacted to pick up the items. Any disciplinary action will be in accordance with the Student Code of Conduct. For certain items, such as cell phones and pagers, in which a third party retains a legal right of ownership, an administrative fee may be charged. [See policy FNCE.]

Laptops will be allowed in the classroom with prior approval from the Instructor.

## **Recognition of School Authority**

Students are responsible for identifying themselves when requested by school personnel, and for abiding by directives of all staff members, including: teachers, administrators, Temple College, Taylor Center personnel, custodians, grounds supervisors, teachers' aides, secretaries and clerks. Failure to do so will be considered defiance. The school philosophy is of equality among everyone from staff and faculty to students. Respectful treatment of others will ensure a successful learning environment for all.

## **Release of Students from School**

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse/administrator. The nurse/administrator will decide whether or not the student should be sent home and will notify the student's parent.

**Legacy ECHS students must be checked out from the Legacy office before being picked-up at Temple College, Taylor Center.**

## **School Facilities**

### **Use by Students Before and After School**

Legacy students will have full access to Temple College, Taylor Center; including computer labs, college bookstore, snake bar, etc. Temple College hours of operation: 7:30am – 6:00pm Monday - Thursday

Legacy ECHS would like for parents to understand that students cannot be supervised at Temple College, Taylor Center before 7:30am and after 4:45pm. The school will not be responsible for supervising students during this time unless involved in an activity under the supervision of a teacher.

*Students are not allowed to leave the Temple College, Taylor Center premises once they arrive on campus. Students violating this rule will be subject to disciplinary action.*

## **Social Events**

School rules apply to all school social events. Guests other than Legacy ECHS students' will not be allowed to attend events sponsored by Legacy ECHS. Social events are for Legacy ECHS students only unless otherwise stated and approved by the principal.

A student attending a social event will be asked to sign in when arriving and out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

## State Scholarships and Grants

- Under the Texas Early High School Graduation Scholarship Program, students who complete the Recommended or Distinguished Achievement (Advanced) High School Program may earn financial credits in varying amounts to apply toward college tuition. The amounts depend on the number of consecutive months in which the student completed graduation requirements and the number of early college credits earned and may be used at public or private higher education institutions within the state. The counselor can provide additional information about meeting the program's eligibility requirements.
- Students who have a financial need according to federal criteria and who complete the Recommended High School Program or Distinguished Achievement Program (Advanced) may be eligible under the T.E.X.A.S. Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. [For further information, see the principal or counselor and policy EJ(LLEGAL).]

## Student Organizations & Clubs

Participation in school-related 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.

Student organizations/clubs will be established by the students and faculty of Legacy Early College High School. Student organizations and clubs may establish additional rules of conduct and consequences for behavior that are stricter than those for students in general. These rules must be approved by the principal. If a violation is also a violation of school rules, the consequences specific to the school shall apply in addition to consequences specific by the organization. No school organization or out-of-school organization may have initiation activities or haze students.

### *Requirements for Holding a Student Office:*

In order to obtain the best possible student leadership and to prevent interference with scholastic achievement, all students must meet general guidelines. All officers must have an overall 2.5 grade average. The president must have a 3.0 grade average. Elections will be held at the beginning of each year. The office shall be relinquished for serious infractions of the school rules, or failure to maintain the above mentioned grade point average. In addition, any officer placed on a probationary contract will relinquish their office.

## Students on Other Campuses

Hutto ISD and Taylor ISD students may not be present at a school site other than their own during the school day without prior approval of the school of residence and the home school administrator. A student's unapproved presence will be deemed as trespassing and may be subject to punishment under the law. The students' school will also be notified and forced to review the case administratively.

## Summer School Now

***Purpose: To provide students who earn a failing grade an opportunity to recover the credit and relearn the necessary skills and concepts in an effort to directly increase targeted students' skills in the area of math, science, history, and reading/writing.***

The Legacy Early College High School Summer School Now sessions will serve our students who are failing core classes during the six weeks. Each targeted student will receive no less than 2 hours of Summer School Now instruction outside of the regular school day per week. All Summer School Now instruction will be after school, Monday – Thursday. Faculty

members will provide remedial instruction on the objectives assessed during the previous six weeks grading period. If students master the six weeks' objective skills, they will be given a six weeks grade of a 70 to replace their failing grade. If the mastery of the test or session results in a higher grade than the one earned during the grading period, that grade will replace the lower grade up to a 70. Parents will be notified by a letter and a phone call using our district all-call system about their child's required participation in the Summer School Now program during the last week of the six weeks. Each student attending will be individually notified about the purpose and expectations of these sessions by Mrs. Marquardt during their advisory period. In addition there will be a parent meeting prior to the tutorials that will explain and provide parents with details about the Summer School Now program. A student's attendance in the Summer School Now program will be necessary for his/her success. . The Summer School Now sessions will begin at the end of the 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> six weeks and will take six weeks to complete. There will be ongoing assessments given to monitor the impact on student learning. An assessment will be given at the end of each session. This assessment will be developed to assess the mastery of the TEKS objectives that were **retaught** during the Summer School Now Program. Parents and students will be notified of progress and scores on the final assessment.

## Summer School

Classes for credit recovery are offered at the student's district campus. See district campus handbook for more information.

Legacy students completing their sophomore year, and with approval of the principal, will have the opportunity to enroll in one dual credit course. Temple College readiness standards apply.

## Tardy Policy

Any student who chooses to be late to class through negligence, lack of preparation or planning, or any other unacceptable reason will be considered tardy and will be required to serve a consequence for each offense. A student is considered tardy if he/she is not in the assigned classroom when the class begins. Students are allowed one tardy before consequences are assigned. Multiple tardies will result in disciplinary action and student may be placed on a Disciplinary Contract.

Persistent tardies may result in dismissal from Legacy ECHS.

Excuses for tardies will be considered by the principal on an individual basis when appropriate. **Three tardies will count as an absence when receiving course credit.**

## Testing

### Accuplacer / THEA

Prior to registering for a Temple College class, the student must take the Texas Higher Education Assessment (THEA) or Accuplacer Exam. According to the district criteria and guidelines, students may be awarded credit toward high school graduation for completing a college-level course in an accredited college or university that is not in a partnership program with the district.

### PSAT / NMSQT

The most common reasons for taking the PSAT/NMSQT are:

- to receive feedback on your strengths and weaknesses on skills necessary for college study. You can then focus your preparation on those areas that could most benefit from additional study or practice.
- to see how your performance on an admissions test might compare with that of others applying to college.
- to enter the competition for scholarships from the National Merit Scholarship Corporation (grade 11).
- to help prepare for the SAT. You can become familiar with the kinds of questions and the exact directions you will see on the SAT.
- to receive information from colleges when you check "yes" to Student Search Service.

### **SAT, ACT, and Other Standardized Tests**

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor early during their junior year to determine the appropriate exam to take; these exams are usually taken at the end of the junior year.

### **TAKS (Texas Assessment of Knowledge and Skills)**

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated tests (such as TAKS: the Texas Assessment of Knowledge and Skills) in the following subjects:

- Mathematics, annually in grades 3–11
- Reading, annually in grades 3-9
- Writing, including spelling and grammar, in grades 4 and 7
- English Language Arts in grades 10 and 11
- Social Studies in grades 8, 10, and 11
- Science in grades 5, 8, 10, and 11
- Any other subject and grade required by federal law

### **Textbooks**

State-approved textbooks are provided to students free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. 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; however, the student will be provided high school textbooks for use at school during the school day. ***Students are to return ALL textbooks (high school and college) and will be held responsible for all damaged/lost textbooks.***

### **Transportation**

Transportation will be provided by the student's district to and from Temple College, Taylor Center. Students are allowed to be transported by their parents or legal guardian only. Parents must arrange transportation for before/after school tutorials and Saturday School. Please contact your districts transportation department for more details.

Hutto Transportation – 759-5488  
Taylor Transportation – 365-5584

Violations of the district bus policies can result in suspension of bus privileges. Please see your district campus handbook for a more details regarding district transportation.

### **Vehicles on Campus**

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the permission of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others. Students might be required to purchase a Temple College parking permit.

Students will be held responsible for any prohibited objects or substances, such as alcohol, drugs, weapons, etc. that are found in their cars and will be subject to disciplinary action. Unlicensed and/or reckless drivers on campus will receive a citation.

***Failure to abide by the rules and policies for student parking and traffic laws shall result in disciplinary consequences, the temporary/long-term loss of vehicle privileges for the student and having a citation or ticket issued from a local law enforcement officer.***

## Video Cameras

For safety purposes, video/audio equipment may be used to monitor student behavior on buses and in common areas on campus. Students will not be told when the equipment is being used. The principal will review the video/audio recordings routinely and document student misconduct. Discipline will be in accordance with the district Student Code of Conduct.

## Visitors to Campus (Temple College, Taylor Center)

Persons who are not students at Legacy ECHS, parent/guardian, or school employees, and who do not have official business at school, are not to be present on campus during school hours, including lunch and breaks. Visitors are welcome only when they have made arrangements at least 24 hours in advance by contacting the Legacy ECHS principal.

## ZAP

### ZEROS ARE NOT PERMITTED

Zeros Aren't Permitted (**ZAP**) is a philosophy concerning student work and its completion. It is based on the belief that the work given to students is worthwhile and necessary for their academic development. Legacy ECHS teachers expect that all students will complete and turn in every assignment given them. Students who do not meet these expectations are required to participate in interventions designed to assist them with this issue. These supports, that provide teacher or tutoring assistance, are scheduled for afterschool Mondays and Tuesdays 4-5 and a mandatory Open Lab Thursday 4-6.

ZAP is a tremendous support to those students who have difficulty learning, completing assignments, as well as reluctant learners. The success of the ZAP program depends heavily on the structures and interventions established at school and the support of student families. Parents should expect that their child will not fail a course due to missing assignments. You are encouraged to use the Parent Access monitoring system to track your child's progress.

Teachers update grades frequently, therefore zeros should not be left outstanding for longer than one week after work has been turned in. If you have questions about ZAP or any part of the Homework Plan at Legacy ECHS, please do not hesitate to contact us. We are looking forward to a great year with you and your child!

### ZAP PROCEDURE:

- Once the teacher has collected an assignment at the designated time and a student fails to turn his/hers in, it is considered late.
  - 15% will be deducted from assignments turned in prior to ZAP session
  - 30% will be deducted from assignments turned in during initial ZAP session of the week
  - 50% will be deducted from assignments turned in after the initial ZAP session of the week
- The student is responsible for signing the ZAP teacher log and getting a ZAP card (Blue Card), which will be located in a designated place in the teacher's room. Copies will also be available in the office. **The ZAP card has a dual purpose. It will be used for ZAP information about the assignment missing, and a parent documentation form.**
- **The student will fill out the card with the teacher's name, subject, and the assignment due date, their name, and the assignment to be done.**
- Students who fail to fill out the card as required will be subject to disciplinary action (student will be sent to the office with a ZAP card).

- Students will take the ZAP card home for parent signature and to let the parent know that they have been ZAPPED.
- **ZAP is served in Rm 122 unless the student is notified otherwise. (sign on office door)**
- **The student is responsible for bringing the ZAP card to the ZAP room. (rm 122)** Students will turn in the completed assignment to the ZAP monitor. (Mrs. Marquardt)
- The dated ZAP card will be attached to the assignment and returned to the teacher.
- **Students will only be given one ZAP opportunity per assignment.**
- **Students will remain in ZAP for the entire week even if they complete the assignment.** Students will be required to work on homework assignments when they finish the ZAPPED assignment.
- **ZAP is not intended for students who have missed school.**
- **Each ZAP assignment begins on a Thursday (4-6) and includes the following Monday and Tuesday(4-5)**  
(assignment to ZAP coincides with missing work from Thursday am to Wednesday afternoon)
- Parents will be asked to make transportation arrangements for students on Mondays and Tuesdays. Thursday transportation will be provided due to Open lab arrangements.
- Failure to attend ALL sessions of the ZAP assignment will lead to disciplinary action.

## APPENDIX 1

### Temple College Student Information

\*The following information in APPENDIX 1 is an excerpt from the 2008-2009 Temple College Catalog. To view the catalog in its entirety, and watch for updated versions, go to [www.templejc.edu](http://www.templejc.edu)

#### ASSOCIATE DEGREE

Temple College awards degrees and certificates during the Spring, Summer, and Fall semesters. Although there are three different semesters in which a student may graduate, Temple College only holds one formal graduation ceremony a year. This ceremony is held at the end of the Spring semester. This ceremony is for students who will meet degree requirements during that semester as well as those students who have graduated during the preceding Summer or Fall semesters. In order to be eligible to participate in the ceremony, students must complete the Application for Graduation and indicate their desire to participate in the ceremony. Students will be considered as a candidate for graduation only upon completion of the Application for Graduation. Students must submit the application for graduation by the following deadline dates: Spring–February 1, Summer–June 1, and Fall–October 1. If the first of the month falls on a holiday or a weekend, the deadline date will be extended to the next business day.

Students who do not submit their paperwork by these dates will be charged a \$30.00 late fee. The last day to submit a late application for graduation for a term is four weeks before the last regular class day of the term. Students who do not apply by the deadline dates will not be considered for graduation for that term and will need to submit an application for the next graduation date.

#### REQUIREMENTS FOR ASSOCIATE DEGREES

1. Completion of all admission requirements. All required documents must be on file.
2. Completion of all degree requirements of the catalog in effect at the time students originally entered TC or any subsequent catalogs in effect as long as the students have been continuously enrolled and **provided they meet the requirements within four years from the date they first enrolled under that catalog.** Students who are not continuously enrolled or who do not finish within the four-year time limit must meet degree requirements of the current catalog year.
3. Completion of last 18 semester hours of work at Temple College or a total of 32 semester hours of work at Temple College applicable toward the degree.
4. Completion of all coursework required for the degree with a minimum 2.0 cumulative grade-point average.
5. Completion of all financial obligations.
6. Completion of the core curriculum for each degree as listed in this catalog.
7. Completion of all Texas Success Initiative (TSI) requirements. Students will not be eligible for graduation until all TSI requirements have been met.
8. Completion of the Application for Graduation by deadline date.

#### ASSOCIATE OF ARTS DEGREE

The Associate of Arts degree represents the first two years of college study towards a bachelor's degree. Fundamental to this study is the core curriculum, outlined below. Comprising a total of 42 semester hours of credit, this core of courses is designed to help the student acquire important intellectual skills, develop an appreciation for the major systems of learning, and open his or her mind to significant aspects of other cultures. The Temple College core curriculum is fully transferable to any public college or university in Texas, and is guaranteed by the Texas State Legislature to meet all lower division core requirements of the receiving institution, up to a total of 42 semester hours.

## REQUIREMENTS FOR ASSOCIATE OF ARTS DEGREE

Temple College Core Curriculum (See below)* .....	42 semester hours
Electives — Courses from student’s intended major and Other related .....	22 semester hours
Total credit hours for Associate of Arts (AA) degree .....	64 semester hours

At least 64 semester hours of academic credit, exclusive of developmental courses, with at least a “C” average on all hours attempted is required to earn an AA degree. To receive an AA degree from Temple College, the student must have completed the last 18 semester hours of the work toward graduation at Temple College or have earned a total of 32 semester hours of work applicable toward the degree at Temple College. For a student to receive an AA degree from Temple College with any variation from these prescribed residency requirements, a statement waiving the requirement and signed by the Vice President of Educational Services must be on file in the student’s record folder in the Office of Admissions and Records.

## ATTENDANCE

Regular and punctual class attendance is expected at Temple College since it is assumed that students are enrolled for the serious purpose of furthering their education. Excessive absenteeism is defined as being equivalent to two weeks of instruction in a sixteen week semester and may result in the receipt of a failing grade or involuntary withdrawal from the course. Faculty members will discuss the attendance policy at the beginning of each semester and maintain an official record of attendance for each course primarily to remain in compliance with federal financial aid regulations and requirements. At the discretion of the instructor or as may be required by THECB (Texas Higher Education Coordinating Board) policy and law, the attendance policy for certain courses may be more stringent than the general policy. Students are responsible for reviewing the first day handout for each class and for knowing the attendance requirements. Class rosters will be certified at 60% of the semester by all instructors, and students not in attendance will be dropped. Further, the college empowers individual faculty members to effect the withdrawal of a student from any course in which he/she has failed to meet attendance expectations. Faculty members are encouraged, but not required, to notify students in jeopardy of being withdrawn from a course. However, since attendance is absolutely the responsibility of the student, such notification is a courtesy, not a requirement. Administrative withdrawal for excessive absence is the prerogative of the faculty member and, as such, students are encouraged to contact their teachers and/or the Admissions Office to confirm enrollment status. Students who expect to be absent because of religious holy days should contact the Vice President of Educational Services for details concerning Texas Education Code 51.911. Refer to “Attendance” in the Student Handbook.

## CHANGES OF SCHEDULE AND WITHDRAWALS

The following paragraphs give the information for changes of schedule and withdrawals for courses and semesters of traditional length. Students should check with Admissions and Records regarding the applicable deadlines for courses of different lengths. After the student has completed registration (fees paid), schedule changes (adds and drops) may be completed only during the times scheduled by the Admissions and Records Office which are published in the schedule of classes.

**Withdrawals:** Students who withdraw from courses (drop) prior to the official census dates will not appear on the official class rolls for the courses, nor will the courses show on their permanent records. Withdrawals after the add/drop periods described above require the proper approvals and must be initiated in the Admissions and Records Office. A student must officially withdraw from a course to receive a W grade. A student has not officially withdrawn from a class if he/she simply stops attending unless he/she is administratively withdrawn. Withdrawals after the official census dates will be handled according to the following rules:

### Fall and Spring Semesters (16 Weeks)

<u>After</u>	<u>Before</u>	<u>Grade</u>
12th Class Day	End of 12th Week	W

End of 12th Week	End of Semester	No Withdrawals Allowed
<b>Summer Semester (6 Week Session)</b>		
<u>After</u>	<u>Before</u>	<u>Grade</u>
4th Class Day	End of 4th Week	W
End of 4th Week	End of Semester	No Withdrawals Allowed
<b>Summer Semester (8 Week Session)</b>		
<u>After</u>	<u>Before</u>	<u>Grade</u>
6th Class Day	End of 6th Week	W
End of 6th Week	End of Semester	No Withdrawals Allowed
<b>Summer Semester (12 Week Session)</b>		
<u>After</u>	<u>Before</u>	<u>Grade</u>
9th Class Day	End of 9th Week	W
End of 9th Week	End of Semester	No Withdrawals Allowed

\*\* Students may receive I grades in cases of medical emergencies or some other highly unusual circumstances.

### NEW 6 DROP RULE POLICY

Temple College has adopted the following policy to implement SB 1231:

- Senate Bill 1231 provides that a student cannot drop more than six courses during the lifetime of their undergraduate enrollment while attending any public institution in Texas.
- Under section 51.907 of the Texas Education Code, “an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education.” This statute was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in fall 2007 or later.
- Any course that a student drops is counted toward the six-course limit if “(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student’s transcript indicates or will indicate that the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution.”

The following classes are **EXEMPT** from the 6 drop rule:

1. Classes taken by students while in high school (dual credit, middle college and/or early college).
2. Third repeat courses (student is taking the class for the third time).
3. Developmental Classes
  - a. Students must contact the Advising Center for more information before dropping a course.
  - b. All course drops/withdrawals initiated by a student will be processed by the Advising Center.
  - c. Some exceptions for good cause could allow a student to drop a course without having it counted toward this limit, but IT IS THE RESPONSIBILITY OF THE STUDENT TO ESTABLISH THAT GOOD CAUSE AND PROVIDE ANY REQUIRED DOCUMENTATION in order to earn the status of exception.
  - d. Advisors will have the discretion regarding the need for documentation of a drop.
  - e. Exceptions for good cause include, but are not limited to the following:
    1. Family Emergency (FAM)
    2. Work related (WORK)
    3. Disciplinary action (DISC)
    4. Active duty military (MIL)
    5. Medical Emergency (MED)
    6. Deceased (DCSD)
    7. Not on State Report (S)
    8. Failure to thrive (F2TH)
    9. Administrative correction (ADCOR)
    10. Other (O)
  - f. Additional codes already exist which are not exceptions include:
    1. Administrative change (ADMIN)
    2. Non-payment (N)
    3. On Academic Suspension (SUSP)

4. Reinstatement (REIN)
  - g. Procedures for implementation of this statute have been developed and will be published in the 2008 catalog and Student Handbook, which can be found at the TC website of: [www.templejc.edu](http://www.templejc.edu) (under the Catalog button and Student Services button.)

### **CLASS STANDING**

A student with 0 through 29 semester hours is considered to be of freshman standing. A student with 30 through 59 semester hours is considered to be of sophomore standing.

### **COLLEGE CREDIT BY EXAMINATION**

A student who is qualified by experience or previous training may take a special examination to establish college credit in some courses. Temple College provides opportunities for students to receive college credit by examination through five methods:

1. College Board Advanced Placement Program (AP)
2. International Baccalaureate (IB)
3. College Level Examination Program (CLEP)
4. Defense Activity for Nontraditional Education Support (DANTES)
5. Temple College Institutional Examinations

#### **Credit by Examination Policy**

1. Credit by Examination (AP, IB, CLEP, DANTES, and Institutional) may be attempted one time in any approved course. Credit by Examination may not be attempted in any course in which the student has earned credit.
2. Students must complete one semester in residence at Temple College before any Credit by Examination is posted on the transcript. Credits earned through Credit by Examination will be posted on the student's transcript either during the current semester, if the student is enrolled or during the next semester in residence following the examination. The examinee must be a student at Temple College in order to receive credit for a Credit by Examination test.
3. The last eighteen (18) hours required for graduation in any degree program or a total of 32 hours must be earned in residence and may not be earned through Credit by Examination.
4. Students must have successfully demonstrated Texas Success Initiative eligibility for the specific Credit by Examination course(s) prior to completing registration for the examination.
5. The fee schedule for Institutional Examinations is set by Temple College. Fee schedules for CLEP and DANTES are set by the College Board. There is no refund of examination fees.
6. Registration information, application forms, procedures, and fee schedules are available in the Testing Center.

#### **Policies and Procedures:**

1. CLEP policies and requirements are established independently by each participating institution. Students who plan to transfer to another college should contact that institution for specific information about its policies.
2. CLEP examinations are administered at Temple College and scored by the College Board.
3. Students who meet minimum score requirements will receive "credit" on their transcripts. Letter grades will not be recorded.

### **COURSE NUMBERS**

Temple College is a participating institution in the Texas Common Course Numbering System. Courses designed for transfer have a standardized four-letter prefix followed by a four-digit number. The four-letter prefix identifies the subject area. For example, ENGL is the common prefix for English courses, while DRAM is the common prefix for drama/theatre courses. The four-digit number following the prefix identifies specific courses within the subject area.

Each digit in the four-digit sequence gives additional information about the course. The first digit identifies the course as either freshman level (1) or sophomore level (2). The second digit identifies the number of credit hours students earn upon successfully completing the course. Most often this digit will be a 1, 2, 3, or 4. The final two digits serve to establish the sequence in which courses are generally taken. Thus, General Chemistry I-CHEM 1311 is taken before General Chemistry II CHEM 1312. Developmental courses not designed for college credit or transfer have a 0 (zero) as the first digit. Courses that are included in a certificate or an Associate of Applied Science degree are technical (terminal) courses and are not intended as transfer courses. The student should consult with the intended transfer institution to determine the transferability of technical courses. Course equivalency guides are available in the Advising Center.

### **DISABILITIES SERVICES**

Temple College will take the steps required to provide reasonable accommodations in order to assure that no individual with a documented disability is excluded, denied service, segregated or otherwise treated differently because of the absence of auxiliary aids and services. Persons requesting accommodation for disability must provide documentation no more than 3 years old and complete a request for services with the Disabilities Service Coordinator located in One College Centre, Advising Center. Telephone: (254) 298-8335.

Accommodations may include, but are not limited to:

- Note Takers
- Interpreters
- Tutoring
- Advising and academic counseling, assessments and referrals for personal counseling
- Special Testing Arrangements

### **GRADES**

The standing of a student in his/her work is expressed by grades made up from class work and from examinations. There are nine grades: A (Excellent), B (Good), C (Fair), D (Pass), F (Failure), W (Withdrawal), X (work continuing), XF (Failure due to academic dishonesty), and I (Incomplete). The grades of X, W and I are not counted as hours attempted in computing the student's grade point average. A "W" grade is given for an instructor-or student-initiated course withdrawal through the 12th week of the sixteen-week semester. During the summer semester, a W is given through the 4th week for the 6-week session, the 6th week for the 8-week session and the 9th week for the 12-week session. To pass a course it is necessary to secure a grade of at least a "D". In some AAS degree programs a grade of "D" is unacceptable if earned in a major course. When a "D" grade is earned in such a course, the student must repeat that course and earn a grade of "C" or higher. In some AAS degree programs the grade of "D" is not given in major courses. Grades in those courses are: "A.....B," "C.....F." Students enrolling in a program where either of these policies is in effect are informed in advance of the departmental grading policy. An incomplete grade not removed within 30 calendar days of the first class day of the subsequent term will become an "F". An extension beyond this time frame may only be granted in exceptional circumstances. Approval for the extension must be granted by the instructor in writing and must be submitted to the Director of Admissions and Records for approval. Students who remove incomplete grades in courses that are required for graduation must do so within 30 calendar days from the graduation date in order to be considered a graduate for that term. Students who wait until the subsequent term to clear the incomplete will be considered for graduation in the term in which the incomplete was cleared. This policy does not relieve students from meeting course prerequisites.

### **METHOD OF WORK**

Traditionally, there are sixteen weeks of instruction during the fall and spring semesters. A typical course yields three semester hours of credit. This represents three hours of instruction each week for sixteen weeks for a total of forty-eight contact hours. Work taken in summer school results in the same total contact hours, but it is completed in either a three, six, eight, ten, eleven or twelve week period of time.

## **STUDENT CONDUCT AND RESPONSIBILITIES**

Through enrollment at Temple College, students signify that they recognize the authority of the College in governing their actions in relation to the College, and they automatically agree to abide by any regulation concerning students and/or student organizations set up by the College or its representatives. A detailed description of student disciplinary procedures may be found in the Student Handbook. Weapons are prohibited on the TC campus. The possession or use of alcoholic beverages or narcotics on the campus may be cause for disciplinary action. This is also true of a student who comes on the campus while under the influence of either of the two. Any action by one or more individuals, whether students or non-students, that interferes with the orderly operation of the College will be the cause of disciplinary action or possible arrest by authorized peace officers. A student may be requested or required to withdraw with or without public charges by the College administration. The College does not wish to provide a policy regarding dress for students, but does feel that it is the responsibility of the student to maintain standards of good taste and good grooming which are in keeping with generally accepted standards. Appropriate campus dress for men and women depends upon the occasion or specific event that the student attends. Modes of dress that are in keeping with current styles and are generally acceptable in the extended college community are deemed to be the most acceptable and appropriate. College representatives will call modes of dress deemed inappropriate to the attention of the offending student.

## **STUDENT SERVICES**

Services that supplement students' academic goals are located within One College Centre. These services include the following: Admissions and Records, Advising, Financial Aid, Services for Students with Disabilities, Veteran's Affairs, Student Life, and TRIO. In addition, Student Services provides services for students with special physical, financial or educational needs in order to allow them to successfully participate in the full range of college experience.

## **TRANSFER OF CREDITS**

Since Temple College is fully accredited, all its semester hour credits except in certain developmental, preparatory and vocational technical courses will transfer to other colleges. The Temple College core curriculum is fully transferable to any public college or university in Texas, and is guaranteed by the Texas State Legislature to meet all lower division core requirements of the receiving institution, up to a total of 42 semester hours. Colleges do not lower transferred grades; grades are filed just as they are received. For degree purposes or for determining scholastic standing, however, grades earned at other institutions are frequently not averaged with work done at the receiving college or university. A few common sense practices should be observed with reference to the transfer of credits:

1. Colleges require a "C" average to obtain a degree. Therefore, frequently only such work completed another institution which altogether averages the equivalent of "C" will be accepted by the receiving institution. Many colleges allow credit only for those courses in which the grade of "C" or better was obtained.
2. The courses selected at Temple College must conform to the degree requirements of the particular four-year college to which the credits will be transferred.
3. There is a limit to the number of semester hours credit which a four-year college will accept from a two-year college. This maximum is usually sixty-six semester hours, but may vary from this to a number not exceeding one-half the total number of hours required for the baccalaureate degree.

It is the student's responsibility to familiarize themselves with the course requirements of the college to which they plan to transfer and to make certain they satisfy those requirements both as to choice of courses and the quality of grades in those courses. Temple College provides academic advising and/or pre-registration counseling on an ongoing basis in order to assist the student in choosing courses that are articulated with the requirements of the four-year college of the student's choice. Contact the advising Center for additional information.

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## **APPENDIX 2**

\*The following information in APPENDIX 2 is an excerpt from the 2007-2008 Temple College Student Handbook. To view the handbook in its entirety, and watch for updated versions, go to [www.templejc.edu](http://www.templejc.edu)

## **ACADEMIC INTEGRITY POLICY**

### **Summary**

This document defines the principles of Academic Integrity as detailed in the values statement below. It contains, by reference, the expectations, rights and responsibilities, sanctions, and related processes essential to maintain the standards academic integrity within the College.

### **Purposes**

Upon the recommendation of the faculty, Temple College adopts the following values statement, as it appears in The Center for Academic Integrity Handbook (p. 4): "Academic Integrity is a commitment to fundamental values: honesty, trust, fairness, respect, and responsibility. From these values, flow principles of behavior that enable academic communities to translate ideals into action."

Specifically, these values are defined as follows:

- An academic community of integrity advances the quest for truth and knowledge by requiring intellectual and personal honesty in learning, teaching, research, and service.
- An academic community of integrity fosters a climate of mutual trust, encourages the free exchange of ideas, and enables all to reach their highest potential.
- An academic community of integrity establishes clear standards, practices, and procedures and expects fairness in the interaction of students, faculty, and administrators.
- An academic community of integrity recognizes the participatory nature of the learning process and honors and respects a wide range of opinions and ideas.
- An academic community of integrity upholds personal responsibility and depends upon action in the face of wrongdoing.

### **Honor Code**

On all course work, assignments, or examinations undertaken by students at Temple College, the following pledge is implied by virtue of admission:

On my honor as a student, I have neither given nor received unauthorized aid on this assignment.

Violations of the academic integrity are purposefully divided into two distinct categories: (1) Basic violations (which result in academic sanctions) and (2) Capital violations (which result in academic sanctions and/or disciplinary action). Basic violations of academic integrity shall include, but are not limited to:

- Consultation of textbooks, library materials, or notes in examination where such materials are not to be used during the test;
- Use of "crib sheets" or other hidden notes in such an examination;
- Looking at another student's test paper to copy strategies or answers or allowing another to do so;
- Possessing a confederate supply of questions or answers for any assignment or examination;
- Having a person other than the one duly registered and taking the course stand in at an examination or any other graded activity;
- Deliberate falsification of any graded activity;
- Collaboration with others except where such collaboration is permitted or encouraged;
- Submission of previously-graded work for a new assignment (without instructor's consent);
- Use (either in part or whole) of documents obtained from internet sources designed to encourage dishonesty and which are not the immediate result of the student's own academic effort;
- Continuing work on an examination or assignment after the allocated time has elapsed; and/or
- Plagiarism (in any form) defined as taking of another person's intellectual work and using it as one's own
- Use of any unauthorized electronic device.

### **Related Academic Sanctions**

As the primary arbiters of academic integrity, individual faculty members may address incidents of academic misconduct on a “case by case” basis (see process). Specific sanctions include, but are not limited to, the following:

- Verbal Warning/No grade-related action;
- 0/F on the assignment/quiz/examination (with the possibility of makeup);
- 0/F on the assignment/quiz/examination (with no possibility of makeup);
- 0/F in the course (no prohibition of future enrollment);
- 0/F in the course (prohibition of future enrollment);
- Designation of “XF” grade (with or without prohibition of future enrollment); and/or
- Recommendation for administrative academic sanction(s).

### **“Capital” Violations of Academic Integrity**

Violations of academic integrity which occur in the context of other violations (which may or may not be subject to disciplinary or criminal charges) are considered “capital” offenses against academic integrity. As such, these cases shall be considered on the totality of the evidence, and primarily as academic offenses. Examples of such violations include, but are not limited to, the following:

- Committing an act of academic dishonesty in collaboration with another;
- Attempting to gain unfair academic advantage for oneself or another by bribery or by any act of offering, giving, receiving, or soliciting anything of value to another for such purpose;
- Changing or altering grades or other official educational records;
- Obtaining or providing to another an unadministered test or answers to an unadministered test;
- Gaining unauthorized access into a building or office for the purpose of obtaining any course related information or examination; and/or
- Repeated acts of basic violations of academic integrity.

### **Related Academic Sanctions**

Upon the recommendation of the faculty and/or discipline committee, the College may effect such academic sanctions and/or disciplinary action as deemed appropriate including but not limited to:

- Verbal warning/No grade related action
- 0/F on the assignment/quiz/exam (with or without possibility of makeup)
- 0/F in the course (with or without prohibition of future enrollment)
- Designation of the “XF” grade
- Course Specific Enrollment Prohibition;
- Formal Reprimand;
- Probationary Status;
- Suspension (of one semester or more);
- Reduction of college-awarded scholarship;
- Retraction of college-awarded scholarship;
- Suspension from participation in activities which represent the College;
- Requirement of community service hours;
- Denial of graduation application;
- Expulsion; and/or
- Any other reasonable actions as deemed appropriate by academic administration.

### **Due Process**

As an academic matter, basic violations of the academic integrity policy result in academic sanctions applied by the respective faculty member. However, students shall receive due process prior to disposition of sanction or disciplinary action, as follows:

- (1) Notification of the allegation(s) and possible sanctions,
- (2) Notification as to how their alleged actions violated college policy,
- (3) Opportunity to meet with the faculty member (for basic violations) or Academic Integrity Committee (for capital violations) and hear the evidence to be applied as justification for academic sanctions and/or disciplinary action,

- (4) Notification as to the recommendation to be made by the faculty member and/or Academic Integrity Committee, and
- (5) Opportunity to appeal the application of academic sanction and/or disciplinary action (as outlined above).

### **Related Information**

The Academic Integrity Committee (AIC) will serve as an advisory committee to the Vice President of Educational Services (VPES) called to serve in those instances when (a) the affected faculty member is unable or unwilling to recommend academic sanction, (b) the nature of the violation requires the recommendation of disciplinary sanction (i.e., for capital violations), and (c) when the student appeals the decision of the VPES. The VPES will not serve on the AIC, but reserves the right to appoint the chair and AIC members (in consultation with the faculty and staff). When a student appeals, he or she is entitled to due process and a hearing with the AIC. The request for an appeal must be made in writing to the Chair of the AIC (through the VPES) on or before the (5) fifth day following the disposition of academic sanction or disciplinary sanction. The AIC shall notify the student concerned, in writing, of the date, time, and place for the hearing which shall take place within(15) fifteen class days after the date of the letter. The decision of the AIC is final.

### **DISRUPTIVE BEHAVIOR**

Disruption and violence have no place in education. It is imperative that the College provide an atmosphere conducive to learning, which enables the faculty to teach and permits students to engage in advancement of knowledge, free from external pressure, interferences, and disturbances. Sleeping in class, belligerent attitude, ignoring instructor's directions, (e.g. not participating in class group activities), talking at inappropriate times may be considered disruptive behavior and could result in the instructor's requesting the student's removal from the class roll. Therefore, any student or non-student who creates an interruption of the normal function of the College, either in or out of the classroom, may be asked to leave the area and shall be subject to disciplinary action. Failure to comply with such a request may be reported to the Vice President of Educational Services. Failure to comply can result in an instructor's requesting that the Vice President of Educational Services remove the student from the class roll. The instructor, in a conference with the student will explain the situation and may give the student a second chance to remain in the class. If the student agrees to the conditions outlined by the instructor, a conference form detailing the conditions will be sent to the student and to the department chair. If the student violates the conditions stated on the form, the instructor can request that the Vice President of Educational Services remove the student from the class roll. Further, any conduct jeopardizing the health, safety, State, Federal or local criminal statutes or civil rights of others on campus shall be grounds for possible disciplinary action and/ or arrest by local law enforcement officers.

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## **APPENDIX 3**

## Website Resource

[www.legacyechs.com](http://www.legacyechs.com) – Legacy Early College High School website

[www.hutto.txed.net](http://www.hutto.txed.net) – Hutto ISD website

[www.taylorisd.org](http://www.taylorisd.org) – Taylor ISD website

[www.tccns.org](http://www.tccns.org) –The **Texas Common Course Numbering System** (TCCNS) is a voluntary, co-operative effort among Texas community colleges and universities to facilitate transfer of freshman and sophomore level general academic coursework.

The TCCNS System provides a shared, uniform set of course designations for students and their advisors to use in determining course equivalency and degree applicability of transfer credit.

[www.ewchec.com](http://www.ewchec.com) – This is the website for East Williamson County Higher Education Center. On this webpage you can locate a tab for Legacy Early College High School where you will find helpful information about our school.

[www.collegeboard.com](http://www.collegeboard.com) – PSAT/SAT website

[www.act.org](http://www.act.org) – ACT website

Many colleges will require a student to take the ACT or SAT Reasoning Test and SAT Subject Tests for college admission. These websites will prove helpful in determining available dates, fees, and registration information.

[www.collegefortexans.com](http://www.collegefortexans.com) – Website for preparation for college

<http://vsi.taylorasp.com> – “View Student Information” is an online system designed for **Taylor** parents to be able to view their student’s grades, attendance, discipline, etc. **Taylor** parents can request access to this system by contacting Taylor High School.

[www.hutto.txed.net](http://www.hutto.txed.net) - “Family Access” is an online system designed for **Hutto** parents to be able to view their student’s grades, attendance, discipline, etc. **Hutto** parents can request access to this system by contacting Hutto High School.