



Heights High School

Since 1926

## **Parent/Student Handbook**

**2023-2024**



**Wendy Hampton**

**Principal**



# Welcome

This handbook is designed to be a guide that gives you an overview of what you can expect from our school and where to find more information. You will find how to determine grade levels, what kinds of courses we offer, who does what on campus, our expectations for our students, as well as for our teachers and staff.

## Table of Contents

1. [Our Social Media](#)
2. [Staff Listing](#)
3. [Bell Schedule](#)
4. [Conduct and Discipline](#)
5. [Grade Level Classifications](#)
6. [Graduation Requirements](#)
7. [Course List](#)
8. [Athletics](#)
9. [Extracurriculars](#)
10. [Fine Arts](#)
11. [Academics](#)
12. [CTE and Endorsements from the state](#)
13. [Standardized Tests](#)
14. [Advanced Academics](#)
  - 14.1. [Advanced Placement](#)
  - 14.2. [Dual Credit](#)
  - 14.3. [International Baccalaureate](#)
15. [Student Resources](#)
16. [JROTC](#)
17. [Student Expectations](#)
  - 17.1. [Lunch Expectations](#)
  - 17.2. [Attendance](#)
    - 17.2.1. [Notes for Absences](#)
    - 17.2.2. [Tardies](#)
18. [Parent Resources](#)



## Connect with us on SOCIAL MEDIA

### SCHOOL WEBSITE

<https://www.houstonisd.org/heights>

### TWITTER

[www.twitter.com/ghostofheights](http://www.twitter.com/ghostofheights)

### INSTAGRAM

@ghostofheights

### Heights PTO TWITTER

[www.twitter.com/heights\\_PTO](http://www.twitter.com/heights_PTO)

### Heights PTO has set up several Facebook Groups

Heights HS Class of 2024

Heights HS Class of 2025

Heights HS Class of 2026

Heights HS Class of 2027

### Get messages from Remind

<https://www.remind.com/>

<u>Group</u>	<u>REMIND CODE</u>
Heights High School	@hisdhs
Class of 2024	@6f279c
Class of 2025	@79b4ah
Class of 2026	@78cfcg3
Class of 2027	@9f4d4cb

## Heights Administration

The main phone number is 713-865-4400

School Principal	Ms. Hampton	<a href="mailto:whampton@houstonisd.org">whampton@houstonisd.org</a>
Freshman Principal	Mr. Miyamoto	<a href="mailto:aaron.miyamoto@houstonisd.org">aaron.miyamoto@houstonisd.org</a>
Freshman Principal	Ms. Pickney	<a href="mailto:bpickney@houstonisd.org">bpickney@houstonisd.org</a>
Sophomore Principal	Ms. Philips	<a href="mailto:angela.philips@houstonisd.org">angela.philips@houstonisd.org</a>
Sophomore Principal	Ms. Rivera	<a href="mailto:rosemary.rivera@houstonisd.org">rosemary.rivera@houstonisd.org</a>
Junior Principal	Mr. Schaaf	<a href="mailto:jschaaf@houstonisd.org">jschaaf@houstonisd.org</a>
Junior Principal	Ms. Gamez	<a href="mailto:nchole.gamez@houstonisd.org">nchole.gamez@houstonisd.org</a>
Senior Principal	Mr. Montanez	<a href="mailto:wmontane@houstonisd.org">wmontane@houstonisd.org</a>
Senior Principal	Ms. Crump	<a href="mailto:jcrump1@houstonisd.org">jcrump1@houstonisd.org</a>
Counselor A - C	Ms. Hudson	<a href="mailto:ahudson2@houstonisd.org">ahudson2@houstonisd.org</a>
Counselor D - G	Ms. Machado	<a href="mailto:erica.machado@houstonisd.org">erica.machado@houstonisd.org</a>
Counselor H - MI	Ms. Moctezuma	<a href="mailto:valerie.moctezuma@houstonisd.org">valerie.moctezuma@houstonisd.org</a>
Counselor Mo - Ro	Ms. Agness	<a href="mailto:emily.agness@houstonisd.org">emily.agness@houstonisd.org</a>
Counselor Ru-Z	Mr. Mazharian	<a href="mailto:hmazhari@houstonisd.org">hmazhari@houstonisd.org</a>
Registrar	Ms. Isenhower	<a href="mailto:cristy.isenhower@houstonisd.org">cristy.isenhower@houstonisd.org</a>
Dean of Instruction	Ms. Bagos	<a href="mailto:cbagos@houstonisd.org">cbagos@houstonisd.org</a>

## Support Staff

Address Change	Grade Level AP Office	
Athletics	Mr. Dixon	<a href="mailto:sdixon1@houstonisd.org">sdixon1@houstonisd.org</a>
Attendance	Ms. Ferrel	<a href="mailto:LFERREL@houstonisd.org">LFERREL@houstonisd.org</a>
AP Coordinator	Ms. Martinez	<a href="mailto:nmartin3@houstonisd.org">nmartin3@houstonisd.org</a>
Business Office	Ms. Barreras	<a href="mailto:conya.barreras@houstonisd.org">conya.barreras@houstonisd.org</a>
Campus Instructional Tech	Ms. Karakoc	<a href="mailto:Kulsoom.Karakoc@houstonisd.org">Kulsoom.Karakoc@houstonisd.org</a>
College Center	Ms. Schumacher	<a href="mailto:CSCHUMA2@houstonisd.org">CSCHUMA2@houstonisd.org</a>
	Ms. Garcia	<a href="mailto:arlina.garcia@houstonisd.org">arlina.garcia@houstonisd.org</a>
CTE Programs	Ms. Bagos	<a href="mailto:cbagos@houstonisd.org">cbagos@houstonisd.org</a>
ESL Coordinator	Ms. Payne	<a href="mailto:EPAYNE@houstonisd.org">EPAYNE@houstonisd.org</a>

504 Coordinator	Ms. Lockhart	klockhar@houstonisd.org
Enrollment	Ms. Gruetzner	cgruetzn@houstonisd.org
Gifted and Talented	Mr. Corona	icorona@houstonisd.org
IB Career-related Program	Ms. Nelson	anelson@houstonisd.org
IB Diploma Program	Ms. Nelson	anelson@houstonisd.org
IB Middle Years Program	Ms. Martinez	nmartin3@houstonisd.org
Magnet Program	Mr. Corona	icorona@houstonisd.org
Nurse	Ms. Jones	Iris.Jones@Houstonisd.org
Personal Projects	Ms. Martinez	nmartin3@houstonisd.org
PSAT /SAT/ACT/ STAAR	Mr. Davis	LDAVIS22@houstonisd.org
School Store	PTO	president@heightspto.org
Communities In School	Ms. Lara	<a href="mailto:GLARA6@houstonisd.org">GLARA6@houstonisd.org</a>
	Ms. Taylor	ashley.taylor@houstonisd.org
Special Education	Ms. Pickrom	<a href="mailto:apickrom@houstonisd.org">apickrom@houstonisd.org</a>
	Ms. Ellison	ashley.ellison@houstonisd.org
Transcripts	Ms. Cervantes	tcervant@houstonisd.org
Transfers	Mr. Corona	icorona@houstonisd.org
Transportation	Ms. West	SWEST1@houstonisd.org
Yearbook Photos	Ms. Harris	JHARRI28@houstonisd.org

## Heights High School Bell Schedule

<b>Monday</b>	<b>Time</b>
<b>1ST PERIOD</b>	8:35 - 9:20
<b>2ND PERIOD</b>	9:26 - 10:11
<b>3RD PERIOD</b> <i><b>ADA TIME: 10:25</b></i>	10:17 - 11:02
<b>4TH PERIOD</b>	11:07 - 11:52
<b>Bulldog Hour (LUNCH)</b>	11:58 – 12:56
<b>5TH PERIOD</b>	12:52 - 1:37
<b>6TH PERIOD</b>	1:43 - 2:28
<b>7TH PERIOD</b>	2:34 - 3:19
<b>8TH PERIOD</b>	3:25 – 4:10

<b>Tue/Thurs (A DAYS)</b>	<b>Wed/Fri (B DAYS)</b>	<b>Time</b>
<b>1ST PERIOD</b>	<b>2ND PERIOD</b>	<b>8:35 - 10:05</b>
<b>3RD PERIOD</b> <i><b>ANNOUNCEMENTS</b></i>	<b>4TH PERIOD</b> <i><b>ANNOUNCEMENTS</b></i>	<b>10:12 - 11:52</b> <i><b>ADA TIME: 10:25</b></i>
<b>Bulldog Hour (LUNCH)</b>	<b>Bulldog Hour (LUNCH)</b>	<b>12:00 - 12:52</b>
<b>5TH PERIOD</b>	<b>6TH PERIOD</b>	<b>12:45 - 2:32</b>
<b>7TH PERIOD</b>	<b>8TH PERIOD</b>	<b>2:39 - 4:10</b>



- The morning entry bell will ring at 8:25.
  - Student must be in class by 8:35.
  - ADA is at 10:25 daily.
  - Announcements will begin at 11:42am on Tuesday – Friday
  - On Monday's only the pledge will be said at 8:35am. Any other necessary announcements will be made during Bulldog hour on Monday's.
- 
- ✓ Teachers should be at their doorway between classes if they have a class welcoming students and encouraging others to walk and talk and move to class quickly.
  - ✓ When the passing period is prior to planning time beginning, teachers should assist with hallway monitoring during passing.
  - ✓ Administrators should always be on duty during passing period and near restrooms when possible. Administrators should remain on duty for approximately 5 minutes after the tardy bell to issue tardy passes and clear the hallways and restrooms.
  - ✓ Students should NOT be released from class during the first 15 or last 15 minutes of class.

## Conduct and Discipline

Students and Parents should Refer to the HISD Code of Student Conduct at the beginning of the year for comprehensive district guidelines.

### *Campus Distributions*

No materials, circulars, advertisements, notices, or similar materials may be sold or distributed on the campus or at school-sponsored activities unless approved by the Principal or her designee.

### *Cell phones*

Cell phone usage for non-academic use is not permitted during class time unless permission has been granted by a teacher or an administrator and is being used for instructional purposes only. Students that fail to comply with the cell phone policy are subject to disciplinary actions.

**Unauthorized** selling or solicitation of items, such as snacks, is prohibited on campus or at Heights functions. **Prohibited items will be confiscated by school administration and will not be returned.**

### *Fundraising/Waiver Day*

Students may sell items as fundraisers which have been approved by the Principal or her designee.

### *Use of skateboards*

Skates, skateboards and roller blades are strictly prohibited on campus. If brought to campus they should be locked in a skateboard locker by the parking lot or left in a classroom/office with teacher administrator approval. Heights High School is not a skate park and skate boards should not be used on campus at anytime. Students who do not follow this policy will have their board taken up and returned the following afternoon for the first offense. A second offense will require a parent to pick up the board. A 3<sup>rd</sup> offense will result in the board be held until the end of the semester.

### *Damage to School Property*

Anyone who accidentally or intentionally destroys or damages anything on campus must pay the cost for repair and/or replacement. Students who are caught in the act of vandalizing the school in any way will be prosecuted to the fullest extent of the law, and they and their parents will be billed for the cost of repairs.

### *Hall Passes*

Students are expected to remain in class during instructional time. Should there be an urgent need to leave the classroom, staff will ensure that all the information requested on the maroon hall pass (including student name, destination, and date and time) is included in ink.

Students in the halls without permits are in violation of school rules and may be taken to the Assistant Principal's office for disciplinary action. Students leaving a classroom for any reason during class time should be certain to get a permit from the teacher before entering the hallway. Students will not be permitted to leave the classroom in the first and last fifteen minutes of the period.

### *No Smoking*

Smoking and the use or possession of any tobacco products, including vaping paraphernalia and electronic cigarettes, are prohibited on all HISD campuses and facilities. This includes Heights parking lots, garages, and all district athletic stadiums and arenas.

## Credits and Grade Level Classification

The Registrar will assign each student a grade level based on the number of credits earned at the end of the previous school year. Only students who are eligible to graduate at the end of the school year will be reclassified before the end of the school year.

Grade Level Classifications		
Grade		Credits Earned
9	Freshman	0.0 - 5.5
10	Sophomore	6.0 - 11.5
11	Junior	12.0 - 17.5
12	Senior	18.0+

### *Course Credit*

- Students must maintain a grade average of 70 or above on a scale of 100 in order to receive credit for a course.
- Students may not be given credit for a class if they have attended fewer than the required number of days/ class period. (90% of the semester)
- Students must comply with all attendance requirements for each course taken. Students may be assigned to Credit Appeal to recover the time and curriculum missed due to excessive absences. Appeals will only be considered when the student has passed the course with a final semester average of 70% or better and meets qualifying attendance guidelines.

### *Alternate ways to earn credit*

- Middle school - Students may earn high school credit in middle school. For students enrolled in Texas public schools this credit will automatically be added to their high school transcript. Students entering Heights from a non-Texas public school will have their credit assessed to ensure it aligns with Texas Education Agency guidelines on content and rigor.
- Summer school - Students who did not earn full credit for a course during the regular academic year will be required to enroll in summer school to recover their lost credit. Summer school dates and requirements will be announced in May and registration will also take place in May. Students will be enrolled by their counselor and students should contact their counselor with questions.
- Composite Grading

Whole course credit applies to **all** HISD two-semester sequential courses (designated "A" and "B" including distance learning, original credit, credit recovery and summer school) and not to one semester courses. Should a student fail one semester and pass the other semester of a two-semester course, the student will earn one whole credit if the sum of points between the two semester averages is at least 139 AND attendance is satisfactory (i.e., no excessive, unexcused absences). These rules apply to courses taken and completed in HISD only and may not be combined with courses taken out of district. The student must take both the A and B semesters in the same school year. Students moved from a Pre IB, AP, or IB course into a corresponding regular course for the second semester will not receive quality points for

either semester.

- Physical Education Requirements

Students are required to complete one credit of physical education. Students have two options to satisfy this requirement.

1. By taking a Physical Education course on the Heights campus
2. By participating in a physical education equivalent activity. Several courses, including all athletic classes, will provide the equivalent credit of the physical education course. These courses include:
  - On campus Heights athletics (club sports do not qualify)
  - Marching Band (Fall)
  - Cheerleading (Fall)
  - JROTC (full year)

Most of these activities require an audition/coach approval to enroll in the course. Your Academic Dean can assist you in selecting an appropriate option to fulfill your physical education requirement.

## Graduation Requirements

HISD REQUIRED COURSEWORK	Entering 9 <sup>th</sup> Grade: 2011-12 or later
<u>Course</u>	<u>Credits</u>
English	4
Mathematics <i>tics</i>	4
Science	4
Social Studies	3
Foreign Language (LOTE) All 10 <sup>th</sup> Graders must take a Foreign Language <i>Must be 2 consecutive years of a Language Other Than English</i>	2
US Government	.5
Economics	.5
Physical Education	1
Fine Arts (Band, Piano, Art, Theater)	1
Health	.5
Electives (majority taken in Career Pathway)	5.5
<b>Total</b>	<b>26</b>
State of Texas STAAR Requirements	<b>MEET STAAR EXAM STANDARDS</b> Alg I Biology English I, II U.S. History

**Note:** Some academic support classes are elective courses designed to provide additional interventions to promote student success on research exhibitions, standardized tests and/or college-readiness exams.

**DISTINGUISHED ACHIEVEMENT PROGRAM (DAP):** Four Advanced Measures are required for the DAP from the following:

- Original research/project judged by a panel of professionals in the field– senior year
- Score of **3** or above on an Advanced Placement or 4 or above on an IB exam,
- Score on PSAT that qualifies for recognition as a Commended Scholar or higher
- College Courses with a grade of 3.0 or higher on courses that count for college credit

- Earning a nationally or internationally recognized business or industry certification or license

NOTE: Students who do not meet requirements for the DAP program will graduate under the seal of the Texas Recommended High School Program.

## Athletics

If you are interested in participating in one of the sports on campus, contact the coach for that sport.

<b><u>Coaches</u></b>	<b><u>Sport</u></b>	<b><u>Email</u></b>
<b>Arrington, Kerrick</b>	Girls Basketball	<a href="mailto:karringt@houstonisd.org">karringt@houstonisd.org</a>
<b>Ayala, Andy</b>	Dance	<a href="mailto:andy.ayala@houstonisd.org">andy.ayala@houstonisd.org</a>
<b>Barreras, Ralph</b>	Boys Basketball	<a href="mailto:rbarrer4@houstonisd.org">rbarrer4@houstonisd.org</a>
<b>Corona, Israel</b>	Boys/Girls Tennis	<a href="mailto:icorona@houstonisd.org">icorona@houstonisd.org</a>
<b>Deslaurier, Henry</b>	Boys Soccer	<a href="mailto:hank.deslaurier@houstonisd.org">hank.deslaurier@houstonisd.org</a>
<b>Dixon, Stephen</b>	Football	<a href="mailto:sdixon1@houstonisd.org">sdixon1@houstonisd.org</a>
<b>Haag, Joshua</b>	Boys/Girls Swimming	<a href="mailto:joshua.haag@houstonisd.org">joshua.haag@houstonisd.org</a>
<b>Harris, Jenna</b>	Boys/Girls Golf	<a href="mailto:jharri28@houstonisd.org">jharri28@houstonisd.org</a>
<b>Idlebird, DeVincent</b>	Girls Soccer	<a href="mailto:didlebir@houstonisd.org">didlebir@houstonisd.org</a>
<b>Lewis, Chelsea</b>	Volleyball	<a href="mailto:clewis12@houstonisd.org">clewis12@houstonisd.org</a>
<b>Owens, Kyla</b>	Cross Country	<a href="mailto:kyla.owens@houstonisd.org">kyla.owens@houstonisd.org</a>
<b>Petty, David</b>	Baseball	<a href="mailto:dpetty@houstonisd.org">dpetty@houstonisd.org</a>
<b>Pickrom, Assyline</b>	Cheer	<a href="mailto:apickrom@houstonisd.org">apickrom@houstonisd.org</a>
<b>Robins, Lamont</b>	Softball	<a href="mailto:lrobins@houstonisd.org">lrobins@houstonisd.org</a>
<b>Vizcarra, Alfredo</b>	Boys/Girls Track	<a href="mailto:alfredo.vizcarra@houstonisd.org">alfredo.vizcarra@houstonisd.org</a>
<b>Wilson, Lloyd</b>	Boys/Girls Wrestling	<a href="mailto:lloyd.wilson@houstonisd.org">lloyd.wilson@houstonisd.org</a>

## Fine Arts

Mr. Walters	Band	
Mr. Joaquin	Mariachi	
Mr. Whorton	Percussion	
Ms. Pope	Theater	
Ms. Yost	Tech Theater	
Mr. Ayala	Drill Team/Dance	
Ms. Hernandez	IB Art/Drawing/Ceramics	
Ms. Manjarrez	Art/Painting	

## Class Ranking

Heights twelfth-grade students are ranked three times:

- (1) late June after completion of Junior year;
- (2) early October of Senior year;
- (3) mid-February of Senior year.

The registrar calculates class ranks based on the students' numeric grades from all transcript courses. Beginning with the Class of 2021, however, only transcript courses taken during the high school years will be part of the GPA calculation. After the close of the twelfth-grade fall semester, the registrar then calculates final class ranks based on all eligible, numeric grades on the transcript. Class rank is not determined for grades 9-11 in Houston ISD.

Honors Classifications:

After the senior class's final ranking in February, there are several honors classifications.

- The senior(s) with the highest grade point average (GPA) will be the **Valedictorian(s)**.
- The senior(s) with the second-highest GPA will be the **Salutatorian(s)**.
- Students whose GPA is in the top 5% of the senior class are classified as **Highest Honors**.
- Seniors whose GPA is outside the top 5% but in the top 15% are classified as **Honors**.

## Career and Technical Education

Career and Technical Education (CTE) programs allow students the opportunity to begin exploring their potential careers in high school. These courses are designed to teach problem-solving skills, teamwork, communication, and allow students to apply knowledge from their core courses to real world problems. Students begin career exploration in 9th grade and follow a sequenced pathway through 12th grade. This exploration allows students to discover their best skills and what they love. They have the chance from an early age to combine their skills and passions which will help them decide on a career path in their post-secondary education or when they join the work force. A student in the Business Management and Tourism program might not end up in this career path but they will learn that they are organized, attentive to details, can problem solve quickly, and remain calm under pressure. This knowledge will only help students as they leave Heights High School and enter the next phase of their life.

CTE courses play a vital role in the overall education and experience of our students at Heights.

CTE, Fine Arts, and Athletics are where our students apply the knowledge gained from their core curriculum to their real world. All students benefit from CTE coursework and at Heights all students choose a pathway as part of their 9th grade course selection. CTE pathways lead to endorsements, required for students to graduate with the Distinguished Level of Achievement in Texas. Students can also gain industry certifications in CTE pathways which they can take with them when they begin their post-secondary work. Students with industry certifications will find it easier to gain employment and internships during college or to immediately enter the workforce after graduating high school. The following pages offer more information about each of the Career Clusters and the individual pathways offered at Heights.



## CTE Pathways

**Heights students are required to complete one CTE pathway.  
The courses are sequenced. Changing pathways is difficult, so choose well.**

**The sequence depends on the grade level, as things do change.**

Career Cluster	Program of Study	FRESHMEN AND SOPHOMORES	JUNIORS	SENIORS
Arts, Audio/Visual Technology and Communication	Design and Multimedia Arts <i>Certifications: Adobe Certified Associate Certifications Adobe Certified Expert Certifications</i>	Digital Design and Media Production	Digital Design and Media Production	Digital Media
		Digital Media (DC)	Digital Media (DC)	Digital Design and Media Production
		Graphic Design 1 (DC)	Graphic Design 1 (DC)	Graphic Design 1
		Graphic Design 2 (DC)	Graphic Design 2 (DC)	Graphic Design 2
	Digital Communications <i>Certifications: Adobe Certified Associate Premiere Pro Adobe Certified Associate Certifications</i>	Principles of Arts, A/V Technologies, and Communications	Principles of Arts, A/V Technologies, and Communications	Principles of Arts, A/V Technologies, and Communications
		Audio Video Production	Audio Video Production	Audio Video Production
		Audio Video Production 2 (Advanced AV – 2 credits)	Audio Video Production 2 (Advanced AV – 2 credits)	Audio Video Production 2 (Advanced AV – 2 credits)
		Digital Audio Technology	Digital Audio Technology	Digital Audio Technology
Business, Marketing and Finance	Accounting and Financial Services <i>Certifications: Quickbooks Certified User</i>	Principles of Business, Marketing and Finance	Principles of Business, Marketing and Finance	Principles of Business, Marketing and Finance
		Business Information Management I	Accounting 1	Accounting 1
		Accounting 1	Business Information Management I	Accounting 2
		Accounting 2	Accounting 2	Business Information Management I
	Business Management <i>Certifications:</i>	Principles of Business and Marketing Finance	Principles of Business and Marketing Finance	Principles of Business and Marketing Finance

	<i>Microsoft Office Expert Word and Excel</i> <i>Microsoft Office Specialist Word and Excel</i>	Business Information Management I	Business Information Management I	Business Information Management I
		Business Information Management II	Business Information Management II	Business Information Management II
		Business Management	Business Management	Business Management
Information Technology	Web Development Certifications: WD Certified Web Design Certification Changing to NOCTI certification for Freshmen and Sophomores	Web Game Development	Web Game Development	Principles of Information Technology
		Web Design (DC)	Web Design (DC)	Project Based Research (DC)
		Independent Study in Technology Applications (DC)	Independent Study in Technology Applications (DC)	Web Design (DC)
		Project Based Research (DC)	Project Based Research (DC)	Independent Study in Technology Applications (DC)/ Web Game Development
Manufacturing	Advanced Manufacturing and Machinery Mechanics/ Change to for Sophomores Engineering Certifications: <i>OSHA30 changing to InventorPro</i>	Principles of Applied Engineering	Principles of Applied Engineering	Principles of Applied Engineering
		Engineering Design and Presentation	Engineering Design and Presentation	Engineering Design and Presentation
		Engineering Design and Problem Solving	Engineering Design and Problem Solving	Robotics I
		TBD	TBD	Robotics 2
Health Science	Healthcare Diagnostics Certifications: <i>Certified Patient Care Technician EKG Technician</i>	Principles of Health Science	Principles of Health Science	Business Information Management I
		Health Science Theory	Health Science Theory	Health Science Theory
		Anatomy and Physiology	Anatomy and Physiology	Anatomy and Physiology
		Practicum in Health Science (2 credits)	Practicum in Health Science (2 credits)	Practicum in Health Science (2 credits)
Transportation, Distribution and Logistics	Automotive Certifications: <i>Automotive Service Excellence (ASE)</i>	Energy, Power and Transportation Systems	Energy, Power and Transportation Systems	Energy, Power and Transportation Systems
		Automotive Basics	Automotive Basics	Automotive Basics
		Automotive Technology I (2 credits) (DC)	Automotive Technology I (2 credits) (DC)	Automotive Technology I (2 credits) (DC)
		Automotive Technology II (2 credits) (DC)	Automotive Technology II (2 credits) (DC)	Automotive Technology II (2 credits) (DC)

Below is TEA's more detailed look at the Pathways

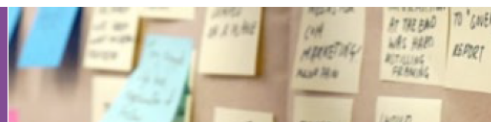




# Business, Marketing, and Finance Career Cluster

The Business, Marketing, and Finance Career Cluster focuses on careers in planning, organizing, directing, and evaluating business functions essential to efficient and productive business operations.

## Business Management Statewide Program of Study



The Business Management program of study teaches CTE learners how to plan, direct, and coordinate the administrative services and operations of an organization. Through this program of study, students will learn the skills necessary to formulate policies, manage daily operations, and allocate the use of materials and human resources. This program of study will also introduce students to mathematical modeling tools and organizational evaluation methods.

### Secondary Courses for High School Credit

#### Level 1

- Principles of Business, Marketing, and Finance
- Business Information Management I/Lab

#### Level 2

- Business Law
- Virtual Business
- Business Information Management II/Lab

#### Level 3

- Business Management
- Global Business
- Human Resources Management

#### Level 4

- Statistics and Business Decision Making
- Practicum in Business Management
- Practicum in Entrepreneurship
- Career Preparation I

### Postsecondary Opportunities

#### Associates Degrees

- Business Administration
- Business/Commerce
- Public Administration
- Business Management

#### Bachelor's Degrees

- Business Administration
- Business/Commerce
- Public Administration
- Management Science

#### Master's, Doctoral, and Professional Degrees

- Business Administration
- Business Management
- Public Administration
- Management Science

### Work-Based Learning and Expanded Learning Opportunities

#### Exploration Activities

- Participate in Business Professional of America, Future Business Leaders of America, or DECA

#### Work-Based Learning Activities

- Intern with a local business or chamber of commerce

### Industry-Based Certifications

- Administrative Assisting
- Certified Associate in Project Management (CAPM)
- Entrepreneurship and Small Business
- General Management
- MB-920: Microsoft Dynamics 365 Fundamentals-Finance and Operations Apps
- Microsoft Office Specialist 2016 Master
- Microsoft Office Specialist: Microsoft Access Expert (Access 2019)
- Microsoft Office Specialist: Microsoft Excel Expert (Excel 2019)
- Microsoft Office Specialist: Microsoft Word Expert (Word 2019)
- Project Management Institute (PMI) Project Management Ready
- Microsoft Office Specialist-Excel\*
- Microsoft Office Specialist-Word\*

\*IBC sunseting 8/31/24

### Aligned Occupations

Occupations	Median Wage	Annual Openings	% Growth
Administrative Service Managers	\$96,138	2,277	21%
Management Analysts	\$87,651	4,706	32%
General and Operations Managers	\$107,640	18,679	20%
Supervisors of Administrative Support Works	\$57,616	14,982	20%

Successful completion of the Business Management program of study will fulfill requirements of the Business and Industry endorsement. Revised – August 2022

# Health Science Career Cluster

The Health Science Career Cluster focuses on planning, managing, and providing therapeutic services, diagnostics services, health informatics, support services, and biotechnology research and development. To pursue a career in the health science industry, students should learn to reason, think critically, make decisions, solve problems, communicate effectively, and work well with others.

## Healthcare Diagnostics Statewide Program of Study



The Healthcare Diagnostics program of study introduces students to occupations and education opportunities related to performing complex medical laboratory tests for the diagnosis, treatment, and prevention of disease. This program of study may also include exploration into the opportunities associated with blood laboratories as well as radiologic technology and ultrasound technology.

### Secondary Courses for High School Credit

#### Level 1

- Principles of Health Science
- Principles of Diagnostic Healthcare
- Introduction to Imaging Technology

#### Level 2

- Medical Terminology
- Imaging Technology I

#### Level 3

- Health Science Theory/Health Science Clinical
- Medical Microbiology
- Imaging Technology II

#### Level 4

- Anatomy and Physiology
- Pathophysiology
- Practicum in Health Science

### Postsecondary Opportunities

#### Associates Degrees

- Nuclear Medical Technology/Technologist
- Magnetic Resonance Imaging (MRI) Technology/Technician

#### Bachelor's Degrees

- Nuclear Medical Technology/Technologist
- Medical Radiologic Technology/Science Radiation Therapist

#### Master's, Doctoral, and Professional Degrees

- Radiologist
- Radiologic Technology/Science Radiographer

### Work-Based Learning and Expanded Learning Opportunities

#### Exploration Activities

- Participate in Health Occupation Students of America

#### Work-Based Learning Activities

- Perform clinical rotations at a community wellness center, hospital, assisted living, nursing home

### Industry-Based Certifications

- Certified Cardiographic Technician
- Certified Clinical Medical Assistant
- Emergency Medical Technician - Basic
- Certified EKG Technician
- ECG Technician
- Limited Medical Radiologic Technologist
- Medical Assistant
- Medical Laboratory Assistant
- Medical Laboratory Technician
- Nationally Registered Certified EKG Technician
- Phlebotomy Technician
- Registered Diagnostic Medical Sonographer - Abdomen\*
- Registered Diagnostic Medical Sonographer - Obstetrics and Gynecology\*
- Registered Technologist - Cardiac-Interventional Radiography\*
- Registered Technologist - Computed Tomography\*
- Registered Technologist - Magnetic Resonance Imaging\*
- Registered Technologist - Mammography\*
- Registered Technologist - Nuclear Medicine Technology\*
- Registered Technologist - Radiography\*
- Registered Technologist - Sonography\*
- Registered Technologist - Vascular Sonography\*
- Registered Technologist - Vascular-Interventional Radiography\*
- Registered Vascular Technology\*

\*IBC sunseting 8/31/24

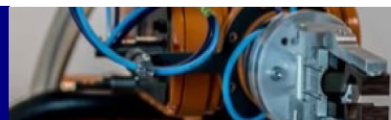
### Aligned Occupations

Occupations	Median Wage	Annual Openings	% Growth
Diagnostic Medical Sonographers	\$69,909	495	35%
Phlebotomist	\$30,597	1,442	36%
Nuclear Medicine Technologists	\$75,962	91	13%
Radiologic Technologists	\$55,494	1,196	21%
Magnetic Resonance Imaging Technologists	\$68,661	217	21%

# Manufacturing Career Cluster

The Manufacturing Career Cluster focuses on planning, managing, and performing the processing of materials into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance, and manufacturing/process engineering.

## Advanced Manufacturing and Machinery Mechanics Statewide Program of Study



The Advanced Manufacturing and Machinery Mechanics program of study focuses on the assembly, operation, maintenance, and repair of electromechanical equipment or devices. CTE learners may work in a variety of mechanical fields, gaining knowledge and experience in robotics, refinery and pipeline systems, deep ocean exploration, or hazardous waste removal. CTE concentrators may work in a variety of fields of engineering.

### Secondary Courses for High School Credit

#### Level 1

- Principles of Manufacturing
- Principles of Applied Engineering

#### Level 2

- Occupational Safety and Environmental Technology I
- Robotics I
- Manufacturing Engineering Technology I
- Programmable Logic Controller I

#### Level 3

- Engineering Design and Presentation I
- Manufacturing Engineering Technology II
- Robotics II
- Occupational Safety and Environmental Technology II
- Programmable Logic Controller II

#### Level 4

- Practicum in Manufacturing
- Practicum in Entrepreneurship
- Career Preparation I

### Postsecondary Opportunities

#### Associates Degrees

- Electromechanical Engineering/Technology
- Certified Quality Technician
- Industrial Mechanics and Maintenance Technology

#### Bachelor's Degrees

- Electrical Engineering
- Industrial Engineering
- Mechanical Engineering

#### Master's, Doctoral, and Professional Degrees

- Electrical Engineering
- Industrial Engineering
- Mechanical Engineering

### Work-Based Learning and Expanded Learning Opportunities

#### Exploration Activities

- Participate in SkillsUSA and local STEM events

#### Work-Based Learning Activities

- Work at a local business or industry apprenticeship
- Join the American Welding Society

### Industry-Based Certifications

- C-101 Certified Industry 4.0 Associate - Basic Operations
- C-103 Certified Industry 4.0 Associate - Robot System Operations
- C-200 Certified Industry 4.0 Automation System Specialist I -216 Robotic System Integration 1
- C-200 Certified Industry 4.0 Automation Systems Specialist I - 208 Programmable Controller Troubleshooting 1
- C-200 Certified Industry 4.0 Automation Systems Specialist I -215 Robotic Operations 1
- Certified Manufacturing Associate
- Certified SOLIDWORKS Professional (CSWP) - CAM
- Certified SOLIDWORKS Professional (CSWP) - Additive Manufacturing
- CNC Lathe Operations
- CNC Lathe Set Up and Operations
- FANUC Robot Operator 1
- FESTO Certified Industry 4.0 Associate Fundamentals
- Industrial Technology Maintenance (ITM) - Process Control Systems
- Machining CNC Mill Operations Level I
- Machining CNC Mill Programming Setup and Operations Level I
- Machining CNC Milling Skills Level II
- Machining CNC Milling Skills Level II
- Industrial Technology Maintenance (ITM) - Electronic Control Systems\*
- ISCET Certified Electronics Technicians\*
- Mastercam Associate Certification Mill Design and Toolpaths\*
- Mastercam Certified Professional Mill Level 1\*
- Mastercam Professional Level Certification\*
- OSHA 30 Hour General\*

\*IBC sunseting 8/31/24

### Aligned Occupations

Occupations	Median Wage	Annual Openings	% Growth
Electro-Mechanical Assemblers	\$30,160	951	9%
Electro-Mechanical Technicians	\$56,555	127	9%
Industrial Machinery Mechanics	\$49,816	3,788	27%

Successful completion of the Advanced Manufacturing and Machinery Mechanics program of study will fulfill requirements of the Business and Industry or STEM endorsement if the math and science requirements are met.  
Revised – August 2022





# Transportation, Distribution, and Logistics Career Cluster

The Transportation, Distribution, and Logistics Career Cluster focuses on careers in planning, management, and movement of people, materials, and goods by road, pipeline, air, rail, and water. It also includes related professional support services such as transportation infrastructure planning and management, logistics services, mobile equipment and facility maintenance.

## Automotive Statewide Program of Study



The Automotive program of study teaches CTE learners how to repair and refinish automobiles and service various types of vehicles. CTE learners may learn to collect payment for services or supplies and perform typical vehicle maintenance procedures such as lubrication, oil changes, installation of antifreeze, or replacement of accessories like wiper blades or tires.

### Secondary Courses for High School Credit

#### Level 1

- Principles of Transportation Systems
- Small Engine Technology I
- Basic Collision Repair and Refinishing

#### Level 2

- Automotive Basics
- Introduction to Transportation Technology
- Small Engine Technology II
- Collision Repair/Lab
- Occupational Safety and Environmental Technology I

#### Level 3

- Automotive Technology I
- Energy and Power of Transportation Systems
- Paint and Refinishing/Lab

#### Level 4

- Automotive Technology II/Lab
- Practicum in Transportation Systems
- Practicum in Entrepreneurship
- Career Preparation I

### Postsecondary Opportunities

#### Associates Degrees

- Autobody/ Collision and Repair Technology/ Technician
- Medium/Heavy Vehicle and Truck Technology/ Technician
- Mechanical Engineering/ Mechanical Technology/ Technician

#### Bachelor's Degrees

- Mechanical Engineering/ Mechanical Technology/ Technician

#### Master's, Doctoral, and Professional Degrees

- Mechanical Engineering

### Work-Based Learning and Expanded Learning Opportunities

#### Exploration Activities

- Join SkillsUSA or the Automotive Service Association

#### Work-Based Learning Activities

- Work at a local automotive repair or body shop

### Industry-Based Certifications

- ASE Entry Level Automobile Maintenance and Light Repair (MR)
- ASE Entry-Level Automobile Automatic Transmission/Transaxle (AT)
- ASE Entry-Level Automobile Brakes (BR)
- ASE Entry-Level Automobile Electronic/Electrical Systems (EE)
- ASE Entry-Level Automobile Engine Performance (EP)
- ASE Entry-Level Automobile Engine Repair (ER)
- ASE Entry-Level Automobile Heating and Air Conditioning (AC)
- ASE Entry-Level Automobile Manual Drive Train and Axles (MD)
- ASE Entry-Level Automobile Service Technology
- ASE Entry-Level Automobile Suspension and Steering (SS)
- ASE Entry-Level Collision Mechanical and Electrical Components (ME)
- ASE Entry-Level Collision Non-Structural Analysis and Damage Repair (SR)
- ASE Entry-Level Collision Painting and Refinishing (PR)
- ASE Entry-Level Collision Structural Analysis and Damage Repair
- ASE Refrigerant Recovery and Recycling
- Principles of Small Engine Technology Certification
- Small Engine Technology

- OSHA 30 Hour General\*
- ASE Suspension and Steering\*
- ASE Structural Analysis Damage Repair\*
- ASE Painting & Refinishing\*
- ASE Non-Structural Analysis Damage Repair\*
- ASE Mech Elec Components\*
- ASE Manual Drive Train Axles\*
- ASE Maintenance Light Repair\*
- ASE Heating, Ventilation, AC (HVAC)\*
- ASE Auto Transmission\*
- ASE Automobile Service Technology\*
- ASE Brakes\*
- ASE Electrical/Electronic Systems\*
- ASE Engine Performance\*
- ASE Engine Repair\*

\*IBC sunseting 8/31/24

### Aligned Occupations

Occupations	Median Wage	Annual Openings	% Growth
Automotive Body and Related Repairers	\$40,144	1,456	25%
Automotive Service Technician and Mechanics	\$38,459	5,557	18%

Successful completion of the Automotive program of study will fulfill requirements of the Business and Industry



## Advanced Academics

Heights HS offers a variety of State Endorsements, CTE pathways, three IB programs, several Advanced Placement options, plus fine arts and athletics. Making them all work together requires planning from the beginning.

We offer Dual Credit (DC), AP, and IB to serve our GT students with Advanced Academic.

For some subjects there are Pre-AP classes, for some there are Pre-IB classes, and for some both.

Student who want to pursue an IB Diploma should opt for the Pre-IB path when available.

## The Heights AP Program

Taking AP classes and exams can help students get ahead in high school and college.

Students will:

- Build skills and confidence.
- Stand out to colleges.
- Succeed in college.
- Save time and money in college

Heights High School offers the following AP courses:

English	Math	Science	Social Studies	LOTE	Other
AP English Language	AP Statistics	AP Biology	AP Human Geography	AP German Language & Culture	AP Seminar
AP English Literature	AP Calculus AB	AP Chemistry	AP World History	AP Spanish Language & Culture	
	AP Calculus BC	AP Environmental Science	AP US History	AP Spanish Literature & Culture	
			AP US Govt. and Politics	AP Psychology	

Heights High School offers the following [DC courses](#):

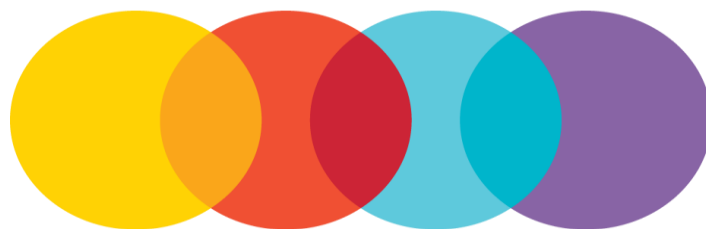
English	Math	Science	Social Studies	Fine Arts	Other
Dual Credit English Composition	Dual Credit Independent Studies in Math	Dual Enrollment Physics UT OnRamps	Dual Credit US History	Dual Credit AV Production	Dual Credit Project Based Research

Dual Credit Independent Studies in English			Dual Credit US Government	Dual Credit AV Production Lab 2	Dual Credit Auto Maintenance & Repair
			Dual Credit Texas Government	Dual Credit Independent Studies in Technology Applications	Dual Credit Auto Service
			Dual Enrollment Economics UT OnRamps	Dual Credit Web Design	
				Dual Credit Graphic Design	
				Dual Credit Digital Media	

Heights High School offers the following [IB courses](#):

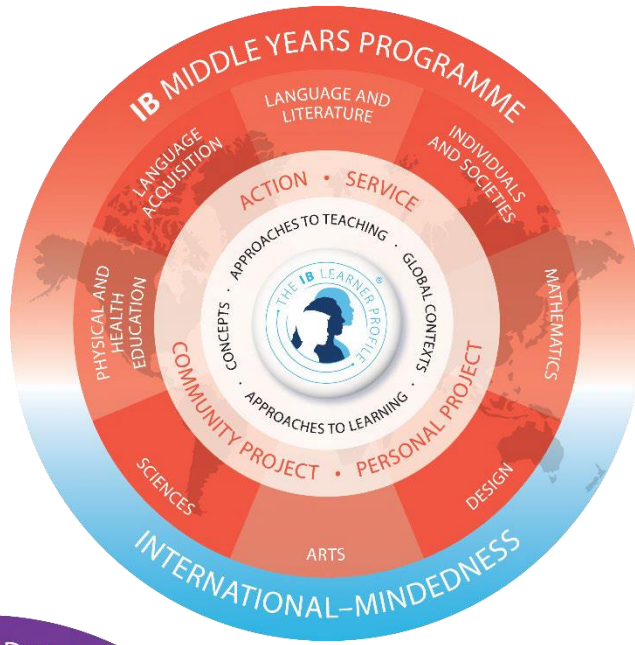
English	Math	Science	Social Studies	LOTE	Fine Arts	Other
IB English Language and Literature HL	IB Math Applications & Interpretations SL	IB Biology SL	IB Psychology SL	IB Spanish Ab Initio SL	IB Theater Arts SL	IB Theory of Knowledge
		IB Environmental Systems SL	IB History of the Americas HL	IB Spanish SL	IB Theater Arts HL	IB Personal & Professional Skills
				IB Spanish HL	IB Visual Arts SL	
				IB German Ab Initio SL	IB Visual Arts HL	
				IB German SL	IB Film SL	
				IB German HL	IB Film HL	

Below is more detailed information on the three IB programmes we offer at Heights.



## IB CONTINUUM CONTINUUM DE L'IB CONTINUO DEL IB

Heights offers three IB Programmes. All 9<sup>th</sup> and 10<sup>th</sup> graders participate in the Middle Years Programme (MYP) and all 11<sup>th</sup> and 12<sup>th</sup> graders may choose between the IB Career-related Programme and the IB Diploma Programme.





The MYP is designed for students aged 11 to 16. It provides a framework of learning that encourages students to become creative, critical and reflective thinkers. The MYP emphasizes intellectual challenge, encouraging students to make connections between their studies in traditional subjects and the real world. It fosters the development of skills for communication, intercultural understanding and global engagement—essential qualities for young people who are becoming global leaders.

The MYP is flexible enough to accommodate the demands of most national or local curriculums. It builds upon the knowledge, skills and attitudes developed in the IB Primary Years Programme (PYP) and prepares students to meet the academic challenges of the IB Diploma Programme (DP) and the IB Career-related Programme (CP).

What the MYP offers students:

The MYP aims to develop active learners and internationally minded young people who can empathize with others and pursue lives of purpose and meaning. The programme empowers students to inquire into a wide range of issues and ideas of significance locally, nationally and globally. The result is young people who are creative, critical and reflective thinkers.

Students will:

- build confidence in managing their own learning
- learn by doing, connecting the classroom to the larger world
- consistently have greater success in IB Diploma Programme examinations
- develop an understanding of global challenges and a commitment to act as responsible citizens

#### PERSONAL PROJECT

All MYP students in schools with the fifth year of the programme demonstrate consolidation of their learning through completion of a personal project. At Heights all 10th grade students complete the Personal Project with the help of a staff mentor. The personal project encourages students to practice and strengthen their Approaches to Learning skills, to connect classroom learning engagements with personal experience, and to develop their own interests for lifelong learning.



The IB Career-related Program was specifically developed for students who wish to engage in career-related learning while gaining transferable and lifelong skills in applied knowledge, critical thinking, communication, and cross-cultural engagement.

The Career Program provides students the flexibility to pursue a variety of interests during their junior and senior year, while experiencing the rigor and benefits of an IB education. CP students undertake a minimum of two IB Diploma Program (DP) courses, a core consisting of four components, and career-related study.

IB DP courses provide the theoretical underpinning and academic rigor of the program. CP students take a minimum of two IB DP courses.

Career-related study courses further support the program's academic strength and provide practical, real-world approaches to learning; as well as fulfilling state of Texas course pathway requirements. Students choose from among the 12 pathways Heights currently offers.

The CP core requirement helps them to develop skills and competencies required for lifelong learning. This is covered in one course taken over two years beginning spring of junior year and ending fall of senior year.

Career Program certification is granted upon successful completion of these requirements. IB Diploma Program courses incorporate both internal and external assessment. In these courses, students take written examinations which are assessed by external IB examiners.

The CP enables students to:

- follow their chosen education and career-related pathway
- combine academic subjects with their personal and professional interests and skills
- engage in learning that makes a positive difference to their community
- think critically and creatively
- communicate clearly and effectively in a variety of situations
- work independently and in collaboration with others
- consider new perspectives and other points of view
- develop greater self-confidence and self-awareness
- demonstrate high levels of resilience and flexibility
- be internationally-minded and globally aware
- apply their knowledge to real-world scenarios and situations.





The International Baccalaureate® (IB) Diploma Program (DP) was established to provide students with a balanced education, facilitate geographic and cultural mobility and to promote international understanding. The Diploma Program curriculum sets out the requirements for study of the DP. The curriculum is made up of the DP core and six subject groups.

The three core elements are:

- Theory of knowledge, in which students reflect on the nature of knowledge and on how we know what we claim to know.
- The extended essay, which is an independent, self-directed piece of research, finishing with a 4,000-word paper.
- Creativity, activity, service, in which students complete a project related to those three concepts.

Students choose courses from the following six subject groups: studies in language and literature; language acquisition; individuals and societies; sciences; mathematics; and the arts.

Students may opt to study an additional course in a different subject instead of a course in the arts.

Students will take some subjects at higher level (HL) and some at standard level (SL). HL and SL courses differ in scope but are measured according to the same grade descriptors, with students expected to demonstrate a greater body of knowledge, understanding and skills at higher level.

Each student takes at least three (but not more than four) subjects at higher level, and the remaining at standard level.

The IB uses both external and internal assessment in the DP.

External assessment: Examinations form the basis of the assessment for most courses. This is because of their high levels of objectivity and reliability. They include the following: essays, structured problems, short-response questions, data-response questions, text-response questions, case-study questions, and (rarely) multiple-choice questions.

Internal assessment: Teacher assessment is also used for most courses. This includes the following: oral work in languages, fieldwork in the human sciences, laboratory work in the natural sciences, investigations in mathematics, artistic performances.

Research suggests that the DP is a strong pathway to university – the impact of studying the DP on admission to university and higher education depends on each student's performance. The DP focuses on rigorous academic study, within a broad and balanced curriculum, which can prepare students well for employment. Students in the DP also have the opportunity to apply their knowledge and skills to community service, gaining valuable experience outside the academic world.



## **Academic Assessment Policy**

### **What is Assessment?**

According to the IB document Assessment Principles and Practice, “assessment is a term used to cover all of the various methods by which student achievement can be evaluated.” Assessment instruments may include, but are not limited to quizzes, examinations, extended practical work, projects, portfolios, cooperative tasks, (multimedia) presentations, laboratory experiments, discussion, oral interaction with peers and/or teacher, essays and research papers.

Assessment is the gathering and analysis of information about student performance. It is an integral part of the planning, teaching, and learning process. Fair and diversified assessment is needed to support curricular goals and to encourage student learning. Research shows that the most effective grading practices provide valuable feedback designed to enhance student growth and performance. First and foremost, assessment is important because it drives student learning.

Assessment should be both formative and summative. The former includes daily checks for understanding and can take a variety of forms. The purpose of formative assessment is to provide a steady stream of information about individual and whole group mastery levels so that this information may be used in further planning of learning activities, differentiating instruction if appropriate, and providing timely feedback to the student so that the student may improve in mastery of skill and/or content.

Examples of formative assessment include but are not limited to daily homework, journaling, labs, class discussion, quizzes, and group and pair activities. (Diploma Program Assessment: Principles and Practice) Summative assessments are those assessments that are administered at the end of a unit of study and are designed to allow students to demonstrate their mastery of the content and skills studied.

The scoring of summative assessments must utilize the MPS/ IB grading criteria and rubrics.

Examples of summative assessments include but are not limited to quizzes, tests, projects, some labs, presentations, portfolios, standardized tests, and essays. (Diploma Program Assessment: Principles and Practice) IB assessments are criterion-referenced rather than norm-referenced. This means that a rubric is used to judge each student's work in relation to identified standards and criterion formulated by the IB and found in IB syllabi rather than against the work of other students. (Diploma Programme Assessment: Principles and Practice)

### **Grade Determinations**

During each school year, teachers in each curricular area within the Middle Years Programme, along with the IB Coordinator, will develop a set of benchmarks for each grade level in the programme. The subject teams will begin with the aims and objectives within their respective IB subject guides, unit plans, training materials, and state assessment requirements (TEKS); then decide what students will need to know to succeed. Using the concept of backward mapping, the subjects will vertically align through all grade levels beginning at 6th grade ensuring that teachers will utilize assessments/activities within the course that mirror IB assessments and skills. Through vertical articulation IB students will have many opportunities to develop, practice, and perfect skills needed to be successful in the IB DP program. The benchmarks will be reviewed by each subject group annually. The annual review will reflect the cycle of curricular changes established by the IBO. Benchmarks will provide an overview that is used to help each teacher stay on track toward helping the students' progress to their maximum potential within the program. MYP teachers will be provided collaborative time to meet and discuss benchmark results, grade norming and discuss best practices to increase student achievement.

## Criterion Based Assessment

Assessment will be graded against IB criteria. Teachers will share IB marking criteria with students and parents, therefore providing clear communication of what is expected for optimal student performance. Grading practices will be communicated systematically through the course syllabi, at parent informational meetings, and embedded in assigned student tasks/assessments. Rubrics will be provided to students before the assessment is given. Students will have the opportunity to self-assess using assessment rubrics.

## Heights HS Grades and IB Grades

It is Houston ISD policy to have at least 2 grades per week within a grading cycle. The district requires a traditional grading system of averaging grades on a 0-100 scale. However, IB assessments will be graded using IB criteria and marks. Students' grades will be communicated according to both the IB grading system and the district grading system. IB marks will be translated into district required grades for official reporting purposes at the conclusion of each grading cycle. By reporting grades using the IB grading system and district system, students will become more familiar with IB scoring criteria and their level of achievement within them.

## Activities

All after school or weekend activities sponsored by a school organization, class, club, etc., must be approved by the Principal. The student committee in charge of the activity will give information that is necessary for the success of the activity. All HISD Code of Conduct rules apply to activities on or off campus during both instructional and non-instructional time.

## Conduct and Courtesy

Students enrolled at Heights High School are expected to constantly demonstrate high standards of courtesy and good manners. Students should strive to develop and consistently practice a sense of honesty, fairness, loyalty, reliability, and promptness in all matters. The Heights High School faculty and staff adheres and enforces the HISD Code of Student Conduct.

***Printed copies must be requested.***

## Attendance Policy Guidelines and Protocols

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous days, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

Heights High School is required to enforce the 90 percent rule, which states that students in grades K-12 must attend class for 90 percent of the time it is offered to receive credit or a final grade. The 90 percent rule applies to most absences, **including excused absences**. If the student doesn't meet this requirement, an attendance committee may grant the student credit or a final grade, depending on the circumstances.

### Key Points

- Students should be in school every scheduled day from 8:35 a.m. – 4:10 p.m. Attendance records are maintained by each teacher every class period.
- Students are not counted absent when they are on a school sponsored field trip.
- Students must be present at least 35 minutes of the class period (or 60 minutes of a 90-minute class period) in order to be considered in attendance unless they are participating on a field trip or other activity approved by the principal. Students arriving after this time should still go to class to receive credit for the work done in the portion of the class he/she attended.

## Student Responsibilities

- It is each student's responsibility to monitor his/her own attendance and speak with his/her teachers if he/she has any questions about attendance records.
- The student must submit all attendance notes to the Attendance Office within 3 days of the absence.
- The student must obtain, and make-up class work missed due to absences. It is the student's responsibility to see his/her teachers to obtain missed work.

### **Accepting Late Work**

Each teacher's policy on accepting late work, when deadlines are missed for reasons other than excused absences, can be found in the syllabus for that class.

### **Parent/Guardian Information and Responsibilities**

- The parent/guardian should monitor his/her son's/daughter's attendance in each of his/her classes via the parent portal in PowerSchool.
- We encourage parents to discuss the importance of good attendance with their children.
- Students must bring a note from a parent/guardian to the Attendance Office. Upon returning to school, students have 3 days to turn in the note. Excuse notes turned in after the 3-day period will be sent to the grade level Principal for approval. Please note that, unless the absence is for an allowable reason under compulsory attendance laws, Heights High School is not required to excuse any absence, even if the parent provides a note explaining the absence. The note needs to include:
  - the student's first and last name, grade, and ID number
  - date(s) of absence and reason for absence
  - a parent/guardian signature and date of signature
  - phone number for verification

All excuse notes will be verified! Absence notes must be signed by parent, legal guardian or physician's office. A note signed by the student, even with the parent's permission, **will not** be accepted unless the student is age 18 or older and is no longer a dependent of his parents for tax purposes or is an emancipated minor under state law.

Excuses for absences and tardies include:

- o personal illness
- o sickness or death in the family
- o quarantine
- o weather or road conditions making travel dangerous
- o participation in school activities with permission of the principal
- o juvenile court proceeding documented by a probation officer
- o approved college visitation
- o emergencies

### **Unexcused Absences**

When in school, students are expected to attend all classes unless excused by an administrator or the nurse.

Unexcused absences include but are not limited to:

- If a student is in school and fails to attend one or more classes while on campus
- If a student arrives more than 15 minutes late to a class without an excused tardy pass
- Common Unexcused Absences: Car trouble, oversleeping, traffic, metro bus issues, being out of town, and trips not sponsored by HISD/Heights HS.

### **Faculty, Staff, and Administration Responsibilities**

- Record each student's attendance electronically for each class daily.
- Maintain accurate attendance records in the event disputes arise related to a student's attendance.
- Submit all adjustments to a student's attendance no later than 2:00 p.m. the following day.
- Submit the ADA attendance at 10:25 a.m. each day.

- Notify grade level principals of students with chronic attendance issues. Grade level Principals will address students with chronic attendance issues.

### **Tardy Policy**

If a student arrives to class with a pass 14 minutes or less (29 minutes on a block schedule) after the tardy bell, he/she is considered tardy. Students should follow the tardy policy and report directly to class. The school personnel will inform students when they have accumulated enough unexcused tardies to warrant disciplinary action. Students continuously arriving late or excessively late but in time to be counted present may still be referred to the grade level principal, wrap around specialist, or counselor to identify and address the cause of skipping class.

When a student arrives to class more than fifteen (15) minutes or thirty (30) minutes (on block schedule) after formal instruction has commenced, he/she is considered absent- unexcused. The student should still go to class to receive credit for the work done in the portion of the class he/she attended.

When a student arrives late to class with a pass from a staff member, then he/she will be considered excused for the tardy. **Unexcused tardies are not converted to unexcused absences.**

### **Skip Days**

There are NO sanctioned “skip days” at Height HS. Student organized “skip days” undermine the educational process. The school will not accept parental excuses to participate in “skip days”. Students involved in a “skip day” will be given an unexcused absence. In order to receive an excused absence for being ill, the student must submit documentation from a medical professional. NO EXCEPTION.

### **Leaving Campus Early**

Student attendance is crucial to learning. We ask that appointments be scheduled outside of school hours as much as reasonably possible. Also note that picking up a child early on a regular basis results in missed opportunities for learning. Unless the Principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the school day. State rules require that parental consent be obtained before any student is allowed to leave campus for any part of the school day. Heights High School has put the following procedures in place in order to document parental consent:

- A parent or otherwise authorized adult must come to the office and sign the student out. Please be prepared to show identification. Once an identity of an authorized adult is verified, a campus representative will then call for the student or collect the student and bring him or her to the office. For safety purposes and stability of the learning environment, we cannot allow parents to go to the classroom or other area unescorted to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student’s return. Written documentation regarding the reason for the absence is still required.
- If the student’s parent will authorize the student to leave campus unaccompanied, a note provided by the parent must be submitted to the attendance office in advance of the absence, no later than two hours prior to the student’s need to leave campus. A phone call received from the parent may be accepted, but the school may ultimately require a note to be submitted for documentation purposes. Once the office has received information that the student’s parent consents to the student leaving campus, a pass will be issued to the student to hand to his or her teacher with the necessary information. The student must sign out through the main office and sign in upon his or her return, if the student returns the same day.
- Documentation regarding the reason for the absence is still required.
- If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student’s parent and document the parent’s wishes regarding release from school. The parent or other authorized adult must follow the sign-out procedures as listed above.

## **Leaving During Lunch**

Heights High School is a closed campus. Only **approved** junior and senior students are allowed to leave campus during lunch. Students who leave campus in violation of this rule will be subject to disciplinary action in accordance with the Student Code of Conduct. No food deliveries are allowed. Students with home lunch privileges are not allowed to bring food back to campus. Violation of this rule can result in loss of home lunch privileges.

## **Field Trips**

Students must get prior approval from the teacher/s whose class they are missing. Students must not have more than 3 unexcused absences from any class to be eligible to participate.

## **Extracurricular Activity Participation**

To be eligible for participation in any extracurricular activity offered by the school, the student must be in school from 8:30 a.m. – 4:10 p.m. that day. The student must be in school for the entire day on scheduled half-days and early dismissal days. Attendance during the final school day before a weekend or a holiday break will be used to determine a student's eligibility to participate in an extracurricular activity during the weekend or holiday break. A student who does not attend school for the entire day prior to a weekend or a holiday break will not be allowed to participate in the practice, contest, and/or performance during that weekend or holiday break.

***Extracurricular Activities = Any interscholastic athletic or school sanctioned activity***

## **Military/College Interviews and Visits**

Students are encouraged to schedule military/college visits during non-school hours. However, a student will be excused from school for military/college visits or interviews that cannot reasonably be scheduled outside of school time. Students can schedule no more than two days (2) of military/college visits or interviews during his/her junior and senior school year. Any visits or interviews beyond the allocated two (2) days will be recorded as absences for the purpose of determining perfect attendance. The two days include travel time.

## **Family Vacations and Trips**

Parents and students are reminded that state law requires attendance for students. We strongly discourage family vacations while school is in session. Family vacations/personal trips interrupt the educational process. Completion of make-up work does not compensate for the impact of lost instructional time and classroom experience, regardless of the course or course level. These are also considered unexcused absences unless a family emergency is the cause of the trip.

## **Alternative Education Program**

Students are expected to attend class everyday even when enrolled in alternative programs. Heights High School will continue to monitor the student's attendance.

## **Substitute Teacher**

If a substitute teacher is assigned to the class, the same attendance rules apply:

- Students should report to class on time.
- Students should remain in the classroom for the entire class period. Leaving the classroom will result in an unexcused absence.
- Students are responsible for the assigned work.

## **Notification of Absences**

Automated attendance calls are made each school day. If a student is reported as "absent" for any class throughout the school day, the parent will receive an automated phone call and/or email concerning the absence the same day the absence occurred. Please contact the attendance office if you believe the call was made in error. All absences will be marked as unexcused until documentation supporting an excused absence is submitted. It is the parent/guardian's responsibility to keep contact numbers and email addresses current so appropriate communication can be made.

## Denied Credit Due to Excessive Absences

The NG in a course indicates a student has not met the school's attendance expectations. Students are afforded the opportunity to recover a grade of NG with the students' earned grade. Students who do not complete the attendance appeal process by the end of summer school will be required to take the original course for credit.

## Credit Appeal Policy

A student will be denied credit for a course when they reach the limit for absences in a class during the semester, regardless of the academic grade they hold.

If a student is denied credit for a course due to attendance, he/she may appeal to the Attendance Committee for a waiver. Appeal dates and times will be announced throughout the school year.

## Credit Appeal Procedures

- A student is required to complete an attendance appeal and course related assignments equivalent to the number of hours he/she is recovering in a class due to absences. The hours are calculated as 1 hour for each day over the maximum number of days a student can be absent. The number of days vary based on the length of time the student has been enrolled in the course.

Example: If the maximum allowable for absences in the Fall semester is 5 and a student misses 11 days in the first period class the following calculation for attendance appeal would apply:

(11 absences – 5 allowed absences = 6 absences over)

- 1-hour X 6 absences = 6 hours of recovery required (note: this is the recovery required for the first period only. If the student missed 11 days in all classes, the student would need to recover 6 hours for each class; i.e seven classes = 42 hours of recovery required)
- Credit for a course CANNOT be appealed until the credit has not been earned. Students cannot begin the attendance appeal process until the following semester.
- Students will complete assignments equivalent to the number of hours required to recover unearned credit. Keep in mind, students may take longer than the required recovery hours to complete the assignments.
- Students wanting to request a credit appeal should contact their grade level principal or counselor and complete the application process.
- Students who have been in attendance less than 80% of the time a class is offered in any semester will not be eligible for the credit appeal process until the student and parent have met with the grade level Principal and provided documented evidence that there was a valid reason for the absences. If the excuses are not deemed valid the student will be required to complete credit recovery to earn credit for the course.
- Please remember the importance of student attendance at school and that, even though absences may be **excused or unexcused**, all absences account for the 90 percent threshold regarding the state laws surrounding "attendance for credit or final grade."

## Failure to Comply with Attendance Policy

- School employees must investigate and report violations of the state attendance law. A student who is absent without permission from school or any class will be considered in violation of the compulsory attendance law and subject to disciplinary action. A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:
- Is absent without excuse from school on ten or more days or parts of days within a six-month period in the same school year
- Is absent without excuse on three or more days or parts of days within a six-week period.

## Incomplete Grade/Average

Students who are absent for an extended period due to an illness and are able to make-up the work may receive an Incomplete (I) for the six-week grading cycle. All work must be made-up within two (2) weeks after the end of the grading cycle. Teachers must change the Incomplete to a grade within two (2) weeks after the end of the grading cycle.

### **Make-up Work after an Excused Absence**

Students shall be allowed to complete, with full credit, all work missed during excused absences. Once a student returns to school, he/she will be allowed one day per each day of absence to make up work (weekends and vacation holidays count towards this allowance). In addition to their availability during the school day, teachers will establish and post times when they are available to assist students with make-up work. If a student is unable to meet with the teacher at the established time, it is the student's responsibility to contact the teacher and establish a mutually agreeable time for assistance with make-up work. If a student is excused for an extended period, additional time to make-up work can be allowed at the discretion of the teacher. Teachers will make every reasonable effort to help students make up missed work. However, students and parents must understand that time lost from classroom instruction is irretrievable.

### **Semester Exam/ Exemption**

- ◆ A student cannot retake a final exam to improve his/her grade.
- ◆ In HISD, a final examination will be required in all state and local credit courses, including PE and electives, except students who qualify for a second semester exemption.
- ◆ A numerical grade must be given for final exams. Students absent on the day of the final exam will be awarded a 0 (zero). Students will be given an opportunity to make up the exam or equivalent assignment to earn a grade. If the final exam is not made up the grade of 0 (zero) will remain. **An incomplete (INC) cannot be assigned as a final exam grade.**

### **Final Exam Exemptions for College Level Courses**

Schools may, under the following conditions, exempt students in grades 9 -12 from a final exam in college-level courses for which the students take an externally assessed national or international exam during that same semester.

College-level courses are defined as Advanced Placement (AP) courses with corresponding College Board AP exams, International Baccalaureate (IB) courses with corresponding International Baccalaureate Organization SL- and HL-level exams, and dual-credit courses that are appropriately assessed with a CLEP, AP, or similar externally assessed college-level content test. (Per the College Board, SAT Subject Tests are intended to test "knowledge of subjects on a high school level," and therefore do not qualify as a college-level test for this exemption.)

To qualify for this exemption, a student must sit for the corresponding college exam during the same semester of course enrollment and have an average of 85 or better, three (3) or fewer absences, and an "S" or better conduct average.

- ◆ Under no circumstance will a student be allowed to retake a final examination to improve his grade.
- ◆ The grade averaging routines described at the beginning of this section and in the section on summer school will apply to all high school courses that are required to include a final examination grade.
- ◆ The HISD Code of Student Conduct indicates that it is a disciplinary infraction to cheat or copy another student's work in class. Therefore, **students who are found to be cheating on their final exams should be given a zero on the exam.**

The results of their cheating need to be very carefully explained to them. Present guidelines mandate the computation of the final examination grade into the final grade. If a student is found to be cheating on the final examination and given a zero, the zero will be averaged in as zero and will have a significant impact on the final grade in the course. This rule on cheating applies to all schoolwork. A student found cheating on any assignment or test will be given a zero.

## Final Exam Exemptions – All High School Courses

To incentivize the daily attendance rate, eligible grade 9 students may be allowed one spring final exam exemption; two spring final exam exemptions may be allowed for eligible 10th and 11th graders. Eligible seniors can exempt final exams in all courses in the spring semester.

Eligible students are those with no more than three (3) absences in any one course for the duration of the semester. In addition, eligible students must have an 85 or higher semester average in the specific course(s) where the final exam exemption is applied.

## Athletic Events

Students who attend athletic events on campus are subject to the same disciplinary rules as during instructional time. Students who violate the rules or exhibit unsafe behavior will be asked to leave.

## Calculating GPAs

The grade point values for classes will be based on a four-point system. For Advanced classes, an additional grade-point value will be given. Colleges and universities refer to this as a 4.0 weighted system.

- GPAs should be computed to the fifth decimal place and rounded off to the fourth decimal place.

## How is the GPA Calculated?

### HISD Grading Scale:

Numeric Average	Letter Grade	Grade Points		
		<i>Quality</i>	<i>Regular</i>	<i>Modified</i>
90-100	A	5	4	3
80-89	B	4	3	2
75-79	C	3	2	1.5
70-74	D	2	1	1
BELOW 70	F	0	0	0

- Advanced Classes are PreAP, PreIB, AP, IB, Dual Credit, OnRamps and Local Honors.
- Modified Classes are courses in the HISD Master Course Catalog.
- Multiple-period courses or Career Preparation programs for which credit is received shall be calculated in the same manner as a single period multiplied by the number of periods per day that the class meets or represents.
- If a student repeats a course, either to make up a failure or to improve his grade, both courses and grades will be recorded on the Academic Achievement Record. Credit is awarded only once – the first time that a passing grade is achieved. In determining the student's GPA for class ranking, the courses and grades are computed as if each were a separate and different course. For example, if a student has taken Biology 1A twice with grades of 72 and 85, a total of 2 courses and 4 grade points are used to compute the GPA.



Grade Point Averages are on a 4.0 grading scale. The above grading scale is used to determine the grade points for each credit course. EVERY grade on the transcript is figured into the GPA. Only courses that are designed as PreAP/AP/Pre-IB/IB Dual Credit and OnRamps receive quality grade points. **To calculate the GPA, divide the total number of grade points by the total number of grades on the transcript.**

**How to Compute an Unweighted GPA**

An unweighted GPA does not assign different points for grades in different levels. An “A” in honors, is assigned the same number of grade points as an “A” in the recommended level.

For a 4.0 unweighted GPA, assign 4 points for each A. Assign 3 points for each B. Assign 2 points for each C. Assign 1 point for each D. Assign 0 points for each F.

Add up all the points and divide by the number of grades given. Include all grades for F.

Mark the number of As \_\_\_\_\_ x 4= \_\_\_\_\_

Mark the number of Bs \_\_\_\_\_ x 3= \_\_\_\_\_

Mark the number of Cs \_\_\_\_\_ x 2= \_\_\_\_\_

Mark the number of Ds \_\_\_\_\_ x 1= \_\_\_\_\_

Mark the number of Fs \_\_\_\_\_ x 0= \_\_\_\_\_

Add the number of grades + \_\_\_\_\_

Add the number of points + \_\_\_\_\_

Divide the number of points by the number of grades \_\_\_\_\_  
This is your unweighted 4.0 GPA

**Communication**

Heights High School uses a variety of means to ensure effective school to home communication. In addition to regular posts through campus social media accounts, HHS also uses the district’s call-out system called School Messenger. This tool allows for one-way communication through cell phone and email blasts with important reminders and announcements. It is imperative that families keep all phone numbers and email addresses current. Campus clerical staff can assist in making any updates to family contact information. School social media and the campus website are the most fluid and up-to-date forms of communication with the school, so follow us!

**Dress Code**

The leadership at Heights High School respects students’ desire to express themselves in the way they dress. All students are also expected to respect the school community by dressing in a manner appropriate for a school environment. The leadership team at Heights also believes that students and their parents or guardians are primarily responsible for students’ attire. Student attire should facilitate participation in learning as well as the health and safety of students and the adults who supervise them.

**HHS Allowable Dress Requirements**

1. All students must have a student ID badge worn on a lanyard and visible at all times.
2. Students must dress in clothing that includes both a shirt with pants, shorts or a skirt or the equivalent (a dress).
3. Clothing must cover areas from one armpit to the other. Tops must have shoulder straps. Shirts must come to the top of the pants at the waist at minimum and shorts/skirts/dresses should be long enough to cover to approximately the mid-thigh.
4. Clothing must cover undergarments.
5. Shoes must be worn at all times and must be safe for a school environment (pajamas, house shoes, or slippers shall not be worn).
6. Hats and other headwear must allow the face to be visible. Hoodies must allow the student's face and ears to be visible.
7. Clothing must be suitable for all scheduled classroom activities, including physical education, science labs, and other classes where unique hazards or specialized attire or safety gear is required.

### **Non-allowable Dress**

1. Clothing may not depict, advertise, or advocate the use of alcohol, tobacco, marijuana or other controlled substances nor may it display or imply vulgar, discriminatory, or obscene language or images.
2. Clothing may not depict or imply pornography, nudity, or sexual acts.
3. Clothing advocating or depicting violence, criminal or gang related activity is prohibited.
4. Clothing may not be see-through.

Heights Special Dress Days: Students are allowed to wear specific attire on designated days. Students who wish not to participate in the designated Special Dress Days **MUST** be in the approved HHS dress code. All other Dress Code guidelines as far as hats, headwear and footwear still apply.

Students are expected to follow the dress code each day on campus and while attending all school-related events. Failure to do so will result in disciplinary action by the grade level principal in accordance with the HISD Code of Student Conduct for level 1 and 2 offenses. Consequences will be determined by the grade level principal on a case-by-case basis.

**Early Graduation** Students who wish to graduate early must still complete all district and state requirements. Additionally, students and parents must meet with the student's academic advisor, the college success advisor as well as the campus Principal. The parent and student must sign a consent form for early graduation.

### **Field Trips**

Field Trips are an educational experience; however, they do not exempt a student from being accountable for what was covered in the missed classes during the absence. Students with more than 3 unexcused absences during the semester for which a field trip occurs will not be allowed to participate in the field trip. This includes all off-campus trips including UIL and non-UIL contests and competitions. Grade level Principals reserve the right to limit students' participation in field trips due to discipline code infractions at the grade level principal's discretion.

### **Fire Drills**

Fire Drills will be held once a month during the school year. Directions for passing are to be posted in each room.

### Hall Passes

Students are not permitted in the halls during class periods, unless accompanied by a teacher or a hall pass from an authorized staff member. Having an associate teacher does not warrant any change to the above policies. Students are to utilize the official electronic hall pass established by the campus. Students out of the classrooms during instructional time without the proper authorization are subject to disciplinary action.

### HISD Connect

HISD Connect is an electronic tool that assists students and parents in tracking grades during the grading cycles. By accessing HISD Connect, students and parents can actively see progress and intervene early before grades are submitted for Progress Reports and Report Cards. HISD Connect also provides a way for families to communicate with teachers about classroom events and instruction.

Students and parents are encouraged to create a HISD Connect account at (<https://www.houstonisd.org/PSC>) and to check it frequently to keep up with assignments in each class. The page also contains several videos to assist in creating an account and in navigating the various features of the online resource.

### Leaving Campus Early

Students who need to leave campus early for a doctor or other appointment, MUST be cleared and sign out in the attendance office. Parent/guardian (or other approved representative) must be present to sign out the student and present proper identification. Students who fail to sign out in the attendance office risk not having the absence incurred during this time marked as excused.

### Library Procedures

Students may use the library during unscheduled time, provided they check in and out with the Librarian. Students must have a pass from their classroom teacher to the library during class time. \*Library Hours are 8:30 am – 4:30pm.

### Lockdown drills

Periodic lockdown and/or disaster drills will be held to practice procedures in the event of a campus intruder or natural disaster. Students MUST follow any and all directions given by school personnel, in order to ensure safety and order on campus. Students will NOT be allowed out of an assigned area during lockdown or disaster drills. ***Failing to comply with teacher and/or school personnel directives during such times will be grounds for disciplinary action as per the HISD Code of Student Conduct.***

### Lunch (on campus)

When the dismissal bell rings for lunch, walk, do not run to the cafeteria. Form single lines in the cafeteria. Students are only allowed in designated areas during the lunch period. Unless an appointment has been pre-arranged, HHS does not allow visitors during lunch.

### Lunch (off campus)

Juniors and seniors who meet the following criteria may apply for off campus/home lunch.

Student must be classified as a junior or senior for the 2022-2023 school year.

- Student must be passing all classes on report cards.
- Student must have no outstanding credit appeals as indicated by a (\*) on their current transcripts.
- Student must submit a completed Off-Campus Lunch/Home Lunch Consent Form, signed by the parent and notarized.
- Student must obtain a parking permit by showing a valid driver's license and proof of insurance (if students will be driving). Otherwise, parents must indicate on the consent form that students will be walking home.
- Student must park in the student designated lot.

- Student must exit and return to the school through the designated doors, showing ID upon request and must be in appropriate dress code.
- Student must return to class on time following the off-campus period.
- Student must consume lunch before returning to campus. No food from off campus will be allowed.
- Students MUST surrender their off-campus badge to their grade level Principal or any other administrator upon request. Failure to do so may result in the off-campus lunch privilege being revoked for the remainder of the school year.

**Loss of off campus lunch privileges may result when ANY of the following occurs:**

- Student has a failing grade or loss of credit on any report card. Privilege will be reinstated when the requirement is satisfied on the next grade report (report card).
- Student has excessive absences or tardies following lunch as determined by an administrator. Students are eligible for reinstatement on the next grade report (report card).
- Verified complaints from neighbors of students trespassing or causing disruption in the neighborhood.
- Student transports unauthorized students off campus; additional discipline will also occur.

**NOTE: The administration reserves the right to revoke the off-campus privilege due to any violation of the Code of Student Conduct.**

**NOTE: Freshman and Sophomore students are NOT eligible for off campus lunch (even with sibling).**

### **Lunch Deliveries**

Students should bring lunch from home or avail themselves to the food provided in the cafeteria. This includes food brought to campus by parents/guardians. No food deliveries from outside vendors are allowed. Food deliveries will be turned away from campus. Disciplinary consequences will be imposed for students violating campus rules.

### **Middle School Credit Courses**

As of the 2017-2018 academic year, grades earned in high school credit courses taken in middle school may no longer be used by high schools when calculating a student's GPA and class rank.

### **Off Campus Course Pre-Approval**

Off campus course pre-approval forms are available through the 11th and 12<sup>th</sup> grade AP offices.

### **PowerUp**

The laptop initiative is in every HISD high school and EVERY student is required to pay a non-refundable \$25 security deposit each year. Students are to comply with the Houston ISD and Heights High School guidelines. Visit Heights website for more info.

Excessive Damaged and Lost/Stolen laptops will result in an additional \$25 Fee, and privileges to take laptop off campus will be revoked.

Student Laptop Credentials are only available to parents with student consent

Payments can be made online using School Pay, found on the school website. Cash is also accepted, exact change please, to the Finance Clerk in the Main Office. No personal checks.

### **Parent-Teacher Conferences**

Occasionally, parents may request a meeting with a teacher, or a teacher may request a meeting with a parent. Conference can be scheduled face-to-face, by telephone or via Microsoft TEAMS.

At a conference, parents are encouraged to bring concerns related to their child's current standing in class, as well as work with teachers to determine ways to better serve the child's social, emotional, and academic needs.

## Senior Off-Campus

For senior off-campus privileges, the students must:

- o be classified as a senior
- o be on track for graduation.
- o have passed all portions of the state-required tests (i.e. STAAR EOCs).
- o submit a signed and notarized Off-Campus Consent Form.
- o obtain the Off-Campus ID. The ID must be presented to leave campus. The administration reserves the right to revoke off-campus privileges due to, but not limited to, failing grades, unsatisfactory conduct, poor attendance, or unauthorized use or replication of the off-campus photo ID.

All seniors with off-campus privileges must leave campus within 5 minutes of the tardy bell for their scheduled off-campus period(s). If the student remains on campus, the off-campus privilege may be revoked. HISD bus riders and students with last period athletics are NOT eligible for off-campus periods. Metro bus riders are eligible. On the occasional day that a student may need to stay to attend tutorials or a club meeting, the student must report to the library and remain in the library without disruption.

## Skateboard Policy

For safety reasons, skateboarding is not allowed on any part of the campus. If you're within the perimeter fence, you are NOT allowed to ride your skateboard. Students are not allowed to carry their skateboard with them as they move to their various classes throughout the day. If a student brings the skateboard on campus, the skateboard must be locked in the skateboard locker located next to the faculty parking lot. The rules apply to all those on campus 24 hours a day, 7 days a week. Students failing to comply with skateboard rules risk confiscation of the skateboard by an administrator.

## Student Parking

Students should park in designated student parking lot on 13th street. Please be mindful of our neighbors and do not block driveways etc. when using street parking. Neighbors are working with the city to limit parking to two hours during school hours. Please be aware of this and know that your cars could be towed and/or ticketed. The safest area for you to park is in the student parking lot.

## Student Identification (IDs)

Student IDs are to be worn on a lanyard around the neck while on campus. **No alterations may be made to the ID card, especially changes that cover the face.** A fee can be incurred by the student for Lost or damaged ID.

## Student Vehicle Registration

Students must register any vehicle that they may drive to school whether driven daily or occasionally. Necessary permit forms can be obtained from the School Secretary's office.

## Tardy Policy

The Heights HS tardy policy is designed to be a deterrent for student tardiness. We know that everyone is late at one time or the other, so we seek to deter only those who are habitually late. When students are late, they will report to an office and have the tardy recorded in the tardy tracking system. By tracking the students and their tardies, we can identify the students that are repeatedly tardy. Consequences for excessive tardies are assigned by each of the grade level principals and include before/after school and/or lunch detention, lunch tutorials and other consequences as deemed appropriate by each grade level principal.

## Technology Use/Code of Conduct

Students are responsible for their behavior while using all computer software and equipment in Heights High School and should follow HISD Acceptable Use Policy and HISD Code of Conduct Guidelines.

## Telephone/Message Procedures

All emergency calls and messages to students will be delivered. Students may not come to the phone during class time.

**Visitors to School**

To ensure the safety of our students and staff, visitors must report to the main office upon entry to the building. Visitors must sign in, provide proof of identification, and always obtain a visitor's badge to be worn on the front of their shirt/top. All visitors are by appointment only.

## Lunch Expectations

### *Breakfast, Lunch, and Dinner*

Breakfast and lunch are provided free of charge to all students and is served from 7:30 AM to 8:20 AM, during bulldog hour in the cafeteria, and after school daily.

### *Off-Campus Lunch Eligibility & Requirements\**

- Heights HS allows off-campus lunch privileges for Junior (11<sup>th</sup>) and Senior (12<sup>th</sup>) students only.
- Upperclassman may request approval for off-campus lunch from their grade level AP.
- Eligibility requirements must be met to receive off campus lunch. Eligibility requirements are:
  - On-track for graduation: all credits earned prior to off-campus lunch request.
  - No NG's (No Grade Earned) on the transcript.
  - Maintain passing grades in all classes during the school year.
  - Must have parent/guardian permission.
  - Must be officially classified as a Junior or Senior.
- Eligible students will be issued an off-campus lunch ID badge and must show their ID when exiting and returning to the building before and after lunch.
- Students granted off-campus lunch permission must arrive on time. Excessive tardiness from lunch will result in loss of off campus lunch privileges.
- Students with off-campus lunch may not bring any food back to campus for any reason.
- Off-campus lunch is a *privilege* and can be revoked at any time.

\*Freshman (9<sup>th</sup>) and Sophomore's (10<sup>th</sup>) are not permitted to leave campus during lunch. Food deliveries are not allowed.

### *No Deliveries*

- Food delivery services are prohibited at Heights High School. Students may not order from food delivery services or have lunch dropped off by parents/guardians/friends.
- Students remaining on campus during bulldog hour may bring their lunch from home or purchase lunch from the campus cafeteria or approved on-campus vendors.
- Students with off-campus privileges may not bring lunch back for other students or staff.

### **Food & Drink (and Trash)**

- The consumption of food is allowed in the cafeteria, at the tables in the patio area, and on the grass field. No food may be consumed in other areas of the campus.
- All trash must be disposed of in the containers provided around campus. Recyclable items should be deposited in the recycling bins provided in the lunch areas. After eating, students must clear their table of all food service items and dispose in trash cans.

### **Maintaining a Pleasant Eating Environment**

- The opportunity for a pleasant lunch either inside the building, at the patio tables, or field is dependent on the continued cooperation of all students in keeping eating areas free of trash.
- If you experience any difficulty while at lunch, several teachers and administrators will be available in the lunch areas for assistance. Seek their assistance. Do not take matters into your own hands. Students who participate in disruptions are subject to disciplinary action.
- Students are to remain within the designated areas during Bulldog Hour.

## OFF-CAMPUS/EARLY RELEASE

### Off-Campus Requirements

- Off-campus/early-release" is a *privilege* and can be revoked at any time.
- Only eligible Junior (11<sup>th</sup>) and Senior (12<sup>th</sup>) students have permission to leave campus early.
- Junior students are only considered for 8<sup>th</sup> period early release. Senior students may be considered for 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> period early release if eligible.
- Students must request off-campus/early release, meet eligibility requirements AND be scheduled for an off-campus period(s) by an administrator and/or counselor to leave campus early.
- Early release eligibility requirements are:
  - Student is on-track for graduation: all course credits earned prior to early release request.
  - No NG's (No Grade Earned) on the transcript.
  - Pass all STAAR exams.
  - Maintain passing grades in all classes during the school year.
  - Must have parent/guardian permission.
- Students with early release privileges will receive an off-campus/early release student ID. Students must carry their "off-campus" ID's at all times and must present it when requested by police officers, Heights HS faculty, and staff.
- Students who have off-campus permits are expected to leave school grounds by the beginning of the last period. Repeated offenses by students who linger on campus may result in the loss of "off campus" privileges.
- Students who have earned both off-campus lunch and early release for the last two periods of the school day may leave campus at the beginning of Bulldog Hour.

## Attendance

### School Attendance

#### ***Texas Compulsory Attendance Law***

School attendance is required by state law. Students with excessive absences will be placed on an Attendance Contract and may be referred to the district attendance officer for further action. The Houston Independent School District expects all students to attend school regularly and to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

#### ***Daily Attendance Reporting***

State law requires Heights High School to record accurately the number of students in attendance daily and report that figure to the state. That official state attendance, known as ADA or "Average Daily Attendance", is taken every school day at Heights during 1st period on "A" day and 3rd period on "B" day at 10:25 a.m. Heights's student attendance affects HISD's state funding.

#### ***Absences & Course Credit***

The Texas Education Code requires that a student be in attendance for 90% of the days a class is offered during a semester in order to be awarded credit for that class (TEC 25.092). Students with four or more **unexcused or excused** absences in the semester in any credit course will have their



credit withheld and an asterisk (\*) will appear on the student's report card. A student may be passing the course, but if they have excessive absences and a resulting asterisk, credit will be withheld.

- When a student exceeds the absence limit for any credit class during a semester, an NG will appear in place of the Semester average on the report card. This indicates the student has earned a passing grade in the course but course credit was denied due to the accumulation of an excessive number of absences.
- The NG will appear if the student's absences exceed 10% of the class meetings. The student can follow the Principal's credit appeal plan to have the grade restored if the number of absences exceed 10% but is less than 25% of class meetings.
- **Students with absences in excess of 25% of class meetings must retake the course in-person or online through APEX.**

Excused absences **do** apply toward district policies regarding earning course credit.

### ***Field Trip Absences***

Students participating in a field trip will be marked absent from each class missed during the school day. The absence will be coded as fieldtrip and doesn't count in the total number of absences a student receives. Work missed for such activities is eligible for make-up, as are days missed for competitions. Prior approval must be secured for all students participating in a field trip. Students should request work from their teachers **prior** to missing a class for an extracurricular activity, if such work is available.

Students who are failing any class or who have poor or unsatisfactory conduct may not participate in a field trip that will cause them to miss a class in which they are having difficulty. It will be the responsibility of the teacher sponsoring the field trip to respond to notices of student failure or difficulty from any teacher reviewing the field trip list.

### ***College Visits***

Heights allows juniors and seniors to take **two (2)** college-visit days per school year prior to May 1st and count them as extracurricular absences. All college visits **must be approved by the assigned Grade-Level Assistant Principal prior to the date of the absence**. If entered as an extracurricular absence, the absence will be excused on the student's report card and will not count against any final exam exemptions that may be offered. **Additional college-visit days will be counted as regular excused absences, if proper documentation of the visit is presented to the Attendance Office.**

### ***Acceptable Reasons for Excused Absences:***

- **Personal Illness** Under certain circumstances (such as during lengthy illnesses, or for illnesses that occur during final examinations), the Assistant Principal may require a parent/guardian to secure documentation from a physician for 3 to 5 consecutive days of absences prior to excusing absences.
- **Death of a Family Member**
- **Student Health Services and/or Family or Student's Counseling Therapy Appointments** Students should return from any such appointments with official documentation of the visit from the service or office consulted.
- **Religious Days and Major Activities** Any child of an established religious faith will be excused if his absence is for the expressed purpose of observing a religious holy day identified in the Interfaith Calendar.
- **Authorized School-Sponsored Activities**. A student may be excused for absences resulting from participation in off- campus school related activities. Absences of this nature will be

marked as extra- curricular activity absences. However, HISD may not permit students to participate in activities that would result in the student's absence from any class more than five (5) times a semester.

- **Required Court Appearance** The Principal shall require the presentation of appropriate court documentation, such as a subpoena, indicating that a student is legally required to appear in court.
- **Armed Services Recruitment** A student may be excused for armed services recruitment but is required to submit the proper documentation. Students are permitted to participate in these activities up to four (4) times during the school year.
- Any other request for an excused absence must be submitted to the Principal in writing. These must be provided at least 2 days in advance so that the request can be given proper consideration, in light of state law and HISD board policy.

**Note: Any excused notes submitted to the attendance office are subject to approval per the school administration.**

### ***Notes for Absences***

Students returning from an absence must submit the absence excuse note to the Attendance Office within three (3) school days. The note from the parent/guardian must specify the exact reason for the absence. Email notes must come from the parent email on file and include the information below.

Parent/guardian notes should be clearly written and include the following:

- Absent student's name and grade level;
- Date(s) of the absence;
- Exact reason(s) for the absence;
- Parent's name;
- Parent's phone number(s);
- Student ID Number

### **Unexcused Absences**

An absence for any reason other than those listed above shall be classified as **UNEXCUSED**. Absences will be considered unexcused if the parent does not send an excuse note within three school days of the absence.

**A student will be denied credit for a class if the student accumulates four or more *unexcused* absences in a "block" class within a semester.** Students are allowed to make up work missed due to any absence.

### ***Truancy***

Any unauthorized absence from school will be considered truancy and will be unexcused. Disciplinary action will be taken. This includes any class that is "skipped" during the course of the school day. Truancy may result in loss of credit and may not be appealed.

### ***Closed Campus Policy***

Once a student arrives on campus for the school day, he or she will not be permitted to leave the campus without administrative approval. Students leaving during the school day must be signed out at the Attendance Office by an adult approved on the student's contact list. Also, only approved students are allowed to leave campus during lunch periods. Leaving campus without permission and without following procedure for being checked out will result in disciplinary consequences.

### **Make-Up Work**

### ***Opportunities for Make-up Work***

A student will be given the opportunity to make up work missed due to an absence. However, it is the responsibility of the student, immediately upon his or her return to class from an absence, to request and complete any assignments or tests missed because of an absence.

HISD board policy says that teachers will provide a reasonable amount of time for students to make-up work. A rough standard is one day of make-up time for every school day missed. Even so, the district generally allows the teacher to determine what is reasonable given the particular circumstances of a student's absence and the activities missed. For example, in determining when a student should make up a missed test, the teacher might legitimately consider such factors as the amount of time the student was absent, whether new material was covered during the absence, whether there was notice of the date and nature of the test available to the student prior to his or her absence, and so on. HISD board policy says that missed tests and quizzes may be made up outside of class time, usually before or after school.

Remember that make-up work is the responsibility of the student. Also, the teacher schedules the time to complete make-up work, not the student. If a student is going to be absent for five or more days in a row, a parent or guardian may contact the grade-level Principal to request collection of the assignments. Students who miss class for an approved school activity are to notify the teacher in advance concerning the possibility of completing any tests or assignments *before* the class is missed.

### **Leaving School Early**

#### ***Off-Campus Permits***

"Off-campus" is a *privilege*. The only students who have permission to leave campus early are those scheduled off-campus. Early release permits must be carried by "off-campus" students at all times and must be available for review by police officers and Heights faculty and staff.

**Students who have off-campus permits are expected to leave school grounds by the beginning of the last period. Repeated offenses by students who linger on campus may result in the loss of "off campus" privileges.**

#### ***Parents Picking up Students Early***

The parent/legal guardian must report to the Main Office and present a photo I.D. before being permitted to pick up a student. If a parent plans to request early release of their child, they must:

- 1) Submit a note to the appropriate office by 10:00 AM with the reason for the release, time, phone number, copy of ID and a parent signature. The note will be confirmed by the office staff.
- 2) Parent must sign the student out in the attendance office at the requested time.

**Students may not be checked out after 3:30 PM.**

#### ***To Leave School Early Due to Illness***

If a student becomes ill while at school, he or she should get a permit from the classroom teacher to go to the clinic. If the nurse is absent, the student is to report to his or her Grade-Level Principal's office. Under no circumstance are students to contact his or her parent to pick him or her up and then leave school. No student is allowed to leave without proper administrative authorization.

Please Note —

*A student leaving school early for any reason (other than on a regular off-campus permit) must be signed out by a parent/ guardian in the Attendance Office and have the approval of an Assistant Principal (or his or her designee). Failure to follow this procedure will warrant disciplinary action and will be considered an unexcused absence.*

***Returning to school after leaving early the previous day***

When returning to school after missing a whole or partial day should submit the excuse note to the Attendance Office before school, during lunch, or afterschool.

## **Tardies**

Tardiness is defined as arriving late to class without an approved permit after the tardy bell rings. It is imperative that students be prompt and prepared for each class.

*The following rules apply:*

- Students riding HISD school buses are excused if the late arrival of their bus makes them late for class. Students should go to Transportation Clerk to sign in on the late bus roster. Students will then be given an excused late bus pass. This does not apply to Metro buses.

**Penalties for Tardiness**

A tardy is defined as NOT being in your assigned seat prepared for instruction when the tardy bell rings. All students tardy to class will report to the nearest office for a tardy slip before being admitted to class.

<b><u>Number of Times Tardy</u></b>	<b><u>Level</u></b>	<b><u>Consequence</u></b>
3	Level 1	Warning
6	Level 2	<b>3 day</b> Lunch Detention (30 minutes) and Contact Parents
10	Level 3	<b>5 day</b> Lunch Detention AND After School Detention (1 hour) and Contact Parents
13	Level 4	In School Suspension 2 days/ Parent Conference (parents have to come up to school)
16	Level 5	In School Suspension 3 days / Behavior Contract and Contact Parents
19	Level 6	Parent attends school and walks student to class or suspension (1 day)
25	Level 7	Out of school suspension
26 +	Level 8	DAEP Referral for violation of Behavior Contract

- *If a student misses lunch detention, then the student receives after school detention.*
- *If a student misses after school detention or Saturday detention, the student receives ISS*