

Middle College High School at Gulfton
5407 Gulfton Dr. Suite 219 Houston, Tx 77081
Tel: 713-662-2551
Holly Gibson, Principal



STUDENT/PARENT HANDBOOK



Name: _____

Date: ____/____/____



Introduction	1
Identification	2
General Information	3
Procedures	4
Appendix	5

TABLE OF CONTENTS

INTRODUCTION

Letter from School Principal
Staff and Faculty
Faculty and staff pledge

IDENTIFICATION

Student Code of Ethics
Background
ision and Mission
Philosophy of Behavior and Learning

GENERAL INFORMATION

Daily School and Class Schedule
Important Dates
Campus Identification Card Policy and
Procedure
Substitutes

PROCEDURES

Fire & Evacuation
Mackenzie Vento Students
Bullying
Cyberbullying
Lunch Expectations
Discipline Matrix
Student Code of Conduct
Lost & Found Articles
Visitors to School
Illegal Substances
Health & Safety
Medication Use
Student Illness
Transportation
Bus Safety
Student Parking
Student Dismissal During School Hours
Off Campus Permits
Attendance, Absences and Tardiness
Tardiness

PROCEDURES

What to do in Case of Absence
Classroom Instructional Time
Home and School Communication
Laptop and Textbook Information
MCHS Laptop Acceptable Use Policy
Non- Negotiable Student Laptop
Policy
Good Attendance Record
Student Personal Technology Usage
Student Dress Expectations
Backpacks
Academics
Homework
Report Cards
Final Exams
Project Based Learning
Grading System
Transcripts Schedule Changes
Conferences with Teachers
School Visitors
Dual Credit Courses
Dual Credit Certificate Level 1
Dual Credit Expenses
Dual Credit Responsibilities
Dropping or Withdrawing from a
College Course
Graduation Requirements
Recommended Graduation Plan with
Endorsements
Academic Information
College and Military Career Readiness
Academic Dishonesty

APPENDIX

HISD Academic Calendar
Houston Graduation Requirements

PRINCIPAL MESSAGE



Holly Gibson
Principal

It is with great pleasure to welcome you to Middle College High School at the Houston Community College-Gulfton campus. The MCHS faculty would like for you to know that we are here to support you as you begin your new journey to success.

It is our mission to help every student feel welcomed, connected and part of our MCHS family. Additionally, we strive to challenge each student to grow in his or her academic abilities and to be college ready. We offer several college pathways through our partnership with HCC and would like for each of you to take advantage of this great opportunity.

This student handbook contains our school policies, procedures, and other important items. If you have any questions or concerns about this handbook, please contact us at hgibson@houstonisd.org or 713-662-2551



VISION

**TO CREATE A COMMUNITY OF FUTURE LEADERS AND
LIFE-LONG LEARNERS WHO ARE WELL-EQUIPPED TO
SUCCEED IN A GLOBAL SOCIETY.**

MISSION

**TO EDUCATE AND MENTOR STUDENTS THROUGH
PATHWAYS TO GRADUATION BY SUPPORTING THEM
WITH INTEGRITY IN THEIR LIFE, COLLEGE, AND
CAREER CHOICES.**

FACULTY & STAFF

NAME	TITLE	CONFERENCE TIME	EMAIL ADDRESS
Holly T. Gibson	Principal		hgibson@houstonisd.org
Janetta Brady	Registrar		JBRADY@houstonisd.org
Elizabeth Romero	Administrative Assistant		eromero7@houstonisd.org
Ana Cardona	Clerk		ana.cardonadiaz@houstonisd.org
Dr. Charlesa Easter	Special Education Chair		ceaster@houstonisd.org
Johnson Shen	Nurse		johnson.shen@houstonisd.org
Ricardo Stanton	Teacher ELA/ESL		Ricardo.VieiraStanton@houstonisd.org
Amy Frey	Reading Interventionist		amy.frey@houstonisd.org
Conrado Garcia	Teacher-CATE		cgarci42@houstonisd.org
Manjeet Bainipal	Teacher-Math		manjeet.bainipal@houstonisd.org
Suguna Divakar	Teacher-Science		suguna.divakar@houstonisd.org
Richard Toolson	Teacher Social Studies		richard.toolson@houstonisd.org
Karen Waddell	Teacher Health & PE		karen.waddell@houstonisd.org
Athena Walker	HCC College P-16 Director		athena.walker@hccs.edu
Shannon Robinson	HCC Dual Credit Coach		shannon.robinson@hccs.edu
Jhanne Hooker	College Success Advisor		jhooker@houstonisd.org
Alma Webber	HISD Dual Credit Liaison		awebber@houstonisd.org

Faculty & Staff Pledge

The Middle College High School at HCC Gulfton faculty and staff pledge to:

- See you as an asset to the school, worthy of our best instruction, and creative in your unique gifts and talents.
- Respect your culture, identity, and language
- Create a culture of literacy and learning that connects to your cultures and incorporates your interests
- Answer your questions and be available to you and your needs to the best of our ability
- Provide an environment where you are empowered to lead in the learning process
- Monitor your growth and progress towards your learning goals
- Check to make sure you learn the knowledge and skills you need for college, life and provide a rigorous curriculum.

Identification

Students code of ethics



As a Middle College High School at HCC Gulfton scholar, I will relentlessly pursue my diploma and graduation.

This means I will:

- Think, feel, and act with mindfulness
- Be aware of my emotions and those of others
- Communicate my triggers and understand that others have triggers
- Practice mindfulness techniques to regulate my emotions
- Communicate my feelings, thoughts, and needs
- Focus on how to solve a problem rather than on negative feelings
- Arrive on time and attend school daily
- Communicate with the school if I need to be absent
- Follow class agreements
- Use technology appropriately as stated in the MCHS laptop policy

Background



A Middle College High School (MCHS) is a unique solution for unique students. Our model is especially effective for those students who have academic potential but are disconnected from traditional high school. Our small campus is ideal for bringing students back who have been out of school, sometimes for several years (Grier, Peterson 2007). Our students earn their diploma with confidence and fulfill their potential for higher education, skilled training, or a career in the military.

HISD Middle College High School at HCC Gulfton serves students in grades 9 through 12 in partnership with Houston Community College (HCC) Southwest. We offer personalized instruction in a small environment in a college culture, a chance to earn college credits and workforce training while focusing on the completion of a high school diploma. We meet the needs of the whole adolescent, empowering him/her to impact the community through community service projects and civic engagement. Mentors, guest speakers, and community partners strengthen the development of self-confidence and self-efficacy of our students.

Vision



To produce a global graduate that applies a critical literacy and collaboration to lifelong learning, problem solving and decision making through effective data collection and analysis, conscious communication, resourcefulness, mindfulness, and creativity.

To collaboratively and relentlessly support and mentor each student on the road to graduation in a welcoming, safe, and inclusive environment. In this path, we will develop global 21st - century graduates that are life, college, and career ready by providing an accelerated and individually rigorous curriculum that integrates:

- Communication
- Collaboration
- Creativity
- Technology
- Critical Thinking, Problem Solving, Decision Making
- Real World Relevance and Authentic Purpose

PHILOSOPHY OF BEHAVIOR AND LEARNING



MCHS at HCC Gulfton understands that scholars' physiological, safety, belonging and esteem needs must be met to optimize learning. We also believe that relationships and secure attachments are the cornerstones of students' academic success and social and emotional well-being.

MCHS staff participates in Empathy School training with the goal of educating the scholars holistically through the four components of empathy: perspective taking, recognizing others' feelings, communicating understanding, and staying out of judgment.

MCHS curriculum aims to improve the mental well-being of our students by incorporating mindfulness practices daily as part of instructional time.

SCHOOL YEAR 2023–2024

The school calendar shall comply with the minimum requirement set forth by the State of Texas. School shall begin on August 28, 2023, and conclude on June 5, 2024. Our campus will not participate in HISD Early Dismissal Days.

DAILY SCHOOL SCHEDULE



MCHS values the safety of each student therefore students may not be dropped off before 7:30 a.m. Students must be dropped off and picked up on the west side of the building.

Students must report to the second floor upon being cleared for entry. No loitering is allowed on the first floor.

Office Hours	8:00 a.m. – 4:10 p.m.	Monday through Friday
Instructional Hours	8:30 a.m. – 4:10 p.m.	Monday through Friday

CLASSROOM INSTRUCTIONAL TIME

Class periods are 90 minutes. There is a one-hour intervention period each day. Teachers will contact students to schedule meetings with them based upon individualized need.

BELL SCHEDULE 2023–2024

A-DAY

First Bell to enter class: 8:25 a.m.

CLASS PERIOD	START TIME	END TIME
1	8:30	10:08
2	10:10	12:20
3	12:22	2:30
LUNCH	12:42	1:12
4	2:32	4:10

B-DAY

First Bell to enter class: 8:25 a.m.

CLASS PERIOD	START TIME	END TIME
5	8:30	10:08
6	10:10	12:20
7	12:22	2:30
LUNCH	12:42	1:12
8	2:32	4:10

TEACHER CONFERENCES



MCHS highly encourages parents to be involve in the scholars' academic journey. Parents who desire conferences with teachers should call the school to schedule an appointment or email the teacher directly. All visitor and parents must report to the main office sign in and present a valid ID to obtain an ID badge before meeting with the teacher. Parents are asked to provide their email addresses to their child's teachers. If a parent is unable to attend a scheduled conference, please notify the Main Office prior to the scheduled time.

We value and expect our faculty to always be courteous and respectful. We ask the same from our parents.

Parents are reminded that inappropriate behavior may result in their removal from school property and possible criminal prosecution.

School Visitors



We welcome parents to visit the campus as volunteers and prior arrangements for visiting is required. Visitors are not allowed on campus at any time without required permission to visit campus with 24- hour prior arrangement and approval by the principal. The principal has the prerogative to deny visitation privileges.

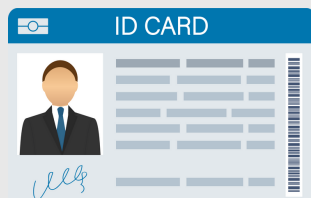
All visitors are required to enter through the main office sign in, present proper ID and obtain an ID badge which **MUST** be worn while on campus. Visitors will be escorted to the location by a staff member. If any non- student is identified on campus, he/she will be escorted to the main office to be checked in. Failure to comply with the policy will result in HCC or HISD police removing the person from the campus.



IMPORTANT DATES TO REMEMBER

Campus Identification Card Policy and Procedure

The purpose of this policy is to ensure safety and security on the Middle College High School at HCC Gulfton campus for the students who are on the campus each day.



Student Identification Cards will be provided to every student. Just as a driver's license authorizes driving a vehicle, a student ID card authorizes a student to be on campus. EVERY student must always wear their ID cards while on campus.

GENERAL INFORMATION

<ul style="list-style-type: none">• Replacement ID badges are \$5.00• Replacement lanyards are \$1.00• Temporary IDs are \$1.00	<ul style="list-style-type: none">• Must be always worn with a lanyard.• If a student is wearing a jacket or sweater, the lanyard must be visible• The front and back of the ID card must remain plain and free of stickers, markings, other photos, etc.• Lost, stolen, altered, damaged, and defaced ID cards must be replaced immediately. <p>Teachers will check ID cards at the beginning of each class period. If a student does not have his/her ID card:</p> <ul style="list-style-type: none">• The student will be sent to the main office to purchase a one-day Temporary ID that must be worn.	<p>Consequences for not displaying/possessing school id:</p> <p>1st Violation: Office referral for problem-solving conference and parent contact.</p> <p>2nd Violation: Lunch detention</p>
--	---	--

SUBSTITUTES

In the absence of the regular instructor, students are expected to treat all substitutes with courtesy and respect. Failure to comply with this expectation will result in administrative actions and a parent conference.

PROCEDURES

FIRE DRILLS & EVACUATION

Monthly or as scheduled by the HCC Operations Department, there may be a need to evacuate the HCC Gulfton building due to emergency conditions (or drills for such emergencies).



MCHS students **MUST** exit the building using the stairwell near the Main Office. When the alarm sounds, students should move quickly and quietly out of their classrooms and toward the appropriate exit. When leaving the building, students are to move in a safe and orderly manner away from the building and remain along the fence adjacent to the parking lot (Rice Epicurean).

No person shall re-enter the building until the “all clear” signal is given by those in authority.

McKinney Vento Students



Federal and state laws provide special guarantees for homeless students as defined by the statutes. Homeless students must have access to a free and appropriate education. School districts are required to make certain accommodations for homeless students related to enrollment, records, and residency requirements. Students with questions may speak with the principal. When the proper form is completed and entered Chancery, qualifying students may receive Metro bus passes, school supplies, and any other assistance available.

Bullying

Bullying is defined as engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored event, or in a vehicle operated by the district and that: (1) has the effect or the potential effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; (2) is sufficiently severe, persistent, and pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student; (3) exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and (4) interferes with a student's education or substantially disrupts the operation of the school.

Bullying of any kind will not be tolerated at MCHS. Students can report incidents of bullying to any staff member. All reports will be taken seriously and will be fully investigated. Consequences for bullying may include suspension, referral to DAEP or student withdrawal.

Cyber Bullying



Cyberbullying (cyberbullying, online bullying) is the use of electronic information and communication devices such as e-mail, instant messaging, text messages, mobile phones, pagers, and defamatory websites to bully or otherwise harass an individual or group through personal attacks or other means, and it may constitute a computer crime.

All MCHS students will complete a mandatory course on bullying and cyberbullying and submit a signed certificate of completion.

The Houston Independent School District has a zero tolerance of bullying of any kind. Students are urged to report cyberbullying immediately to school personnel. Any suspected incidences of bullying and/or cyberbullying will be thoroughly investigated by the campus administration.

If an incident is deemed an infraction of bullying and/or cyberbullying, consequences will follow those outlined in the HISD code of conduct and may include suspension, referral to DAEP, or immediate withdrawal from our program. Parents or guardians of all students involved will be contacted by an administrator as soon as reasonably possible.

Lunch Expectations

MCHS is a closed campus. Therefore, students may NOT leave campus during lunch. HISD lunch is provided, or students may bring their own lunch.

Every student must submit an application to see if they qualify for free or reduced-rate lunch meals.

HISD breakfast and lunch will be available in the student lounge. Every student must turn in an application for free or reduced-rate lunch.

Lunch may be eaten in designated areas on the second floor.

Disciplinary Course of Actions for Minor Level Offenses

	Student Consequences:	1 st Offense	2 nd Offense	3 rd Offense
<ul style="list-style-type: none">Disrespect to teacher/classmatesNoncomplianceTardiness (excessive)Disrupting classProfanitySkippping classBeing in an unauthorized areaMinor cheating (copying peers on daily work)Dress Violation repeatedDrug use (first offense)Minor vandalism (writing in books, on desks, walls, restrooms)	Minor disciplinary offenses may receive, but are not limited to, the following consequences:	Referral- Parent call	Lunch Detention- all electronics are not allowed during the duration of detention. Saturday Detention	Saturday Detention No Cell Phone Privileges for a week. Students will turn cellphones into the office at the start of school and will pick them up at the end of school for a period of a week from the day of the violation. <u>Juniors/Seniors Only</u> No off-campus lunch privileges for one week or time period specified by the administrator.

Disciplinary Course of Actions for Serious Level Offenses

Serious Disciplinary Offenses

<ul style="list-style-type: none">○ Bullying○ Drug use (multiple offenses)○ Attendance (excessive absences)○ Fighting○ Threats○ Harassment○ Hazing○ Major Theft○ Major Cheating (essays, projects)○ Receiving or possession of stolen property○ Tagging, Graffiti○ Leaving campus without permission○ Inappropriate use of Technology (Cyberbullying, Pornography)○ False fire alarms	<p>Depending on the severity of the offense student may receive:</p> <ul style="list-style-type: none">○ Saturday Detention○ In School Suspension○ Out of School Suspension○ Forfeit Field Lesson participation○ Behavior/Attendance Contract <p>Withdrawal from MCHS Gulfton</p>
--	---

Zero Tolerance Policy

<ul style="list-style-type: none">○ Selling or Possession of Drugs○ Selling or Possession of weapons	Withdrawal from MCHS Gulfton
---	------------------------------

STUDENT CODE OF CONDUCT

Students and school Property

“Students are expected to show proper respect for both persons and property. + Students are responsible for their own actions directed toward school property and for damages to property.”

Search of Property and Students

“School officials are empowered to conduct reasonable searches of students and school property when there is reasonable cause to believe that students may be in possession of drugs, weapons, alcohol, or other materials (“contraband”) in violation of school policy or state law.”

“Students do not have a reasonable expectation of privacy in the use of school lockers, school desks, school computers, district-provided electronic devices, and HISD email accounts. HISD computers, electronic devices and email accounts are subject to random inspection to ensure compliance with acceptable-use policies and compliance with network security procedures.”

“School property such as lockers, desks, computers and electronic devices shall remain under the control of school officials and shall be subject to search.”

There are several technology related offenses that are considered Level 3 and Level 4 which require a suspension or removal to DAEP

LOST AND FOUND ARTICLES

The “Lost and Found” articles are kept in the Main Office (Room. 219). Students who lose personal or school materials should check in the office to see if the materials have been turned in. Any materials “found” on the school campus are to be immediately turned into Main Office. Possession of stolen, rather than lost items will result in a disciplinary referral

SCHOOL VISITORS

Campus visitors will be limited and required to be screened before entering the building. They will also be required to wear PPE.

Individuals who are not students at MCHS, nor HISD employees, and who do not have official business at school, are not to be present on campus during school hours, including lunch and passing periods.

We welcome parents to visit the campus as volunteers and prior arrangements for visiting is required. No visitor is allowed on campus at any time without required permission to visit campus with 24- hour prior arrangement and approval by the principal. The principal has the prerogative to deny visitation privileges.

All visitors are required to enter through the main office sign in, present proper ID and obtain an ID badge which **MUST** be worn while on campus. Visitors will be escorted to the location by a staff member. If any non- student is identified on campus, he/she will be escorted to the main office to be checked in. Failure to comply with the policy will result in HCC or HISD police removing the person from the campus.

ILLEGAL SUBSTANCES

If there is reasonable suspicion that students are in possession of illegal substances while on Middle College High School at HCC Gulfton property, the administration reserves the right to conduct a search of the student in question’s property, including but not limited to the student’s handbag, backpack, and car.

HEALTH AND SAFETY

All students are required to always have current medical emergency information on file. Students who do not have current information on file will not be allowed to enroll in any classes until the information is available. Emergency information is updated annually. However, if any information such as doctor's name, address and phone number or the student's phone number or parent/guardian status changes, the parent/guardian is responsible for notifying the office

MEDICATION USE

Students should, if possible, take required medications outside of school hours. If it is necessary for students to take any medication during the school day, a form detailing the necessary steps must be completed, and signed by a physician and returned to the main office. Forms are available in the main office.

All medication, both prescription and over the counter, must be brought to the school by a parent/guardian and left in the main office. Students should report to the main office when medication should be taken.

ADMINISTERING & POSSESSION OF MEDICATION

A student whose parent/guardian has supplied a written permission slip and written authorization from the attending physician, may possess and administer his/her own medications. Medications must be labeled and prepared by a pharmacy or pharmaceutical company and labeling must include the dosage and frequency of administration

The right of a student to possess and administer his/her own medication may be denied in the event of documented misuse by the student after consultation with the student's parent/guardian/physician.

ILLNESS

When students become ill during the school day, they should report to the main office, so that parents/guardians may be contacted. Students will be given permission to go home only after parents/guardians have been contacted. If a parent/guardian cannot be contacted, a person listed on the emergency form will be contacted. If a parent or approved adult cannot be contacted, the student will remain in the main office.

If an illness is severe, paramedics will be contacted, and the student will be taken to the hospital listed on the emergency form. Students who are 18 or older may sign themselves out in the office with the principal's permission in case of illness.

METRO BUS PASSES

Metro bus passes will only be given to students who arrive to school on time

TRANSPORTATION

HISD transportation must be requested. Routes and pick-up and drop-off times are determined by the HISD transportation department. Your address in Chancery must be current and within HISD school boundaries to be eligible for a school bus.

Houston ISD furnishes school bus transportation for all eligible students in the school district. To receive this service, a student needs to abide by the listed safety rules:

- Observe the same conduct as in the classroom
- Be courteous; do not use profane language
- Smoking on the bus is prohibited
- Keep the bus clean
- Do not be destructive
- Stay in the seat
- Keep head, hands, and feet inside the bus
- Cooperate with the bus driver
- Do not consume food or drink on the bus
- The bus driver is authorized to assign seats.

The school bus stops are established by the Transportation Department and must not vary without official notification. Students are assigned to a bus stop that is closest to their home for their convenience and safety. Students should be at their bus stop five minutes before the assigned pickup time.

Misconduct on the bus will not be tolerated. Students who engage in disruptive behavior at a school bus stop will be treated the same as those students who act in a disruptive fashion on the school bus itself. Any violation of the above rules could RESULT IN A SUSPENSION OF SCHOOL BUS PRIVILEGES and/or additional disciplinary action. Students should remember that riding the bus is a privilege.

VEHICLE SEARCH NOTICE

Any vehicle entering MCHS at Gulfton property is subject to search by school authorities or law enforcement per board policy or state and federal laws. Such search includes all compartments and components thereof.

STUDENT PARKING

All vehicles driven on MCHS at Gulfton are subject to all local and state traffic laws. A student has full responsibility for the security and contents of his or her vehicle. Upon arriving at school, students must immediately vacate their cars and the parking lot and enter school.

Students who operate or park a motor vehicle on a MCHS at Gulfton campus are required to complete the Parking Permit Application and obtain a parking permit. The form is available in the front office.

All students and visitors parking a vehicle on MCHS at Gulfton property must comply with the parking regulations, policies, and procedures. Students must park in back of the building or the large parking lot in the back

EARLY DEPARTURE

Students may be dismissed during school hours only.

- A) to the person who signed the student's enrollment form or who has legal custody of the student or
- B) to a person who has the parent's written permission to have the students released. That person must first present identification to the main office.

If a student leaves early, he/she must provide a note to the main office at the start of school. The note must have a reason for leaving early and a parent/guardian signature and telephone number. Once approved by the administrator; the office will then authorize student's dismissal during school hours.

At the time of early pick-up, parents must report to the Main Office, not the classrooms. Teachers will not release students from class unless they receive an early dismissal form from the office.

The office will arrange for student dismissal either in person or in writing using an early dismissal form. The student will meet the parent in the office before leaving the campus.

The following are acceptable reasons to leave early:

- Family emergency
- Court appointment
- Medical appointment

OFF CAMPUS PERMITS

Students who have permission to be off campus during school hours will be provided with a “Off Campus Permit” by the main office. This must be visible with the school ID. No student will be allowed to leave campus without the permit.

Students who leave campus without permission will be considered truant, a discipline referral and consequences will apply.

ATTENDANCE, ABSENCES AND TARDINESS

IN-PERSON ATTENDANCE PROCEDURES

Students must attend daily and be on-time to each class. Student attendance for 2nd Period and 6th Period will be taken at 10:15 a.m. each day.

TARDINESS – TO BE EARLY IS TO BE ON TIME

A student is tardy after the start of each period. Students who are late to class must report to the main office in room 219 to receive a tardy pass.

Students are responsible for making up any work missed and Do Now's while waiting for a pass to be issued. Students will not be allowed to enter class without a tardy pass.

WHAT TO DO IN CASE OF AN ABSENCE

Students who have been absent or tardy must present a written excuse from the parents or guardian when they return to school. Excuses for absences and tardies are the following:

- Personal illness
- Sickness or death in the family
- Quarantine
- Weather or road conditions making travel dangerous
- Participation in school activities with permission of the principal
- Juvenile court proceeding documented by a probation officer
- Approved college visitation
- Emergencies
- Religious Holy day

When you return:

Written excuses for absences or tardies should be submitted no later than three school days after the date of the absence or tardy. The three-day period shall begin with the first day the student returns to school.

- Turn in absence excuse letter or document to the front office.
- The school must receive this written excuse within three days after returning from the absence.
- This note should include your name, date(s) of absence, parent signature, and a telephone number where your parent or guardian can be reached for verification. Any student found guilty of misrepresenting the validity of an excuse or permit shall be subject to disciplinary action.
- Only three absence notes from a student or parent will be accepted. All other notes must be official documents from a doctor's office, court, or other place of business that require your absence from school.
- Take the note to the school secretary, either before school or after school within three days of returning to school from your absence.
- If you return to school from an absence and do not submit a note within the specified time frame, your absence (s) is/are unexcused.

Absence – Make Up Work

All work missed by students must be made up within 5 school days.

It is the responsibility of the student to consult with teachers about make-up work

Home and School Communication

The administration realizes that there are occasions when parents will find it necessary to communicate with their student during school hours. You may call the main office to leave a message for your student at (713)662-2551. Please do not call or text your son/daughter during instructional time. Parents are expected to follow procedures and respect your child's learning time

LAPTOP AND TEXTBOOK INFORMATION

Please be advised that each student or his parent or guardian shall be responsible to the school for all books and assigned laptop not returned by the student.

MCHS LAPTOP ACCEPTABLE USE POLICY

Middle College High School (MCHS) at Gulfton recognizes how valuable the appropriate use of technology is to improving teaching and learning. Accordingly, MCHS at Gulfton has made a significant commitment to integrating technological advances into the school program to enhance students' learning experiences. Understanding and following the campus' Acceptable Use Policy allows us to maintain a respectful, effective, and safe learning environment.

MCHS at Gulfton network resources and hardware are considered the property of HISD. Laptop access to the internet will be provided throughout the school via the HISD wireless network. HISD blocks websites and web-based services that are deemed to pose a security threat. Categories that are blocked include: pornography, sexually explicit material, illegal activities, weapons, extreme violence, computer hacking, spyware, malicious software, video streaming sites, and certain social media sites. MCHS at Gulfton will continue to take precautions to prevent viewing of this type of content on all equipment that is part of the school's network.

Any actions performed or initiated through the network must reflect the integrity and honesty expected of a MCHS at Gulfton student as described in the HISD Code of Conduct. Students will be held responsible for actions initiated on their laptops, regardless of whether they were using their computer at the time of the infraction. Therefore, students may only use the laptop they have been issued and log in using their unique HISD username and password.

Non-Negotiable Student Laptop Policies and Expectations

1. BRING THE LAPTOP TO CLASS EVERY DAY.

Students are expected to pick up their laptop every day before the beginning of class from the Main office if it is housed there.

2. KEEP LAPTOP IN ASSIGNED CASE 100% OF THE TIME.

School-issued cases are required as part of the computer warranty.

Random checks will be conducted. If a student has the laptop without the school-issued case, the CIT will confiscate the laptop.

3. LAPTOP DAMAGE PREVENTION.

Be advised that the warranty only covers the device - not the case, power cord, or strap. In instances of gross neglect or damage, the student will be held financially responsible.

The student will be held accountable to pay the FULL replacement cost for the laptop if it is severely damaged.

4. LAPTOP LOSS/THEFT OR UNAUTHORIZED USE

Students are responsible for their laptop at all times. IF the LAPTOP IS LOST OR STOLEN:

- **Students must complete a lost or stolen report immediately.**
- **The student must report the loss to Ms. Cardona who will complete a police report.**

5. GOOD ATTENDANCE RECORD

A student needs to maintain acceptable attendance at school in order to have the following privileges:

- a) Take the laptop home.**
- b) Have the assigned laptop during school hours.**
- c) If revoked, computer privileges will be restored once the student's attendance is in good standing as determined by the principal.**

6. UNAUTHORIZED USERS:

- **Students may only use their assigned laptop.**
- **Students are responsible for all actions performed on their assigned laptop.**

At the end of the year, a student must return his/her laptop and all issued accessories. A replacement fee will be charged for all missing items which is due by the last day of school. A financial hold will be placed on the student's account for unpaid fees.

On-Campus Tech Support

For damaged laptops: Students will be issued a daily loaner if the repair will take more than a few hours.

If the laptop is lost or stolen, a replacement computer will be issued upon a payment of a non-refundable \$25.00 fee and completion of all required paperwork.

CELL PHONE AND ELECTRONIC DEVICE POLICY

All electronic devices must be turned off and put away for the duration of the school day. Cell phones may be used on campus only with a staff member's permission, and only for a given academic circumstance. Confiscated devices (those used without permission, ringing during the school day, etc.) may be retrieved by student's parents from an administrator immediately after school and only after the designated time listed below. UNDER NO CIRCUMSTANCES MAY STUDENTS ACCESS SOCIAL MEDIA SITES OR APPS WHILE ON CAMPUS AT ANY TIME.

Cell phone use during standardized testing (STAAR, RPTE, SDAA, LDAA, THEA, SAT, ACT, etc.) is prohibited. During test administration, students will be required to turn their cell phones in as per HISD policy. A student will be allowed to use a designated school phone to call their parents in case of an emergency

MCHS at Gulfton is not responsible for any lost, damaged, or stolen electronic devices.

Violation	Phone Confiscated	Phone Available for Parent Retrieval	Fee	Other Administrative Action	Discipline
1 st	Yes	End of Day	\$15	Written Warning	---
2 nd	Yes	24 hours	\$15	Written Warning	---
3 rd	Yes	3 Days	\$15	Administrator/Parent/Student/ Conference	1 Day ISS
Device use during test administration	Yes	End of Day	\$15	Administrator/Parent/Student/ Conference -	1 Day ISS

BACKPACKS

Backpacks are highly encouraged and should be used for carrying school related materials and resources, textbooks, or a change of clothes as needed. Only clear or mesh backpacks will be allowed on campus. Backpacks are not to be used for concealing prohibited or unauthorized items. Backpacks will not be allowed to become classroom distractions.

STUDENT DRESS EXPECTATIONS

The administration of MCHS at HCC Gulfton believes that appropriate dress and grooming contribute to a productive learning environment in high school and college classes. The administration respects student choice regarding attire. However, we expect students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate.

ITEM	REQUIREMENT	CONSEQUENCES
PANTS/SHORTS	<ul style="list-style-type: none"> • Must be worn at the waistline. SKIRTS, DRESSES AND JUMPERS <ul style="list-style-type: none"> • Sagging pants/shorts are not allowed. A long shirt over sagging pants does not meet this requirement. • Must not be worn with holes up to waist level or over the knee. 	<ul style="list-style-type: none"> • Failure to comply with this rule will result in: <ul style="list-style-type: none"> -Referral the administration and the student will be given a belt to wear. -Multiple offenses will result in further consequences as determined by the principal
SKIRTS, DRESSES AND JUMPERS	<ul style="list-style-type: none"> •Must be worn at the knee or no more than three inches above the knee. 	
TIGHTS AND LEGGINGS	<ul style="list-style-type: none"> •Tights and/or leggings may only be worn under skirts, dresses, or jumpers. •May not be worn alone. 	
TOPS	<ul style="list-style-type: none"> • No strapless tops or midriffs 	
HAIR	<ul style="list-style-type: none"> • No satin bonnets, do rags, or bandanas. 	
HATS, CAPS, HOODIES, AND SUNGLASSES	<ul style="list-style-type: none"> •Students may not wear these items in the building. 	

ACADEMICS

At Middle College High School at HCC Gulfton, students are engaged in meaningful, well-planned, integrated, and hands-on learning activities where written and oral communication is emphasized in every area of study. Lectures and worksheets are of minimal importance. Teachers function as facilitators who guide student discoveries towards producing their own knowledge in real world applications.

HOMEWORK

Homework is assigned regularly. All students are to complete homework and turn it in on time. Homework is not optional and is part of the grading system. Students are required to read for a minimum of 30 minutes each night from their independent reading logs. Reading logs will need to be signed by a parent or guardian daily.

Grading Cycle

Grading Cycles	Report Card Date
August 28-September 29	October 6
October 1-November 10	November 17
November 13-December 22	January 12
January 9-February 27	March 8
February 28-April 19	April 26
April 22-June 5	June 14

REPORT CARDS AND PROGRESS REPORTS

Report cards are issued at the end of each six weeks. Progress reports will be provided midway through each grading period to keep parents/guardians updated on student performance. Parents will be informed when progress reports and report cards are ready. Please keep your mailing address updated in the front office by providing your new proof of residency to the campus secretary in room 219. You may also monitor student's grades and attendance by logging on to HISD Student Parent Connect.

Students and parents are encouraged to log into Student Parent Connect at least twice a week to monitor grades, tardies and absences. Issues with grades and absences should be directly addressed with the teacher.

Parent Student Connect may be accessed at <http://www.houstonisd.org/domain/11001>

Grading Policy

Classwork	25%
Unit Tests	20%
Objective testing, Quizzes	10%
Major Assignments-(Essays, research papers, projects)	25%
Do Nows, Notes, Exit tickets	10%
Homework	10%

HIGH SCHOOL SEMESTER GRADES

The calculation for high school semester grades has changed for the 2020-2021 school year. Each six-week cycle grade will count as 30% of the semester grade, and the final exam will count as 10% of the semester grade. The new formula will apply to all high school courses taken in both middle and high school.

ports and report cards are ready.

1st Six-Week Cycle	2nd Six-Week Cycle	3rd Six-Week Cycle	Final Exam
30%	30%	30%	10%

Final Exams

Final Exams are administered at the end of the semester. Do not schedule doctor's appointments during final exam week. Failure to take a final exam or submission of a PBL project will result in a "0" grade.

If a student is unable to take any of these exams on their scheduled dates, the school may reschedule. If you have questions, please call the main office for more information

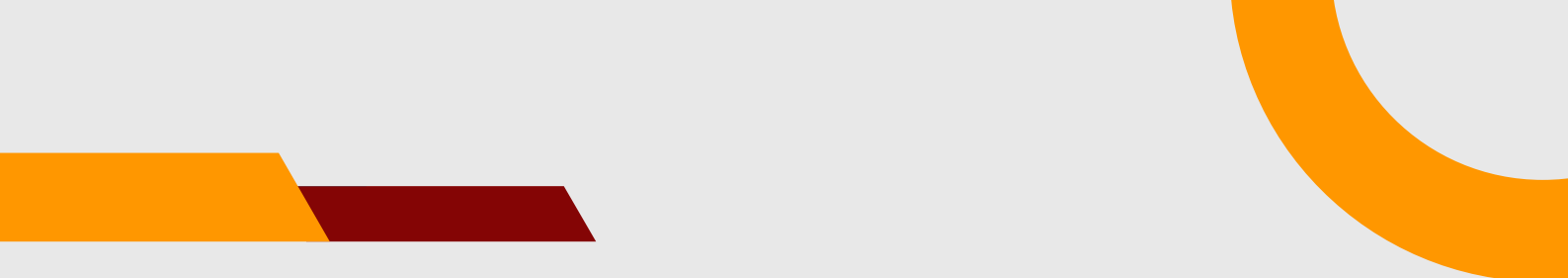
GRADING SYSTEM

Students are evaluated on a scale of A, B, C, I, or NG.

Honor roll distinctions are determined at each grading period. Students qualify by earning a GPA of 3.0 or higher. The grading system is as follows:

90-100	A	Excellent
80-89	B	Good
75-79	C	Average
70-74	D	Poor
Below 70	F	Failure
Incomplete	I	*
No Grade	NG	*

*An incomplete is assigned in rare cases where a student has not completed his/her assignments due to an illness or emergency. Students must complete course work by the end of the next grading cycle to remove an "I" or it will become a "0".



Per the Texas Education Code (25.092) and FEC (LOCAL), a minimum attendance requirement of 90% of class meetings for the award of course credit. Students who lose credit due to excessive absences may appeal if the student achieves an average of 70 or above at the end of the semester in which the no-credit (NG) status appears.

Grading weights are as follows:

- 40% for all major assignments**
- 40% for all minor assignments and**
- 20% for all daily grades.**

Final grades in a course will be calculated as follows: 75% classwork and 25% for final exams

Transcripts

Submit the request of a transcript online at the campus website. Final transcripts will be mailed approximately two weeks after graduation.

SCHEDULE CHANGES

Schedule change requests must be made in a timely manner. To request a schedule change, students must complete the Schedule Change Form found in the main office and send a message to Ms. Brady on Microsoft Teams or send an email

DUAL CREDIT COURSES

MCHS offers dual credit courses through HCC. A dual credit course is a college course taken by a high school student for which the student earns both college and high school credit.

Dual credit enables students to make substantial progress toward college degrees before they finish high school. Students may begin taking dual credit courses as early as their freshman year and can graduate with a level 1 certificate or as much as thirty or more college credits by the time they graduate from high school when they also take summer college classes.

Who is eligible to take Dual Credit Course?

- Must be complete one semester successfully at MCHS-Gulfton
- Must meet HISD criteria
- Must meet HCC requirements
- Must meet TSI placement requirements for Core Academic Courses

The State of Texas requires all students to take the Texas Success Initiative (TSI) test or a TEA approved college entrance exam prior to enrolling in college level coursework. Some students may be exempt from TSI based upon ACT, SAT or STAAR results. Students must provide proof of TSI exemption prior to enrolling in dual credit classes. Students should consult an HCCS counselor for TSI exemption scores.

OnRamps

We are now offering OnRamps dual credit courses in addition to the HCC workforce certification. OnRamps' 17 dual enrollment courses span Science, Technology, Mathematics, Arts, and the Humanities. Each course is modeled after one that is offered in-residence to students at The University of Texas at Austin and adheres to the same standards of quality, depth and complexity.

All OnRamps courses are designed to pique intellectual curiosity, stimulate scholarly inquiry and dialogue, and help students develop the skills, academic behaviors, and work habits necessary for college and career success.

General Certificate Level 1- Digital Communication-

Course	Credit Hour
ARTC 1325 Introduction to Computer Graphics	3
ARTC 1305 Basic Graphic Design	3
ARTC 1302 Digital Imaging 1	3
PHTC 1311 Fundamentals of Photography	3
IMED 1316 Web Design	3
ARTV 1351 Digital Video	3
Program Total	18

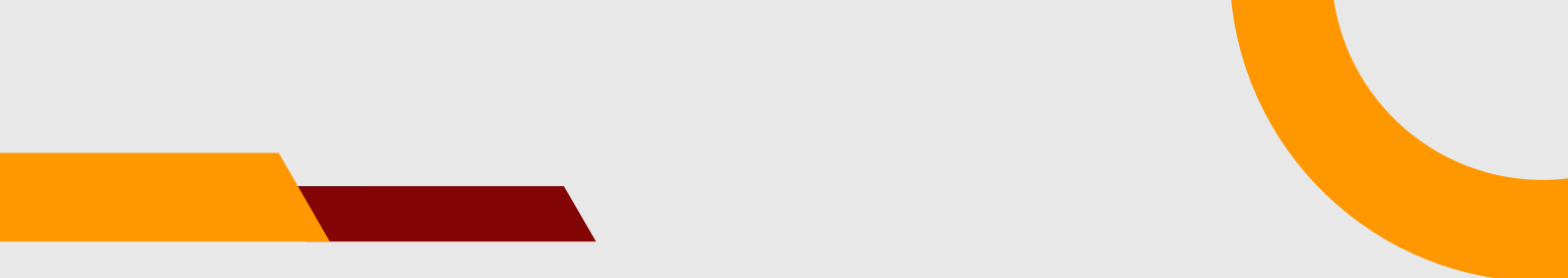
DUAL CREDIT RESPONSIBILITIES

MCHS students have an option to participate in a dual credit learning environment. Students can be embedded in HCC college courses alongside college students in the same class at the HCC West Loop Campus located at 5601 West Loop South. Students will have to provide their own transportation if choosing the off- campus option.

DUAL CREDIT EXPENSES

Public high school students who live in the Houston ISD may take dual credit classes tuition free.

MCHS also provides textbooks for a usage fee of \$25 per HCC course to each student taking dual credit courses. The fee must be paid prior to the first day of class. Students must return all college textbooks. Students must pay the full price for any textbooks that are not returned to MCHS. (See Textbook Policy).



Students will not receive progress reports or report card grades for college courses and are responsible for keeping up with their own grade. The college professor will give the grade and any disputes must be handled by the student through the HCC college grievance process. HCC will provide our registrar with the students' grades and the registrar will enter the credit onto the students' transcripts.

DROPPING OR WITHDRAWING FROM A COLLEGE COURSE

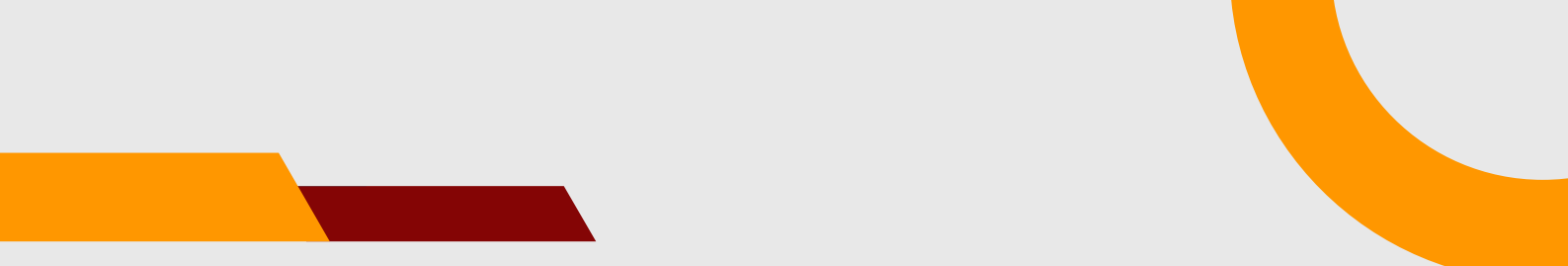
All college courses for students MUST be approved by the principal. Dropping or failing a college course will result in limitations on the amount and progression of college classes that may be taken by the student in subsequent semesters; this will include the placement of a "W" or "F" on the student's official HCC transcript which will be viewed for admissions into other Universities. Dropping a college course will require parent approval through the Principal's Office and the Registrar. Students not adhering to this procedure will not be allowed to take future dual credit courses.

Once approved to drop a course, a student who drops an HCC class before the official HCC last day to drop (generally two weeks into the semester) they must also adhere to the following procedures:

- The student must notify the Dual Credit Coordinator and Registrar, Ms. Brady.**
- The student must submit a copy of their new schedule to be placed in their Personal Graduation Plan and their high school schedule**

Note: The student's high school and college transcripts and GPA's will not be affected. During each fall/spring semester, there MUST be at least one HISD required course needed for high school graduation to maintain high school status to receive the state waiver to pay for HCC courses.

In the event a student enrolls in an HCC course, and they withdraw (after the official HCC last day to drop) or they fail the course, retaking the course will not be available as dual credit.



Options for credit recovery will be available through Online Credit Recovery, Credit by Examination, Virtual Schools, or some other means of non-dual credit recovery.

Six Drop Rule - Under Section 51.907 of the Texas Education Code “an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education. ” This statute was enacted by the State of Texas in the spring of 2007 and applies to students who enroll in a public institution of higher education as a first-time freshman in fall 2007 or later.

Any course that a student drops is counted toward the six - course limit if: (1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student’s transcript indicates or will indicate that the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution. Policies and procedures for this statute can be found on the HCCS website.

HCC students affected by this statute that have attended or plan to attend another institution of higher education should become familiar with that institution’s policies on dropping course

GRADUATION REQUIREMENTS

COURSE NO CREDITS

If students are experiencing difficulties in any subject, it is their responsibility to seek assistance. Students should check with their instructors to determine a time that would be convenient for them to receive additional instruction and/or make-up work. Multiple “No Credits” may jeopardize the student’s readmission.

CERTIFICATION

A certificate of coursework completion may be issued to a student who successfully completes the curriculum requirements identified by the State Board of Education but fails to perform satisfactorily on the TAKS/STAAR EOC. However, a student who receives a certificate will not be allowed to participate in graduation ceremonies.

RECOMMENDED GRADUATION PLAN WITH ENDORSEMENTS: FOR NINTH-GRADE STUDENTS ENTERING 2014-2015 AND BEYOND

There are multiple graduation plans available for students at MCHS. However, only students who fulfill the requirements of the recommended plan will be able to attend a four-year college upon high school graduation.

The recommended plan is 26 credits and consists of 4 years of English, Math, Science, and Social Studies, PE, Health, and 2 years of a foreign language, four courses in an endorsement pathway, and a CATE (technology,) Fine Art, and Communications.

Students wishing to enter the military, technical schools, or community colleges may graduate under the minimum plan. It consists of 22 credits, including 4 years of English and 3 years of Science, Math, and Social Studies.

No matter which graduation plan a scholar chooses, they will need to pass all five STAAR exams (English I, English II, Algebra I, Biology, and US History)

GRADE CLASSIFICATION

Freshman:	0 – 5 ½ credits
Sophomore:	6 – 11 ½ credits
Junior:	12 – 17 ½ credits
Senior:	18 or more credits

Academic Information

HOUSTON ISD GRADUATION REQUIREMENTS SIDE-BY-SIDE 19 TAC §74.12 <small>(Houston ISD, rev. 1/26/16) Per HISD Board Policy EIF (EXHIBIT) effective April 11, 2014</small>					
Course	Current Graduation Plans <small>(for 9th graders entering in SY 2012-2013 & 2013-2014)</small>			HB 5 Graduation Plans <small>(for 9th graders entering Fall 2014 and later)</small>	
	Minimum	Recommended	Distinguished	FOUNDATION 2014-15	+ ENDORSEMENT
ELA	English 1	English 1	English 1	English 1 or English SOL 1	
	English 2	English 2	English 2	English 2 or English SOL 2	
	English 3	English 3	English 3	English 3	
	English 4 or ELA Elective	English 4	English 4	Additional ELA <i>(see list)</i>	
Math	Algebra 1	Algebra 1	Algebra 1	Algebra 1	
	Geometry	Geometry	Geometry	Geometry	
		Algebra 2	Algebra 2	Algebra 2	
	Math Elective	Math Elective	Math Elective		Advanced Math Elective <i>(see list)</i>
Science	IPC (or Chem & Physics)	IPC or Science Elective	Science Elective	Biology	
	Biology	Biology	Biology	Chemistry or Adv Science <i>(see list)</i>	
		Chemistry	Chemistry	Physics or Adv Science <i>(see list)</i>	
		Physics	Physics		Physics or Adv Science Elec <i>(see list)</i>
Social Studies	World Geography or World History	World Geography	World Geography	World Geography	
	US History	US History	US History	US History	
	US Gov't / Economics	US Gov't / Economics	US Gov't / Economics	US Gov't / Economics	
PE	1 credit	1 credit	1 credit	1 credit	
Foreign Language		1st Year	1st Year	1st Year	
		2nd Year	2nd Year	2nd Year	
			3rd Year		
Fine Arts	1 credit	1 credit	1 credit	1 credit	
Speech	Comm. Apps - ½ credit	Comm. Apps - ½ credit	Comm. Apps - ½ credit		
Health	Health (local) - ½ credit	Health (local) - ½ credit	Health (local) - ½ credit	Health (local) - ½ credit	
Electives	1 credit	1 credit	1 credit	1 credit	
	1 credit	1 credit	1 credit	1 credit	
	1 credit	1 credit	1 credit	1 credit	
	1 credit	1 credit	1 credit	½ credit	
	1 credit	1 credit			Endorsement Elective
	1 credit				Endorsement Elective
Total Credits	22 credits	26 credits	26 credits	22 credits	26 credits

Per HISD Board Policy EIF (EXHIBIT) effective April 11, 2014

COLLEGE AND MILITARY CAREER READINESS

All students will be required to register and use Naviance, a college and career readiness platform that helps connect academic achievement to post-secondary goals.

Naviance helps students and families connect what students do in the classroom to their life goals, including finding colleges and careers based on their personal skills and areas of interests. Students also learn about their strengths and areas of interest and match those skills with college and career options that are the right fit for each student. Students can set personalized goals and manage all the tasks needed for postsecondary success by collaborating directly with our school registrar and college access advisor, HCC recruiter and CATE teacher.

Military – All four military branches will provide informal sessions twice a year to juniors and seniors. Student will be able to declare their intent into a military career

ACADEMIC DISHONESTY

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

In pursuit of this ideal, MCHS offers a framework which reflects this commitment and acknowledges that: academic honesty and mutual respect are shared responsibilities among students, parents, school staff, and visitors on campus.

Those students who participate in academic dishonesty adversely affect those who do not. High School students are under more pressure than ever to achieve high grades. Teachers will create conditions that discourage unethical behavior in the classroom setting.

There is a need for students to experience rewards for good ethics. Academic dishonesty includes, but is not limited to, the following:

- Ø Claiming credit for work which is not one's own (copying homework, copying test answers, submitting information downloaded/purchased from the internet, etc.).**
- Ø Allowing others to claim credit for the work (allowing others to view your homework or**
- Ø Using notes or other unauthorized material or being involved in unauthorized copying published works without proper source attribution.**
- Ø Submission of work for one class that had already been accepted.**
- Ø Communication during a test.**
- Ø Plagiarism**

Once an academic violation incident is reported, the principal will conduct a full investigation. If it is determined that an academic violation has occurred, disciplinary action will be taken and a grade of "0" will be assigned.

Appendix A

HISD Academic Calendar HISD Graduation Requirements

HOUSTON ISD GRADUATION REQUIREMENTS SIDE-BY-SIDE 19 TAC §74.12

(Houston ISD, rev. 1/26/16) Per HISD Board Policy EIF (EXHIBIT) effective April 11, 2014




Course	Current Graduation Plans (for 9th graders entering in SY 2012-2013 & 2013-2014)	Minimum	Recommended	Distinguished	HB 5 Graduation Plans (for 9th graders entering Fall 2014 and later)	FOUNDATION 2014-15	+ ENDORSEMENT
ELA	English 1	English 1	English 1	English 1	English 1 or English SOL 1		
	English 2	English 2	English 2	English 2	English 2 or English SOL 2		
	English 3	English 3	English 3	English 3	English 3		
	English 4 or ELA Elective	English 4	English 4	English 4	Additional ELA (see list)		
Math	Algebra 1	Algebra 1	Algebra 1	Algebra 1	Algebra 1		
	Geometry	Geometry	Geometry	Geometry	Geometry		
		Algebra 2	Algebra 2	Algebra 2	Algebra 2		
	Math Elective	Math Elective	Math Elective	Math Elective			Advanced Math Elective (see list)
Science	IPC (or Chem & Physics)	IPC or Science Elective	Science Elective	Science Elective	Biology		
	Biology	Biology	Biology	Biology	Chemistry or Adv Science (see list)		
		Chemistry	Chemistry	Chemistry	Physics or Adv Science (see list)		
		Physics	Physics	Physics			Physics or Adv Science Elec (see list)
Social Studies	World Geography or World History	World Geography	World Geography	World Geography	World Geography		
	US History	US History	US History	US History	US History		
	US Gov't / Economics	US Gov't / Economics	US Gov't / Economics	US Gov't / Economics	US Gov't / Economics		
PE	1 credit	1 credit	1 credit	1 credit	1 credit		
Foreign Language		1st Year	1st Year	1st Year	1st Year		
		2nd Year	2nd Year	2nd Year	2nd Year		
			3rd Year				
Fine Arts	1 credit	1 credit	1 credit	1 credit	1 credit		
Speech	Comm. Apps - ½ credit	Comm. Apps - ½ credit	Comm. Apps - ½ credit	Comm. Apps - ½ credit			
Health	Health (local) - ½ credit	Health (local) - ½ credit	Health (local) - ½ credit	Health (local) - ½ credit	Health (local) - ½ credit		
Electives	1 credit	1 credit	1 credit	1 credit	1 credit		
	1 credit	1 credit	1 credit	1 credit	1 credit		
	1 credit	1 credit	1 credit	1 credit	1 credit		
	1 credit	1 credit	1 credit	1 credit	½ credit		
	1 credit	1 credit					Endorsement Elective
	1 credit						Endorsement Elective
	1 credit						
Total Credits	22 credits	26 credits	26 credits	26 credits	22 credits		26 credits

Per HISD Board Policy EIF (EXHIBIT) effective April 11, 2014

HOUSTON INDEPENDENT SCHOOL DISTRICT

2023-2024 Academic Calendar

The figure displays 12 monthly calendars arranged in a 4x3 grid, covering the period from July 2023 to June 2024. Each calendar shows the days of the week (S-M-T-W-T-F-S) and the dates. Specific dates are highlighted: August 18, 2023, is circled in black. Other dates are highlighted in light blue: July 4, 5, 11, 18, 25; September 4, 25; October 1, 2, 3, 4, 5, 11, 18, 25; November 7, 20, 21, 22, 23, 24; December 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30; January 8, 15, 22, 29; February 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29; March 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30; April 10, 17, 24; May 27; June 6, 13, 20, 27.

Key  Holidays  Teacher Preparation Days (no students)  Teacher Development Days (no students)		Holidays September 4 Labor Day September 25 Fall Holiday November 20-24 Thanksgiving Holiday December 25-January 5 Winter Break January 15 Martin Luther King, Jr. Day March 11-15 Spring Break March 25 Chavez Huerta Day March 29, April 10 Spring Holidays May 27 Memorial Day June 19 Juneteenth	
School Day Start and End Times 7:30-3:00 Elementary 8:30-4:00 K-8 and Middle School 8:30-4:10 High School			
Significant Dates August 14, 2023 Teachers report to work August 28, 2023 First day of school December 22, 2023 Last day of first semester January 9, 2024 First day of second semester June 5, 2024 Last day of school for students June 6, 2024 Last day for teachers		Grading Cycles August 28-September 29 October 1-November 10 November 13-December 22 January 9-February 27 February 28-April 19 April 22-June 5	
		Report Card Date October 6 November 17 January 12 March 8 April 26 June 5 (ES, K-8, MS) June 14 (HS)	

updated 02/09/23

updated 02/09/23