

Heights High School
Instructional Continuity Plan
Connect Safe and Return Strong

Overview: Heights High School will provide online instruction for all students in all classes beginning September 8, 2020. Houston ISD has adopted an Asynchronous Learning Model, however, students will have the opportunity to attend class sessions with their teacher three times per week.

Virtual Learning Expectations

Teachers: During each class the teacher is expected to provide instruction to students, provide students an opportunity to apply learning and ask questions and work with small groups for additional support. Teachers are required to have two graded assignments per week and grades are expected to be recorded in the gradebook weekly. Teachers will use the HUB for all notes, announcements and assignments.

Students:

Synchronous: Students are highly encouraged to attend Whole Group learning sessions in order to interact with their classmates and teachers to process their learning. When in class students should have their video on (when band with allows), engage in the lesson by responding to the teacher, asking questions through the voice and responding in the chat. Students should check their HISD Email daily.

Asynchronous: When students are not able to attend class, they should watch the recorded version of the class and check the HUB for assignments.

Parents: Assist your students with creating a daily schedule prior to September 8th. Designate a place where they will work, time for homework and time for breaks. Encourage students to get physical activity in each day. Check your student's grades and attendance on the parent portal weekly. If you have concerns, act right away and contact your child's teacher. Our teachers are here to help your child be successful. If there is a challenge that is the first place to start.

**Heights High School
Remote Learning Schedule**

Monday Learning Schedule	
8:30 - 9:00	Tutorials/Student Check Ins
9:00 - 9:20 9:20 - 9:45	1 st Period: Whole Group 1 st Period: Small Group
9:45 - 10:05 10:05 - 10:30	2 nd Period: Whole Group 2 nd Period: Small Group
10:30 - 10:50 10:50 - 11:15	3 rd Period: Whole Group 3 rd Period: Small Group
11:15 - 11:35	4 th Period: Whole Group 4 th Period: Small Group
12:00 - 12:30	Lunch
12:30 - 12:50 12:50 - 1:15	5 th Period: Whole Group 5 th Period: Small Group
1:15 - 1:35 1:35 - 2:00	6 th Period: Whole Group 6 th Period: Small Group
2:00 - 2:20 2:20 - 2:45	7 th Period: Whole Group 7 th Period: Small Group
2:45 - 3:15	Tutorials/Student Check In
3:15 - 4:10	Extended Planning

	Tuesday Periods 1, 3, 5, 7	Wednesday	Thursday	Friday
8:30 - 9:00	Tutorials	Tutorials	Tutorials	Tutorials
9:00 - 9:30	1 st Whole Group	2 nd Whole Group	1 st Whole Group	2 nd Whole Group
9:30 - 10:00	1 st : Small Group	2 nd : Small Group	1 st : Small Group	2 nd : Small Group
10:00 - 10:30	1 st : Independent	2 nd : Independent	1 st : Independent	2 nd : Independent
10:30- 11:00	3 rd : Whole Group	4 th : Whole Group	3 rd : Whole Group	4 th : Whole Group
11:00 - 11:30	3 rd : Small Group	4 th : Small Group	3 rd : Small Group	4 th : Small Group
11:30 - 12:00	3 rd : Independent	4 th : Independent	3 rd : Independent	4 th : Independent
12:00 - 1:00	Lunch/Tutorials	Lunch/Tutorials	Lunch/Tutorials	Lunch/Tutorials
1:00 - 1:30	5 th : Whole Group	6 th : Whole Group	5 th : Whole Group	6 th : Whole Group
1:30 - 2:00	5 th : Small Group	6 th : Small Group	5 th : Small Group	6 th : Small Group
2:00 - 2:30	5 th : Independent	6 th : Independent	5 th : Independent	6 th : Independent
2:30 - 3:00	7 th : Whole Group	Student Tutorials	7 th : Whole Group	Student Tutorials
3:00 - 3:30	7 th : Small Group	Teacher Planning	7 th : Small Group	Teacher Planning
3:30 - 4:10	7 th : Independent	Teacher Planning	7 th : Independent	Teacher Planning

Attendance

All students whether participating in live classes or recorded classes, must check in with their teacher daily by submitting an assignment on the HUB, emailing with questions or scheduling a meeting with the teacher during tutorial time in order to be counted present for the class. Students are still required to be in class 90% of the time to receive credit for the course. High School students who have not logged in or connected with their teachers by 3:30 pm will be marked absent.

- This absence can be resolved if the student engages in daily learning assigned by their teachers via the HUB by 11:59 p.m. that same day. Parents and students will receive absence notifications via School Messenger after 6:00 p.m each day and will be reminded of the opportunity to resolve that day's absence if the student engages in learning before 11:59 p.m of the same day via the HUB. Any absences recorded, but resolved by the student before 11:59 p.m on the same day, will be reconciled based on login records of the HUB.
- If a student is engaged in remote learning and completes the entire week's worth of learning activities on Monday and does not log in for the remainder of the week, he/she will be marked "present" on Monday **only** and counted "absent" for Tuesday-Friday.

Grading Policy

Students enrolled in remote instruction follow the same grading guidelines as in-person instruction. Teachers receive support and guidance on effective grading practices to ensure that grading guidelines are followed in both instructional models.

Teachers will be expected to take a minimum of two grades per week and record all grades in the gradebook weekly.

Courses taken as Dual Credit or Dual Enrollment will be subject to the grading policies of the Institution of Her Education issuing the college credit.

Grades will be taken during each grading cycle of the 2020-2021 school year. All cycle grades will be used in the calculation of the final average for any class. Final exams will be administered for all high school credit courses.

Technology Platforms

OVERVIEW OF TECHNOLOGY SUPPORTS

	OFFICE 365	MICROSOFT TEAMS	HUB	GSUITE	DIGITAL RESOURCES	ONTRACK & RENAISSANCE	HISD CONNECT
Students	<p>Access HISD email & communicate with teachers</p> <p>Access online office suite</p> <p>Access & save documents to OneDrive</p>	<p>Attend live class meetings</p> <p>Communicate with teachers</p>	<p>Access and turn in-class assignments</p> <p>Access instructional Content & Resources</p> <p>Access Digital Resources</p>	<p>Access & Save Documents to Google Drive</p> <p>Collaborate with classmates for team projects</p>	<p>Access digital textbooks and ancillary resources</p>	<p>Access classroom and district assessment</p> <p>Access report and TEKS performance for instant feedback</p>	<p>Access school calendars and class schedule</p> <p>Monitor grades</p>
Teachers	<p>Access HISD email and communicate with campus administration</p> <p>Access Online Office Suite</p> <p>Access and Save Documents on One Drive</p>	<p>Create Teams Classes</p> <p>Conduct Live Class Meetings</p> <p>Communicate with Students</p>	<p>Share instructional resources with students</p> <p>Create assignments</p> <p>Monitor student progress</p>	<p>Access and save documents to Google Drive</p> <p>Create shared drives for department collaboration</p>	<p>Create and assign assignments from digital textbook</p> <p>Create ancillary assignments from resources</p>	<p>Create or assign assessments from campus or district level</p> <p>Analyze reports for Data Driven Instruction & monitor student progress</p>	<p>Input grades and attendance</p>
Parents	<p>Ability to provide students with support</p>	<p>Participate in Teams Meetings and Teams Live Events</p>	<p>Ability to provide students with support</p>	<p>Ability to provide students with support</p>	<p>Ability to provide students with support</p>	<p>Access data to provide students with support</p>	<p>Access student grades and attendance</p>

Social and Emotional Support and Learning

HHS is grateful to have four campus counselors to support students socially, emotionally, and academically. We also have a CIS Liaison who is a licensed social worker to support students social and emotional needs and to connect them with services outside the school when needed. This year we have added two wrap around specialist that will be able to assist families with needs that act as a barrier to learning.

Freshman Counselor:	Andrea Hudson; Ahudson@houstonisd.org
Sophomore Counselor:	Valerie Moctezuma; vmoctezuma@houstonisd.org
Junior Counselor:	Emily Agness; emily.agness@houstonisd.org
Senior Counselor:	Hossain Mazharian; hmazhari@houstonisd.org
Community in Schools:	Joni Cooper; jonie.cooper@houstonisd.org
Wrap Around Specialist:	Info TBD

Additionally Houston ISD has a Mental Health Hotline available 24/7. Callers may remain anonymous. 713-556-1340

College and Career Support

During the fall semester, our seniors need to fill out college applications, scholarship applications, and financial aid applications. Currently the FAFSA application opens October 1st and the Texas Priority Deadline is January 15, 2021. We are fortunate to have not one but TWO College Success Advisors to help our students navigate their path to college. During distance learning, our College Success Advisors will continue to offer financial aid workshops, virtual college tours, and more. Please reach out to them with questions or concerns.

Carmen Schumacher: cschuma2@houstonisd.org
twitter @Heights2College

Communication

Clear lines of communication are vital at any time, but especially as we continue distance learning. Heights High School uses several modes to disseminate information to parents.

Principal Communication: Ms. Hampton will send campus updates every two weeks via school messenger that will come to the email address in our student information system. Please make sure your contact information is up to date.

Coffee with the Principal: First Virtual Coffee with the Principal, Sept 22 at 9:00 a.m.

Remind101: We have a campus wide remind code as well as one for each grade level. Please sign up for Remind using the following codes:

Heights HS @hisdhs

Techtown @7g2kgk

Class of 2021 @e2kfdg

Class of 2022 @gd3hg6

Class of 2023 @eec4fd

Class of 2024 @6f279c

Twitter: There are also twitter accounts for each grade level which are listed below. Numerous clubs and organizations have their own twitter as well.

Heights High School: @ghostofheights

Class of 2021 @HeightsHS2021

Class of 2022 @HhsClass2022

Class of 2023 @HHSBulldogs2023

Class of 2024 @HHSClass2024

Heights PTO: Our PTO does an amazing job of disseminating information. They send out a weekly newsletter, have a Heights High School PTO Facebook page, and a Facebook page for each grade level.

www.facebook.com/heightshspto

www.heightspto.org

Teacher Communication: Many of our teachers also have Remind101 for their classes, but the best way to contact teachers initially is through email.

Phone Communication: We will have our main phone line forwarded while we are away from campus. However, please keep in mind that when you call, there is only one person to answer the phone and using a personal cell phone will not allow for many calls to be placed on hold. She will not be able to

transfer you to anyone. Instead she will need to take your information and either call or email the right contact to return your call.

In order to get your information to the right person, please see the “Who does what” page with contact information so you can get your questions or concerns addressed in the quickest manner possible. Additionally, you can find a staff list and email addresses at the end of this document.

Student Behavior Expectations During Distance Learning

During distance learning students should maintain the same type of behavior that is expected in the classroom. Students should use appropriate language when interacting with the teacher or peers in Microsoft Teams. Students should be dressed in a manner appropriate for school and should keep their attendance focused on the lesson and not create independent chat rooms or cause distraction during the class.

Heights High School Contacts

Freshman Principals:

Stacy Davis

Alphabet: A – L

Contact: gdavis6@houstonisd.org

Wilfredo Montanez

Alphabet: M – Z

wmontane@houstonisd.org

Freshman Counselor:

Andrea Hudson

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Community in Schools Counselor:

Joni Cooper, Room A120

jcooper@houstonisd.org

Sophomore Principal:

Jamey Schaaf

jschaaf@houstonisd.org

Sophomore Counselor:

Valerie Moctezuma

Valerie.moctezuma@houstonisd.org

Junior Principal:

Darlene Blasco

sblasco@houstonisd.org

Junior Counselor:

Emily Agness

Emily.Agness@houstonisd.org

Senior Principal:

Byronica Pickney, Room M331

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Senior Counselor:

Hossain Mazharian, Room M331

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Dean of Instruction

Christina Bagos, Room M110

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Registrar

Monica Hawthorne

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Assistant Principal

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AP and MYP Coordinator: Natalie Martinez, nmartin3@houstonisd.org

IB Coordinator: Anne Nelson; anelson@houstonisd.org

Magnet Coordinator: Israel Corona; icorona@houstonisd.org

Special Education Interim Dept, Chair: Assyline Pickrom; Room M126; apickrom@houstonisd.org

504 Coordinator: Karen Lockhart, klockhar@houstonisd.org

College Center: Carmen Schumacher, Room M344, cschuma2@houstonisd.org

School Nurse: Debra Sawyer, M112, debra.sawyer@houstonisd.org

Athletic Coordinator: Stephen Dixon, Room G208, sdixon1@houstonisd.org

**Heights High School
Directory of Services**

Topic	Name	Email
504 Services	Lockhart, Karen	klockhar@houstonisd.org
504 Services	Blasco, Darlene	sblasco@houstonisd.org
Athletics/PE Director	Dixon, Stephen	sdixon1@houstonisd.org
Building Maintenance	Tolentino, Juan	jtolenti@houstonisd.org
Community In School CIS	Cooper, Joni	jonie.cooper@houstonisd.org
ESL/LEP	Davis, Staci	gdavis6@houstonisd.org
ESL/LEP	Payne, Elizabeth	epayne@houstonisd.org
Field Trips	Guzman, Beronica	bguzman@houstonisd.org
Finance/School Pay/Activity Fund	Galindo, Lisa	lgalindo1@houstonisd.org
Finance/School Pay	Hernandez, Tracy	tracy.hernandez@houstonisd.org
Gifted/Talented/Student Transfers	Corona, Israel	icorona@houstonisd.org
Growth Plans	Corona, Israel	icorona@houstonisd.org
IAT Intervention Team	Blasco, Darlene	sblasco@houstonisd.org
IGC	Pickney, Byronica	bpickney@houstonisd.org
IGC	Mazharian, Hossain	hmazhari@houstonisd.org
Library	White, Anthony	awhite15@houstonisd.org
Lunch Apps/ Socioeconomic Form	Payne, Elizabeth	epayne@houstonisd.org
Magnet	Corona, Israel	icorona@houstonisd.org
Name that Book	White, Anthony	awhite15@houstonisd.org
National Honor Society	Mills, Gregory	gmills1@houstonisd.org
PGP	Grade Level Principals	Email Grade Level Principals
Power Up/Student Laptops	Mesa, Tisha	tmesa@houstonisd.org
Power Up/Student Laptops	Perez, Patrick	patrick.perez@houstonisd.org
Press Release	Hampton, Wendy	whampton@houstonisd.org
Principal Admin Assistant	De La Rosa, Margaret	mdelaros@houstonisd.org
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Registration/Student Admissions	Hawthorne, Monica	mhawthor@houstonisd.org
Safety/Security	Montanez, Wilfredo	wmontane@houstonisd.org
Scheduling Building Events	De La Rosa, Margaret	mdelaros@houstonisd.org
School Finance	Hernandez, Tracy	tracy.hernandez@houstonisd.org
School Nurse/Child Abuse	Sawyer, Debra	debra.sawyer@houstonisd.org
Special Education	Blasco, Darlene	sblasco@houstonisd.org
Special Education	Pickrom, Assyline	apickrom@houstonisd.org

Student Attendance	Pickney, Byronica	bpickney@houstonisd.org
Student Council/School Activites/Clubs	Idlebird, Devincent	didlebir@houstonisd.org
Student Information Rep	Gruetznr,Cindy	cgruetzn@houstonisd.org
Testing	Davis, Larry	ldavis22@houstonisd.org
Title I Coordinator	Payne, Elizabeth	epayne@houstonisd.org
Transportation	Davila, Romana	rdavila1@houstonisd.org
Universal Interscholastic League UIL	Bagos, Cristina	cbagos@houstonisd.org
VIPS	Guzman, Beronica	bguzman@houstonisd.org
Wrap Around Specialist	TBD	
Content Area Principal	Admin Name	Email
Math Department	Montanez, Wilfredo	wmontane@houstonisd.org
Science	Martinez, Natalie	nmartin3@houstonisd.org
ELA	Davis, Stacy	gdavis6@houstonisd.org
Social Studies	Bagos, Cristina	cbagos@houstonisd.org
Fine Arts	TBD	
LOTE	Schaaf, Jamey	jschaaf@houstonisd.org
SPED/504/LEP	Blasco, Darlene	sblasco@houstonisd.org
PE/Athletics	Schaaf, Jamey	jschaaf@houstonisd.org
AP and MYP	Martinez, Natalie	nmartin3@houstonisd.org
IB Diploma or Career Prep	Nelson, Anne	anelson@houstonisd.org
Grade Level Admin and Counselor	Name	Email
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Freshman Admin M-Z	Montanez, Wilfredo	wmontane@houstonisd.org
Freshman Counselor	Hudson, Andrea	ahudson2@houstonisd.org
Sophomore Admin	Schaaf, Jamey	jschaaf@houstonisd.org
Sophomore Counselor	Moctezuma, Valerie	valerie.moctezuma@houstonisd.org
Junior Admin	Blasco, Darlene	sblasco@houstonisd.org
Junior Counselor	Agness, Emily	emily.agness@houstonisd.org
Senior Admin	Pickney, Byronica	bpickney@houstonisd.org
Senior Counselor	Mazharian, Hossain	hmazhari@houstonisd.org
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HHS Staff Contact Information

Name	Position	Email
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Amundson, Abigail	History Teacher	Abigail.Amundson@houstonisd.org
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Baker, Scott	Science Teacher	JBAKER5@houstonisd.org
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Batrez, Manuel	Math Teacher	MBATREZ@houstonisd.org
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