



**Student Handbook  
2019-2020**

**1810 Stuart Street  
Houston, TX 77004  
713-942-1430**

This handbook belongs to:

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A Houston Independent School District  
Magnet High School



**Melissa Jacobs-Thibaut, Founding Principal**

## HAIS Collaborative Partners

- Houston Independent School District
- Houston Community College System
- Asia Society International Studies Schools Network, ISSN





## **HOUSTON INDEPENDENT SCHOOL DISTRICT BOARD OF EDUCATION**

The Board of Education is the official policy-making body of the Houston Independent School District. The nine trustees, elected from separate districts, serve staggered four-year terms. The board holds public meetings at 3:00 p.m. on the second Thursday of every month. The meetings are held in the HISD Board Auditorium, 4400 West 18th Street. Printed agendas are available from the Board Services office and the HISD Information Center—both located at 4400 West 18th Street. Agenda summaries are available [online](#).

**A Declaration of Beliefs and Visions:** The 1990 Board of Education produced "[A Declaration of Beliefs and Visions](#)," which launched a district wide movement to improve scholastic performance. The basic tenet of that document is HISD's commitment to focusing all of its resources on students and schools. To achieve that end, the school system is progressively decentralizing administrative authority and establishing critical decision-making and accountability at the campus level. In May 2001, the board approved an addendum reaffirming the philosophy and vision stated in the "Declaration" and proclaiming HISD's continued pursuit of the goals and ideals set forth in 1990.

### **Board of Education**

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## HOUSTON COMMUNITY COLLEGE SYSTEM BOARD OF TRUSTEES

The Board of Trustees envisions the Houston Community College System as an educational institution of choice for those who seek skilled training for the workforce, those who seek to upgrade their skills to enhance preparedness for economic opportunity, and those who seek lifelong seamless educational opportunities to enhance their quality of life. The Board views HCCS as an integral part of the economic and educational life of the community. Through quality partnerships and its responsiveness to community needs, HCCS provides a vital service.

Known for its quality and competency and its commitment to an open environment that fosters trust and confidence, HCCS provides opportunities to an ever-expanding body of students.

### **Board of Trustees**

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## **I. School Model**

### **Asia Society International Studies Schools Network (ISSN)**

Asia Society's International Studies Schools Network (ISSN) has been developed by a team of international studies scholars; world language experts and practitioners; and experts in youth development, literacy, math, and science, in conjunction with local school district and charter school leaders. As members of the Network, schools share best practices and lessons learned and participate in an intensive and authentic professional development experiences. Together, we envision a new approach to secondary school education that will improve young people's success in the global age.

In partnership with urban school districts and other collaborators, the goals of the ISSN are to develop small, effective secondary schools that prepare each of their students for college or other post-secondary education and to develop students' knowledge and understanding of world cultures, the ability to communicate in languages other than English (especially Asian languages), and the capacity to work, live and learn with others from differing cultural and ethnic backgrounds.

The core idea of these schools is that international knowledge and skills are no longer a luxury for diplomats, business leaders, or scholars. They are an everyday necessity for all citizens if we are to meet the economic and security challenges of the 21st century. Urban high school students deserve an opportunity to develop the capacity to be successful within the global environment. And we believe that the study of world cultures, languages, and international issues can serve as a catalyst for the reform of our nation's high schools.

### **Asia Society's International Studies Schools Network Grade Level Experiences**

The core idea of these schools is that international knowledge and skills are no longer a luxury for diplomats, business leaders, or scholars. They are an everyday necessity for all citizens if we are to meet the economic and security needs of the 21st century. Urban high school students deserve an opportunity to develop the capacity to be successful within the global environment. And we believe that the study of world cultures, languages, and international issues can serve as a catalyst for the reform of our nation's high schools.

### ***Grade Level Experiences***

At Houston Academy for International Studies, we engage in Grade Level experiences that align to the ISSN Global Graduate Profile. The Grade Level team teachers will create a grade level experience that includes Project Based Learning, Service Learning experiences, Academic and Social Emotional experiences, and End of the Year Activity.

These experiences will facilitate students' understanding of the world around them and how their learning at HAIS will create opportunities for action and change.

## **Profile of an ISSN Graduate**

The goal of the International Studies Schools Network (ISSN) is that every student who graduates from an ISSN school possesses the knowledge, skills, and habits of mind necessary to succeed and contribute in the 21st century global environment. It is a goal for each and every ISSN student; our mission is excellence and equity in the global era. The following is a profile of the attributes we strive to develop in each ISSN high school graduate.

ISSN graduates are **Ready for College**. They:

- Earn a high school diploma by completing a college-preparatory, globally focused course of study requiring the demonstration of college level work across the curriculum
- Have the experience of achieving expertise by researching, understanding, and developing new knowledge about a world culture or an internationally relevant issue.
- Learn how to manage their own learning by identifying options, evaluating opportunities, and organizing educational experiences that will enable them to work and live in a global society
- Graduate with all options open for post-secondary education, work and service

ISSN graduates have the **Knowledge Required in the Global Era**. They understand:

- Mathematics as a universal way to make sense of the world, solve complex, authentic problems, and communicate their understandings using the symbols, language, and conventions of mathematics
- Critical scientific concepts, engage in scientific reasoning, and apply the processes of scientific inquiry to understand the world and explore possible solutions to global problems
- How the geography of natural and man-made phenomena influences cultural development as well as historical and contemporary world events
- The history of major world events and cultures and utilize this understanding to analyze and interpret contemporary world issues
- Arts and literature and use them as lenses through which to view nature, society, and culture as well as to express ideas and emotions

ISSN graduates are **Skilled for Success in a Global Environment**. They:

- Are “literate for the 21<sup>st</sup> century” – proficient in reading, writing, viewing, listening, and speaking in English and in one or more other world languages

- Demonstrate creative and complex thinking and problem solving skills by analyzing and producing viable solutions to problems with no known or single right answer
- Use digital media and technology to access and evaluate information from around the world and effectively communicate, synthesize, and create new knowledge
- Make healthy decisions that enhance their physical, mental, and emotional well-being

ISSN graduates are **Connected to the World**. They:

- Effectively collaborate with individuals from different cultural backgrounds and seek out opportunities for intercultural teamwork
- Analyze and evaluate global issues from multiple perspectives.
- Understand how the world's people and institutions are interconnected and how critical international economic, political, technological, environmental, and social systems operate interdependently across nations and regions
- Accept responsibilities of global citizenship and make ethical decisions and responsible choices that contribute to the development of a more just, peaceful, and sustainable world.



## 2019-2020 HAIS Faculty and Staff

Name	Title
Melissa Jacobs Thibaut	School Principal
Franklin Chang	Dean of Instruction
Ellen Devaney Duplantier	Dean of Instruction
Chantae McCurdy	Campus Instructional Technologist
Jill Williams	Teacher Specialist
Angel Martinez	Counselor
Victoria Williams	Magnet Coordinator
Kimberly Courville-Williams	College Access Coordinator and Registrar
Donna Miles	Special Education Chairperson
<b>9th Grade Team</b>	
Sophia Baltz	Mandarin Chinese Teacher
Vijaya Bobba	Biology Teacher/HCC Instructor
Ariel Diallo	AP Human Geography Teacher
Yen Nguyen	Math Teacher/HCC Instructor
Vacant	PE Teacher
Lisa Williams	English I Teacher
<b>10th Grade Team</b>	
Chase Borger	English II Teacher
Usha Kala	Chemistry Teacher/HCC Instructor
Ratmany Kang	CTE Teacher
Rebecca Myers	AP World History Teacher
Ralph Polley	Math Teacher/HCC Instructor
Rachel Shyr	Mandarin Chinese Teacher
<b>11th Grade Team</b>	
Gil Fontanilla	Physics Teacher
Amanda Gillespie	English III Teacher/HCC Instructor
Keith Kim	Math Teacher/HCC Instructor
Edith Morton	ELA/Social Science Teacher
Avis Rodriguez	CTE Teacher
Laura Shepard	Business English Teacher/HCC Instructor
<b>12th Grade Team</b>	
Jo Ann Sherman	CTE Teacher/HCC Instructor
Jeremy Smith	CTE Teacher
Nolen Thorn	CTE Teacher
<b>HAIS Support Staff</b>	
Bernadette Leos	School Secretary
Benigno Acosta	Campus Building Engineer
David Warren	HISD Officer
Christopher Hernandez	Associate IT Customer Service Rep
Ariel Anderson	Senior Academic Tutor
Dhalia Benavides	Clerk
Jessica Paredes	Clerk
Rosanna Bravo	Custodian
Larry Edwards	Custodian

## 2019-2020 Bell Schedule

School hours are from 7:50 AM to 3:25 PM for students and 7:45 AM to 3:30 PM for teachers.

<b>MON/WED A Day</b>	<b>TUES/THURS B Day</b>	<b>FRIDAY Club Day</b>	<b>FRIDAY Early Dismissal</b>
<b>1<sup>ST</sup> PERIOD</b> 7:50-9:20	<b>6<sup>TH</sup> PERIOD</b> 7:50-9:20	<b>1st ROTATION</b> 7:50-8:45	<b>1<sup>ST</sup> PERIOD</b> 7:50-8:35
<b>2<sup>ND</sup> PERIOD</b> 9:25-10:55	<b>7<sup>TH</sup> PERIOD</b> 9:25-10:55	<b>2nd ROTATION</b> 8:50-9:45	<b>2<sup>ND</sup> PERIOD</b> 8:40-9:25
<b>1<sup>ST</sup> LUNCH (3<sup>RD</sup>/8<sup>TH</sup>)</b> LUNCH: 11:00-11:35 AVID: 11:40-12:15	<b>1<sup>ST</sup> LUNCH (3<sup>RD</sup>/8<sup>TH</sup>)</b> LUNCH: 11:00-11:35 AVID: 11:40-12:15	<b>AVID</b> 9:45-10:50	<b>3rd PERIOD/AVID</b> 9:30-10:15
<b>2<sup>ND</sup> LUNCH (3<sup>RD</sup>/8<sup>TH</sup>)</b> AVID: 11:00-11:35 LUNCH: 11:40-12:15	<b>2<sup>ND</sup> LUNCH (3<sup>RD</sup>/8<sup>TH</sup>)</b> AVID: 11:00-11:35 LUNCH: 11:40-12:15	<b>3rd ROTATION</b> 10:55-11:50	<b>4<sup>TH</sup> PERIOD</b> 10:20--11:05
<b>4<sup>TH</sup> PERIOD</b> 12:20-1:50	<b>9<sup>TH</sup> PERIOD</b> 12:20-1:50	<b>LUNCH: 11:50-12:35</b> <b>CLUBS</b> 12:35-1:25	<b>5<sup>TH</sup> PERIOD</b> 11:10-12:00 <b>Lunch</b> 12:00-12:30
<b>5<sup>TH</sup> PERIOD</b> 1:55-3:25	<b>10<sup>TH</sup> PERIOD</b> 1:55-3:25	<b>4th ROTATION</b> 1:30-2:25	<b>All students will be off campus by 1 PM.</b>
<b>Tutorials Daily 3:30 – 4:30 PM by Grade Level</b> <b>Please see each teacher for Tutorial Times</b>		<b>5th ROTATION</b> 2:30-3:25	

## **The HAIS School Structure**

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

HAIS students function in a college environment and will be guided by adult advocates to develop a sense of responsibility for their own learning through work and life tools acquired in Advisory, Service Learning, independent research projects and internships.

## **The Early College Model**

An early college school provides the high school-age students with a "seamless" pathway from high school to college. HAIS allows the high school student to gradually integrate into college course work through his or her traditional high school degree plan. This integration requires dual enrollment, with the student having to show mastery of the knowledge and skills necessary for success (Compass or another HCCS designated requisite test). HAIS is committed to giving individualized support for each student. Students who graduate from HAIS and spend an optional additional year will potentially have, not only a Texas Scholar diploma, but also will accumulate transferable college credits to the post-secondary institution of their choice. **Most** Texas Colleges accept HCCS college credits. In both instances, HAIS will provide strong support to each student and the family in obtaining entrance to, and success in, higher education.

## **Our Mission**

"Houston Academy for International Studies is the best high school for low-income students of average academic ability, because it gives students the opportunity to earn an Associates degree, provides a personalized learning environment, and exposes students to real-world and international experiences."

## **Our Guiding Principles**

### **Personalization**

The school and teachers will accommodate all students' diverse needs and talents with a personalized, nurturing environment.

The school will support students in identifying and achieving their life goals, in school and out. Promoting the growth of the whole person is one of the school's primary values.

Students will be active participants in the school and the classroom, assuming responsibility for their own learning. Teachers will guide students in reflection and self-assessment, constantly seeking feedback and evaluation of their progress.

### **Preparation**

The school will respect students' inherent desire to learn by pushing them toward their highest levels of achievement.

The school will honor students' search for meaning and self-motivation by providing authentic, meaningful learning experiences that hold relevance in their lives.

The school will prepare students for both higher education and the professional world by immersing them in interdisciplinary and interactive learning experiences. Learning will not be limited to the walls of the classroom—it must include real world experiences.

### **Perspective**

The school will prepare students to function as effective, competent and empathetic participants in their local and global communities.

Students will develop self and cultural awareness that will make them empathetic, informed citizens of the modern world.

### **Instructional Philosophy**

We believe that students can and must learn at relatively high levels of achievement. It is our job to create an environment in and outside our classrooms that result in this high level of performance. We are confident that with our support and help, students can master challenging academic material, and we expect them to do so. We are prepared to work collaboratively with colleagues, students, parents and the community to achieve this goal.

## **Service Learning**

Service-learning is a teaching method that combines meaningful service to the community with curriculum-based learning. Initially, the curriculum focus will be driven through the HAIS AVID Program. With the ISSN Graduate Portfolio System as a guide, the HAIS AVID curriculum was developed to support the development of positive workforce habits and contributing global citizen.

The three aspects of service learning include:

### ***Serving***

The service addresses a genuine community need, as determined by existing or student-led community assessments. The service is thoughtfully organized to solve a problem or make a positive contribution toward solving a problem. The students can complete the service requirement through:

- A. Grade level experience: Each grade level will build in service learning component as part of the grade level experience.
- B. Junior Service Learning Capstone: All 11th graders will complete a Service Learning Capstone Project in their Business English classes.
- C. Senior Practicum and Capstone: All 12th graders will complete a Senior Practicum experience at a site of their choosing.

### ***Linking***

Service projects are designed to meet real community needs and classroom goals. With strong links between the service and the learning, students are able to improve their academic skills and apply what they learn in school to the broader community. Through service-learning, students demonstrate to teachers what they are learning and how they are meeting specific academic standards.

### ***Learning***

Reflection is a key element of quality service-learning. Time and methods for students to reflect on and analyze their service experience are included in the Advisory Program and content classes. Through this process, students learn and understand the complexity of community issues. In addition, students understand how to view such issues in their broader social, political and economic contexts. Reflection and analysis help reinforce the connection between the students' service and the curriculum content.

## **AVID Coursework Program**

H AIS provides student support and enables strong relationships to develop through the AVID class. AVID classes consist students working together with a faculty advisor several times a week for ongoing academic and personal counseling and support. Every staff member in the school take responsibility for an AVID group. In many cases, teachers advise students they also teach in class, thus increasing the amount of time they spend together during the week.

The AVID class focuses on the curriculum of the AVID program and uses the skills and behaviors embedded in the ISSN Graduate Profile as a guide. The AVID curriculum teaches skills and behaviors for academic success, provides intensive support with tutorials, creates a positive peer group for students, and helps students develop a sense of hope for personal achievement gained through hard work and determination.

## **Advisory/AVID Goals and Objectives**

### **Effective Communicator:**

- o Develop intrapersonal and interpersonal skills with emphasis on group communication
- o Consider delivery of a message and use different forms of communication
- o Apply basic skills including reading, writing, and speaking to daily life situations
- o Develop ways to communicate articulately, effectively, and efficiently.

### **Proficient Problem Solver:**

- o Develop organizational skills
- o Analyze a problem and break it into its component pieces
- o Determine pros and cons of a problem's many solutions
- o Interpret and deconstruct symbols in the world.

### **Independent Worker and Thinker:**

- o Set goals and create a plan of action to accomplish those goals
- o Routinely evaluate the effectiveness of the action plan
- o Prioritize goals and desires by weighing the importance of each
- o Identify what s/he values
- o Identify personal strengths and weaknesses through self-exploration
- o Determine ways to focus oneself
- o Self-assess his/her work
- o Explore multiple frames of reference (e.g. testing pros/cons of a decision, forcing yourself into another point of view, examining the power of peer pressure)
- o Monitor his/ or her health, both mental and physical.

**Cooperative Team Member:**

- o Develop leadership skills
- o Know himself or herself and others
- o Develop the skills to support positive group dynamics
- o Demonstrate kind, cooperative, yet assertive behavior
- o Strengthen cultural awareness
- o Identify social properties
- o Understand power and cooperate with authority figures.

**Responsible Citizen:**

- o Identify and link together global, national, and local issues
- o Contribute through the democratic process
- o Create a relationship to money and determine how his/her money will affect the global economy
- o Consider his/her own welfare as s/he contributes to the greater society
- o Make a positive impact on the world around him/her (after helping him/herself);
- o Cultivate sound judgment
- o Create a “rubric” to apply to his/her life and his/her self-exploration.

## II. Course Planning and Grading

### HAIS CURRICULUM AND ACADEMIC SUPPORT

#### Grading-High School Grade Point Calculation

Grade Point Average (GPA) at HAIS is based on all courses completed and is computed as follows: **A = 4 points B = 3 points C = 2 points D = 1 point F = 0 points**

Grades in AP courses and Concurrent Course Credit classes approved by Houston Community College are given extra weight:

**A = 5 points, B = 4 points, C = 3 points**

#### Criteria for Grading High School Academic Subjects

<b>90-100</b>	Excellent quality of work through mastery of subject
<b>80-89</b>	Good quality of work - above average with consistent effort
<b>75-79</b>	Satisfactory quality of work, average achievement
<b>70-74</b>	Below quality of work expected – below average achievement
<b>Below 70</b>	Unsatisfactory quality of work – poor work, failing

#### Criteria for Grading Citizenship Traits

<b>E</b>	Excellent quality of behavior, totally self-disciplined
<b>S</b>	Satisfactory quality of behavior, cooperates readily
<b>P</b>	Poor quality of behavior, below average
<b>U</b>	Unsatisfactory quality of behavior, needs drastic improvement

#### Grading Periods

Each semester is divided into three six-week grading periods. If credit for the semester is not earned by obtaining a 70 or above in courses required for graduation, the student must repeat the semester.

<b>Grading Periods – 6 Cycles</b>	<b>Report Card Dates</b>
Aug. 26 – Oct 4	October 11, 2019
Oct. 7– Nov. 8	November 15, 2019
Nov. 11 – Dec. 19	January 10, 2020
Jan. 6 – Feb. 14	February 21, 2020
Feb. 17 – Apr. 3	April 9, 2020
April 6 – May 29	June 2, 2020



**Proactive Student Support**

The end goal for all academic support in the early college model is to facilitate the development of self-monitoring and self-advocacy skills on the part of the student. The HAIS community is dedicated to providing proactive intervention strategies in which to address the whole child - academic, social, and emotional needs. In this regard, a clear pathway is in place to monitor and support our students from entry until graduation. The first step in the process is always to contact a child's high school teacher and to keep the lines of communication open in regard to course expectations and deadlines. We encourage parents and students to be knowledgeable active participants in pursuing a rigorous education. Following is the sequence of interventions that HAIS has in place for student support.

**Tutorials**

Students who earn an average grade below 80 in any class for the six-week grading period or progress report will be placed in weekly tutorials. Teachers will inform students of tutorial schedules. Parents must pick up students no later than 5:00 pm upon tutorial dismissal. Arrangements for transportation must be made prior to tutorial days. Parents must make timely arrangements for pick-up of students.

**Credit Recovery**

HAIS follow the HISD credit recovery procedure. If you are placed on APEX credit recovery and failed to complete the APEX course, you will be placed in the face to face class on the following semester.

**GRADUATION REQUIREMENTS for students entering High School beginning with 2016-17 and beyond**

Discipline	Foundation HSP	*Recommended High School Program	*Distinguished Achievement Program
<b>English Language Arts</b>	<b>Four credits:</b> <ul style="list-style-type: none"> <li>• English I</li> <li>• English II</li> <li>• English III</li> <li>• An advanced English course</li> </ul>	<b>Four credits:</b> <ul style="list-style-type: none"> <li>• English I</li> <li>• English II</li> <li>• English III</li> <li>• English IV</li> </ul>	<b>Four credits:</b> <ul style="list-style-type: none"> <li>• English I</li> <li>• English II</li> <li>• English III</li> <li>• English IV</li> </ul>
<b>Mathematics</b>	<b>Three credits:</b> <ul style="list-style-type: none"> <li>• Algebra I</li> <li>• Geometry</li> <li>• An advanced math course</li> </ul>	<b>Four credits:</b> <ul style="list-style-type: none"> <li>• Algebra I</li> <li>• Algebra II</li> <li>• Geometry</li> <li>• An additional math credit</li> </ul>	<b>Four credits:</b> <ul style="list-style-type: none"> <li>• Algebra I</li> <li>• Algebra II</li> <li>• Geometry</li> <li>• An additional math credit</li> </ul>
<b>Science</b>	<b>Three credits:</b> <ul style="list-style-type: none"> <li>• Biology</li> <li>• IPC or an advanced science course</li> <li>• An advanced science course</li> </ul>	<b>Four credits:</b> <ul style="list-style-type: none"> <li>• Biology</li> <li>• Chemistry</li> <li>• Physics</li> <li>• An additional science credit</li> </ul>	<b>Four credits:</b> <ul style="list-style-type: none"> <li>• Biology</li> <li>• Chemistry</li> <li>• Physics</li> <li>• An additional science credit</li> </ul>
<b>Social Studies</b>	<b>Three credits</b> <ul style="list-style-type: none"> <li>• World History or World Geography</li> <li>• U.S. History</li> <li>• U.S. Government (one-half credit)</li> <li>• Economics (one-half credit)</li> </ul>	<b>Four credits:</b> <ul style="list-style-type: none"> <li>• World Geography (one credit)</li> <li>• World History (one credit)</li> <li>• U.S. History (one credit)</li> <li>• U.S. Government (one-half credit)</li> <li>• Economics (one-half credit)</li> </ul>	<b>Four credits:</b> <ul style="list-style-type: none"> <li>• U.S. History (one credit)</li> <li>• U.S. Government (one-half credit)</li> <li>• Economics (one-half credit)</li> <li>• World History (one credit)</li> <li>• World Geography (one credit)</li> </ul>
<b>Physical Education</b>	<b>One credit</b> (0.5 credit each from two different level of PE course)	<b>One credit</b> (0.5 credit each from two different level of PE course)	<b>One credit</b> (0.5 credit each from two different level of PE course)
<b>Languages Other Than English</b>	<b>Two credits in the same language</b> Two credits from Computer Science I, II, and III (other substitutions)	<b>Two credits in the same language</b>	<b>Three credits in the same language</b>

<b>Fine Arts</b>	<b>One credit</b>	<b>One credit</b>	<b>One credit</b>
<b>Speech</b>	<b>Demonstrated proficiency in speech skills</b>	<b>One-half credit from either of the following:</b> <ul style="list-style-type: none"> <li>• Communication Applications</li> <li>• Professional Communications (CTE)</li> </ul>	<b>One-half credit from either of the following:</b> <ul style="list-style-type: none"> <li>• Communication Applications</li> <li>• Professional Communications (CTE)</li> </ul>
<b>Electives</b>	<b>Five credits</b>	<b>Five and one-half credits</b>	<b>Four and one-half credits</b>
<b>Total Credits</b>	22	26	26

\* Only available for students who entered grade 9 before the 2014-2015 school year

**Texas Education Agency Endorsements for High School Diploma Offered at HAIS**

<p><b>Endorsements</b></p>	<p><b>A student may earn an endorsement by successfully completing</b></p> <ul style="list-style-type: none"> <li>• <b>curriculum requirements for the endorsement</b></li> <li>• <b>a total of four credits in mathematics</b></li> <li>• <b>a total of four credits in science</b></li> <li>• <b>two additional elective credits</b></li> </ul>
<p><b>STEM /MD Anderson Health Science</b></p>	<p>A coherent sequence or series of courses selected from one of the following:</p> <ul style="list-style-type: none"> <li>• CTE courses with a final course from the STEM career cluster</li> <li>• Computer science</li> <li>• Mathematics</li> <li>• Science</li> <li>• A combination of no more than two of the categories listed above</li> </ul>
<p><b>Business and Industry</b></p>	<p>A coherent sequence or series of courses selected from one of the following:</p> <ul style="list-style-type: none"> <li>• CTE courses with a final course from the Agriculture, Food, &amp; Natural Resources; Architecture &amp; Construction; Arts, Audio/Video, Technology &amp; Communications; Business Management &amp; Administration; Finance; Hospitality &amp; Tourism; Information Technology; Manufacturing, Marketing; Transportation, or Distribution &amp; Logistics CTE career cluster</li> <li>• The following English electives: public speaking, debate, advanced broadcast journalism including newspaper and yearbook</li> <li>• Technology applications</li> <li>• A combination of credits from the categories listed above</li> </ul>
<p><b>Arts and Humanities Public Policy and Administration</b></p>	<p>A coherent sequence or series of courses selected from one of the following:</p> <ul style="list-style-type: none"> <li>• Social studies</li> <li>• The same language in Languages Other Than English</li> <li>• Two levels in each of two language in Languages Other Than English</li> <li>• American Sign Language (ASL)</li> <li>• Courses from one or two categories (art, dance, music, and theater) in fine arts</li> <li>• English electives that are not part of Business and Industry</li> </ul>

<b>Multidisciplinary Studies</b>	<p>A coherent sequence or series of courses selected from one of the following:</p> <ul style="list-style-type: none"> <li>• Four advanced courses that prepare a student to enter the workforce successfully or postsecondary education without remediation from within one endorsement area or among endorsement areas that are not in a coherent sequence</li> <li>• Four credits in each of the four foundation subject areas to include English IV and chemistry and/or physics</li> <li>• Four credits in AP, IB, or dual credit selected from English, mathematics, science, social studies, economics, languages other than English, or fine arts</li> </ul>
<b>Total Credits w/endorsement - 26</b>	
<b>Distinguished Level of Achievement</b>	<ul style="list-style-type: none"> <li>• A total of four credits in math, including credit in Algebra II</li> <li>• A total of four credits in science</li> <li>• Completion of curriculum requirements for at least one endorsement</li> </ul>
<b>Performance Acknowledgments</b>	<p>For outstanding performance</p> <ul style="list-style-type: none"> <li>• in a dual credit course</li> <li>• in bilingualism and biliteracy</li> <li>• on an AP test or IB exam</li> <li>• on the PSAT, the ACT-Plan, the SAT, or the ACT</li> </ul> <p>For earning a nationally or internationally recognized business or industry certification or license</p>

### HAIS 2019-2020 Courses

9 <sup>th</sup> Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade
PreAP English 1A/B	PreAP English 2 A/B	English 1301/1302 (HCC) AP English Language	<u>AP English Literature</u> English 2322/2323 (HCC)
<u>PreAP Algebra 1A/B</u> Pre AP Algebra II	<u>PreAP Algebra II A/B</u> Math 1314 Alg 2B(HCC)	<u>PreAP Algebra II A/B</u> Math 1314 Alg 2B (HCC) AP Calculus, AP Statistics, Pre-Calculus Math 1324/Math 1325 (HCC)	AP Calculus, Pre- Calculus, Math 1324/Math 1325 (HCC)
PreAP Biology A/B	PreAP Chemistry A/B	Physics A/B AP Biology	AP Chemistry, Science Research and Design, HCC Science (same course content),
AP Human Geography	AP World History A/B	History 1301/1302 (HCC)	<u>Government &amp; Economics</u> Government 2305 (HCC) Economics 2301 (HCC) Government 2306 (HCC)
College Skill Building (EDUC 1300), LOTE, Business Information Systems, PE, Health (HCC), Elective, Political Science	LOTE, Concepts of Engineering, Graphic Design, Fine Arts, Speech, PE, Health (HCC) Political Science	LOTE, Business English, Health, Electives, Engineering Math, HCC courses	LOTE, Independent Study Mentorship, Electives, HCC courses

### III. 2019-2020 Student Expectations

#### Student Teacher Communication

Students are expected to use their HISD student email address when sending academic related communication to the HAIS faculty. Students are responsible for checking their HISD emails twice a week.

Students are expected to use their HCC student email address when sending academic related information to their HCC instructors, HCC Dual Credit Coach or HAIS Dual Credit Instructors.

#### IDENTIFICATION CARDS

##### HCC and HAIS Issued ID Cards

Each HAIS student that attends HCC courses will have an HCC I.D. issued to them, free of charge, with their picture on it. HAIS will provide all students with ID cards free of charge. Students are responsible for having this I.D. on them **at all times**.

Lost or stolen HAIS ID cards must be replaced through HAIS. Replacement cards can be purchased for \$5.00. Lost or stolen HCC ID cards must be replaced through HCC. The student is responsible for going to the HCC security office and having a replacement I.D. made at the cost of \$5.00. All students must have a HAIS ID card. Lost or stolen ID cards issued by HAIS must be replaced.

Students present their IDs to sign in and out for HCC. Disciplinary consequences will be administered for students who consistently lose or forget their IDs, including parent conference, detentions, etc.

##### Dual Credit

HAIS offers dual credit courses through HCCS. 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 who begin taking courses in their junior year can earn thirty or more college credits by the time they graduate from high school when they also take summer college classes.

**Students need to have their HAIS Student ID with their HCC ID number visible at all times. Students need to use their HCC email when sending an email to their HCC Instructor, including HAIS Dual Credit faculty.**

##### Who is eligible to take Dual Course Credit?

- Must meet HISD criteria
- Must meet HCCS requirements
- Must meet TSI placement requirements

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.

### **Dual Credit Expenses**

Public high school students who live in the Houston ISD City may take dual credit classes tuition free. **Students need to complete a Textbook Request Form for all HCC Textbooks every semester.** Students must return all college textbooks issued by HAIS. Students must pay the full price for any textbooks that are not returned to HAIS. (See Textbook Policy).

### **Dual Credit Responsibilities**

HAIS students take HCC college courses alongside college students in the same class. Students are completely responsible for meeting the requirements of the syllabus and the course expectations of the professor. 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 (see dual credit handbook).

### **Dropping or Withdrawing From a College Course**

- HAIS has a course Drop Policy. Dropping a college course will require parental approval, professor approval, and HAIS admin approval. Please see the policy in Appendix A. Students will not be approved to drop a HCC class if the student did not request a textbook.
- All college courses for students MUST be approved by the student's Dean or Counselor.
- The *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" and "F" on the student's official HCC transcript which will be viewed for admissions into other Universities. **Students can drop a course without penalty before the HCC OFFICIAL DAY OF RECORD. After the HCC OFFICIAL DAY OF RECORD, all drop requests need to be approved by the Dean. Once approved to drop a course, a student must drop an HCC class before the official HCC last day to drop. A grade of a "50" will also be placed on HAIS transcript.**



- Students must adhere to the following procedures before dropping a class
  - The student must meet with the Dean or Counselor to adjust their schedule.
  - The student must get their new schedule signed by all the new teachers.
  - If changes take place, proper procedures must be followed within the appropriate time frame.
  - The student must submit a copy of their new schedule to be placed in their Personal Graduation Plan and their high school schedule
- 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.
- 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 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**

<http://imc02.hccs.edu/gcac/drop.htm>

HCC students affected by this statute that has attended or plans to attend another institution of higher education should become familiar with that institution's policies on dropping courses.

**Additional HCC Information**

- Students whose HCC GPA drops below a 2.0 will be placed on Academic Probation or Suspension at HCC. These students are also subject to probation at HAIS.
- HCC Tutorials
  - **Free Tutoring is available in the Learning Emporium**
- Students who are referred to the HAIS administration or HCC administration for discipline issues at HAIS or HCC may risk losing HCC privileges, including enrolling in classes.
- Important HCC Contact Information
  - Academic Dean: 713-718-6080
  - Office of Students with Disabilities: 713-718-6164

### **Academic Probation and Academic Suspension**

1. Students are required to attend an academic counseling session or SLIP session when student received an academic hold for Academic Probation. To register for a SLIP session, student need to find an available session online [https://forms.hccs.edu/PerfectForms/PresentationServer/\(S\(4oe0wr45rfhrb0551eiihv55\)\)/Form.aspx/Play/BogAggEh?f=BogAggEh](https://forms.hccs.edu/PerfectForms/PresentationServer/(S(4oe0wr45rfhrb0551eiihv55))/Form.aspx/Play/BogAggEh?f=BogAggEh)
2. Students who are placed on ACADEMIC SUSPENSION when students fail to be successful in HCC classes even after placements on Academic Probation. Students on ACADEMIC SUSPENSION can either 1. Sit out for one semester (not counting Summer Sessions) or 2. File an appeal to be able to take classes.

**2019-2020 HCC Sign Out/Go Center Available Times**

<b>Period</b>	<b>Sign Out Times</b>
1st/6th	7:25-8:15AM
2nd/7th	9:10-9:35AM
Seniors <i>(only)</i>	11:30-11:45AM
4th/9th	12:10-12:30PM
5th/10th	1:30-2PM

**\*\*NO ID? Purchase a temporary ID for \$1 or a new one for \$5!\*\***

**NOT SIGNING OUT RESULTS IN ABSENCES!**

**NO SIGN OUTS ON *FRIDAYS!* GRADES 9-11 TO REMAIN ON CAMPUS**

**If the Go-Center is ever closed, check in Room 112 for Sign Outs!**

***\*LAST RESORT is to check in the FRONT OFFICE\****

**2019-2020 HAIS BUS SCHEDULE**

HAIS students attending HCC will be released **from class 5 minutes** prior to class being over. Students are expected to sign out using their HAIS ID in the main office. Students cannot board shuttle without proper identification.

HAIS DEPARTURE		HCC DEPARTURE
1 <sup>st</sup> /6 <sup>th</sup> PERIOD		
7:35 AM	Pickup and Drop off	7:40 AM
7:45 AM	Pickup and Drop off	7:55 AM
8 AM	Pickup and Drop off	8:10 AM
8:15 AM	Pickup and Drop off	8:30 AM
9:10 AM	Pickup and Drop off	9:20 AM
2 <sup>nd</sup> /7 <sup>th</sup> PERIOD		
9:25 AM	Pickup and Drop off	9:35 AM
9:40 AM	Pickup and Drop off	9:50 AM
9:55 AM	Drop off to HAIS only	10:05 AM
10:40 AM	Drop off to HAIS only	10:50 AM
3 <sup>rd</sup> /8 <sup>th</sup> /LUNCH PERIOD		

<b>HAIS DEPARTURE</b>		<b>HCC DEPARTURE</b>
11:00 AM	Drop off to HAIS only	11:10 AM
No Bus Service from 11:20 AM to 12 Noon Bus Driver Lunch		
12:15 PM	Pickup and Drop off	12:20 PM
4 <sup>th</sup> /9 <sup>th</sup> PERIOD		
12:25 PM	Pickup and Drop off	12:35 PM
12:40 PM	Pickup and Drop off	12:50 PM
12:55 PM	Pickup and Drop off	1:05 PM
1:40 PM	Pickup and Drop off	1:50 PM
5 <sup>th</sup> /10 <sup>th</sup> PERIOD		
1:55 PM	Pickup and Drop off	2:05 PM
2:10 PM	Pickup and Drop off	2:20 PM
3:15 PM	Pickup and Drop off	3:25 PM
3:30 PM	Pickup and Drop off	3:40 PM

### **Advanced Placement (AP) Courses**

All students will participate in Advanced Placement courses wherever applicable in the schedule. HAIS is an Early College campus. Students will either take college classes at HCC or AP classes with college credit potential at the high school. Students need to follow the Advanced Placement process to register for non grade level. **Students are not permitted to drop AP courses after the first 15 days of the first semester. HAIS staff will not consider mid-semester drops. AP is a year-long commitment. All students enrolled in an AP course are required to take the AP exam, no exceptions.**

### **Class Rank**

The numerical ranking of seniors is determined by straight rank of cumulative GPAs from highest to lowest, and the class is divided into percentage groupings and into quartiles. HAIS graduating seniors receive both a preliminary and a final class ranking during their graduating year. Preliminary class rankings are issued in September based on the student's grades from all courses taken for high school credit through the spring semester of his/her junior year. At the close of the fall semester during his/her senior year (usually February), the registrar calculates final class ranks for seniors based on all grades earned through the seventh semester.

### **Collegiate Privileges -after each progress report and report cards**

Collegiate Privileges is a reward system for students who have excelled in their academics. Students will receive Collegiate Privileges **after each progress report (Lunch Collegiate Privileges) and report cards (Early Dismissal Collegiate Privileges).**

#### **The criteria for Collegiate Privileges is as followed:**

In order to earn Lunch Collegiate Privileges on a Rotation Friday, the student should have all All A/ B in core subjects on their progress report or Grade Level team discretion.

In order to earn Early Dismissal Collegiate Privileges on a Rotation Friday, the student should have all All A/ B in core subjects on their report card or Grade Level team discretion.

### **MAGNET PROBATION CONTRACTS**

Students who demonstrate a need for probationary contracts for conduct, academics or other areas of need will be assigned a personalized probationary contract. Interest, respect, and desire for achievement must be evident in the student. Each case is reviewed closely and is considered based on faculty and administration recommendations and observations. If improvement is not met by the specified date, the administration will take necessary actions to provide the student with alternative placement, sending the student to the zoned school, or as determined by the administration.

## ACADEMIC DISHONESTY

H AIS 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, H AIS 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 must 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:

- Claiming credit for work which is not one's own (copying homework, copying test answers, submitting information downloaded/purchased from the internet, etc.).
  - Allowing others to claim credit for the work (allowing others to view your homework or assignments, etc.).
  - Using notes or other unauthorized material, or being involved in unauthorized communication during a test.
  - Copying published works without proper source attribution (including the downloading of computer files), either directly or with only minor editing.
  - Deceptive submission of work for one class that had already been accepted for credit, in its present form, in another class.
- **Any student caught violating any of these rules will receive a zero on the assignment in question, academic probation, suspension, and subject to removal from the program.**
    1. First offense: Students will receive an "F" on the assignment/test and parent conference
    2. Second offense: Students will receive an "F" on the assignment/test and will be assigned a disciplinary consequence (for level 2 or 3 offense)
    3. Subsequent offense: Student will receive an "F" on the assignment/test and will be placed on magnet probation

## Bus Violations

Students are expected to be at the shuttle locations on time. No eating or drinking on the bus. Inappropriate behavior or lack of signing in/out will result in the following consequences:

### Consequences

1. Warning
2. Detention. Call Parents.
3. Friday Detention. Parent Conference.
4. Administrative Referral.

## ATTENDANCE

### HISD Attendance Policy

A student is considered tardy if he or she is not in the classroom at the assigned time. Classroom teachers will keep accurate records of student tardiness. **If a student is 30 or more minutes late to class, they must be counted as absent.** Students found in the halls during class time without a valid permit will be considered truant. These students are subject to the punishment listed in the HISD Code of Student Conduct. Please make every effort to arrive to school on time and attend daily.

### Absences

Students who have been absent or tardy must present a written excuse from the parents, guardian or physician when they return to school. Excuses for absences and tardies are: 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, or "any other cause acceptable to teacher, principal, or superintendent." Written excuses for absences or tardies should be in the school's possession no later than three school days after the date of the absence or tardy. The three-day period shall begin with the day the student returns to school. It is the **STUDENT'S RESPONSIBILITY** to ask the teachers for missing assignments and make arrangements for making up the missed assignments.

### Attendance, In Class

Secondary teachers must check attendance each class period each day. The absences are either excused or unexcused and must be recorded accordingly. Absences for extracurricular activities do **not** count as absences as they apply to the HISD attendance policy unless a student accumulates more than five for one semester. If a student accumulates more than five absences for extracurricular activities for one semester in one class or subject, each absence over five becomes an "NG" which results in a "No Grade" for the course/credit and students need to recover the attendance hours per school and district policy. A student must be in attendance at least 35 minutes during a regular class period or **60 minutes in a 90-minute class period in order to be counted present. All students need to sign out before leaving campus for their HCC class. A student can accumulate "NG" hours and will still need to make up the hours even for the HCC classes.**



The counting of all absences, excused and unexcused, begins the day after a student is enrolled in an HISD school for the first time for that school year. If a student transfers from one HISD school to another all absences should be transferred and applied to that class or subject at the new school.

### **Truancy and the Courts**

Unexcused absences become a truancy offense and are reported to the court system according to HISD policy. A court case may be filed on a student along with a case against his/her parents/guardian after at least three unexcused absences in a four-week period of the current school year. A court case must be filled on a student, along with his/her parents, after at least 10 unexcused absences in a six-month period of the current school year. Parents will be notified by issuance of a **truancy letter**.

### **Tardy Policy**

When entering the campus the student must report to the main office and sign-in the Student Tardy Log before going to class for instruction. Any student late to school during 1<sup>st</sup> and 6<sup>th</sup> periods must report to the main office to obtain a tardy pass. Please note that multiple tardies will result in disciplinary action such as the following:

#### **1<sup>st</sup> - 3rd Tardy – Warning/Phone Call Home**

**Subsequent Tardies can result in additional disciplinary actions including detention, attendance contract and/or potential Magnet Probation.**

This process will repeat itself until the end of each 6-weeks. Students will be notified in AVID of impending disciplinary action. A phone call will be made home to notify the parent. Failure to comply with assigned disciplinary action will result in a meeting with the school administration and possibly further discipline at the Principal's discretion. Students who are late to campus due to HISD Transportation will not be penalized for tardies.

For all other class periods, teachers will implement their tardy policy.

### **Attendance, To Gain Credit**

TEC §25.092 states that "a student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered." In an 18-week semester with an every-other-day (A/B) block schedule a student may not have more than two unexcused absences per semester per class to receive class credit.

Pursuant to state law, each school campus shall have a School Attendance Committee. The committee shall review petitions for class credit for students who were in attendance fewer than the number of days required for the semester or year. **Students will receive an "NG" for excessive absences. Students who receive an "NG" including HCC classes can restore grades and credits by making up attendance hours. Students can obtain the Attendance Restoration Form from the Dean or the Counselor.**

## **STUDENT CODE OF CONDUCT**

### **Recognition & Respect of School Authority**

Students are responsible for identifying themselves when requested by school personnel and for abiding by directives of all staff members, including: teachers, administrators, custodians, grounds supervisors, teachers' aides, secretaries and clerks. Failure to do so will be considered defiance. **Every adult on the campus from administrators to teachers to support staff are to be treated with respect; failure to do so will result in a referral to the HAIS Administration.**

### **Student Conduct**

The HAIS staff is committed to providing an orderly and caring environment in which students feel comfortable, share responsibility for maintaining a positive school climate, and take pride in their school and their achievements. Attitudes and behaviors that promote mutual respect and harmonious relations will be continuously encouraged. HAIS shall promote nonviolent conflict resolution techniques and provide students opportunities to voice their concerns about school policies and practices.

HAIS highly recommends all students and parents to review the HISD Student Code of Conduct. Violations will be issued consequences. The Student Code of Conduct changes from year to year and should be reviewed by students and parents. A copy of a signed Student Code of Conduct review will be kept on file on all students as acknowledgement of receipt and review of this document.

### **Student Discipline**

Student discipline is handled on an individual basis. General discipline will be dealt with by the HAIS teaching staff, and extreme cases will be handled by the administration in accordance with the HISD Code of Student Conduct. If you need a copy of the HISD Code of Student Conduct please inquire in the Main Office.

The goal of student discipline is restorative discipline. In order to establish a collaborative learning classroom, students will need to know the offense, consequences of offense and restoration of trust to the teacher and peers

- **First offense - Student conference and parent contact.** *Student conference is encouraged to include 1. Define the issue 2. Ownership of the responsibility 3. Consequences and actions for both parties to restore the relationship.*
- **Second offense- Teacher held detention and/or grade level teacher conference with student.**
- **Subsequent offense(s)-Dean referral for discipline**

Violations of the school policy or HISD policy will be issued consequences as determined by the administration.

### **Cyber Bullying**

Cyber-bullying (cyber bullying, 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. The Houston Independent School District has a zero tolerance of bullying of any kind. Students are urged to report cyber bullying immediately to school personnel.

## **Dress**

The Administration of HAIS believes that appropriate dress and grooming contribute to a productive learning environment in high school and college classes. The Administration expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Violations of the dress code will be documented and consequences will be issued.

Students are allowed to wear pants, including jeans, skirts, or shorts in various colors.

**Shorts and skirts must be as long as a student's fingertips.** Shirts may be sleeveless but they must come to the end of the shoulder. Shirts must be buttoned at all times.

### **The following clothes are not permissible:**

- Leggings (leggings are OK if underneath dresses, skirts, etc.)
- Gym Shorts/ Sports pants (athletic tights, spandex, running shorts, etc.)
- Pajama pants/onesies
- Transparent Clothing (lace, mesh, net)
- Pants with excessive or inappropriate holes
- Flip flops, shower shoes, slide-on shoes (sandals must have backstrap)
- Shirts that expose the midriff or upper body area
- Shirts with bare backs or spaghetti straps
- No clothes that reveal shoulders (spaghetti straps, athletic jerseys, etc).  
Sleeveless shirts are OK.

Jewelry or clothing promoting sex, drugs, alcohol, or gangs are not permitted. Undergarments should not be visible. The HAIS administration reserves the right to limit piercings that are distracting or dangerous to the learning environment.

Any student in violation of the code will receive the consequences as follows:

### **1<sup>st</sup> - 3<sup>rd</sup> Violation – Warning/Phone Call Home**

**Subsequent Violations can result in additional disciplinary actions including detention and/or potential Magnet Probation.**

The administration reserves the right to determine appropriate dress for dress code violations not specified in the above list.

## IV Activities and Services

### Club/Organization Activities

Clubs will meet on Fridays. Clubs are based on the needs and resources of the school and students; they are student-led. It is a privilege to lead a club on the H AIS campus. Sophomores and Juniors are eligible to apply to lead a club; club leaders are responsible for planning engaging activities aligned with the goals of the Club. In order to be a Club Leader, grades must be acceptable and student must in good standing in conduct. A faculty adviser will be present during clubs. All school and district policies still apply during club activities and organization.

### Fund Raising Activities

The following guidelines apply for all fundraising activities:

1. Money collected from activities done in the school's name becomes the property of the club/organization conducting the event. If students or faculty are involved in the collection of their monies, then the funds are to be handled through the school activity fund account as a club function. This is HISD policy and will be strictly enforced.
2. Any club/organization found to be conducting a fundraiser on or off campus in the name of H AIS without prior approval will be subject to penalty. This will involve forfeiture of all profits from the fundraising activity. All monies collected without approval will be deposited into the school's general account. Any fundraising activities, even those held off campus, are considered to be extensions of the school program and all funds raised are considered school funds subject to these guidelines.
3. All fundraising activities must be pre-approved by a campus administrator; students may not sell fundraising items on H AIS campus for outside organizations.

It is in our best interest to make sure that our fundraising activities comply with all HISD and UIL regulations.

## HEALTH SERVICES

### Immunizations

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

Texas Senate Bill 1107 passed in May 2011, requires that new HCC students are required to present a physician-signed certificate showing they have been vaccinated against bacterial meningitis. The immunization must be administered at least 10 calendar days before the start date of your classes and must have been received within the last five years. **You are expected to monitor your HCC account to make sure that you do not have any meningitis holds.**

### **Medication at School**

Students should not bring medication to school **without consulting with the school administration**. Medications shall be administered only by employees designated by the Principal. Administration of medication is allowed only with physician and parental permission. The parent must sign form 40.3740, this can be found in the Dean's office, and the physician can sign the form or attach a statement. This must be on file before the medication is administered.

### **Tobacco Use/Energy Drinks**

Smoking presents a health hazard which can have serious consequences both for the smoker and the nonsmoker. Students shall not be allowed to smoke, chew or possess tobacco or nicotine on school property or during school hours, at school-sponsored events, or under the supervision of district employees. Students who violate this policy shall be subject to disciplinary procedures. Consequences for smoking and/or chewing tobacco on campus are addressed in the HISD Code of Student Conduct.

There are increasing numbers of students who are drinking Creatin-based energy drinks. It is the school's position to sternly recommend against students drinking these because of the detrimental health factors that these drinks cause. A majority of them contain Creatin which increases the size of a person's cells by going into the liver. This product affects the liver. It raises the chances for dehydration, and if combined with any other type of medication can be extremely dangerous.

## **FOOD SERVICES & SCHOOL PROPERTY**

### **Cafeteria/Food Services/Lunch**

Food services will be provided by Houston ISD. Breakfast and lunch will be served on campus daily. Breakfast is FREE. Students may also bring their own lunch. Parents may not deliver lunches from "fast food" places. Only healthy lunches are allowed in delivery cases. Classes will not be interrupted for food deliveries. Please deliver in a timely manner. No UBER eats or other food delivery services. **NO GLASS BOTTLES OR CONTAINERS ARE ALLOWED ON CAMPUS.**

**Students are expected to eat lunch at HAIS during their designated lunch time. The HAIS cafeteria stays open past the regularly scheduled lunch time for students who have an HCC class during lunch time. Students who have class during lunch time are expected to return to HAIS to eat their lunch in the cafeteria. The following rules are strictly enforced at HAIS:**

- **Students do not have permission to eat in classrooms or times outside of the lunch period.**
- **Students may not have food delivered to the HAIS campus.**

Parents are to call in advance if they wish to have lunch with their child. HAIS values the full day as an opportunity to learn. HAIS has arranged for speakers, lectures, special presentations, professors and other academic opportunities that students can benefit from and actively be engaged in during lunchtime. HAIS highly recommends and appreciates all parents calling in advance to make arrangements to have lunch with their child.

## **Breakfast**

Breakfast is from 7:30-7:45 AM. We encourage all students to eat breakfast and start their day with a healthy meal. Breakfast is FREE!

## **Cafeteria Rules**

1. After eating, all trays, silverware, cans, bottles, etc., are to be placed in a trash can.
2. Leave the tables and floor around your place in a clean condition for others.
3. Students are not permitted to leave school premises during lunch.
4. Any student damaging school property will pay for the replacement of the property.
5. Pick up any trash, even if it's not your own - we are all responsible for keeping the campus clean.

## **Litter/ Graffiti**

Maintaining an attractive campus requires the help of all persons, particularly students, in depositing litter into trash cans. This applies to both outside and inside areas. There is to be **absolutely no writing, tagging or drawing** on any HAIS, HCC Campuses or on HISD property. This includes: desks, walls, bathroom stalls, chairs, benches, computers or textbooks. Any student caught defacing this or any other school property will serve high consequences and have to compensate for the property they damaged and pay an HISD Police Department fine for defacing school property. Gum chewing is not allowed on campus. Gum chewing violations will be issued a consequence. Gum can damage our flooring, furniture and learning environment. Gum is not allowed on campus.

## **LOST AND FOUND**

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

## **Personal Property Protection**

- The HAIS community would like to assume that all students will respect other people's property, but unfortunately, that is not always the case. Occasionally, property is stolen or vandalized. Students are responsible for protecting their personal property from theft and vandalism. While the campus is well supervised, school officials can't be everywhere at all times. ***The school is not responsible for the security of personal property.***
- Backpacks and personal belongings should not be left unattended. Lockers and bikes should be secured at all times. Students are responsible for providing their own locks for bicycles.
- All students are subject to unannounced searches of backpacks, etc. by an administrator.
- Reports of theft or vandalism should be reported immediately to an administrative staff member. The school will investigate all reports of theft. Students are encouraged to file police reports if a bike or car has been vandalized. Recovered goods will be returned to their rightful owner.

- Students caught stealing or vandalizing school or personal property will be subject to the appropriate disciplinary consequences and restitution. A police report will be made.

### **Student Expression**

Free inquiry and exchange of ideas are essential parts of a democratic education. The HAIS Staff respects students' rights to express ideas and opinions, take stands, and support causes, whether controversial or not, through their speech, their writing, their clothing, and the printed materials they choose to post or distribute.

Student freedom of expression shall be limited only as allowed by law in order to maintain an orderly school environment and to protect the rights, health, and safety of all members of the school community. Students shall not be disciplined solely on the basis of constitutionally protected speech or other communication.

### **Students on Other Campuses**

Houston Independent School District students may not be present at a school site other than their own during the school day (30 minutes before or after school, lunch, breaks, and at school-related events) without prior approval of the school of residence and the home school administrator. A student's unapproved presence will be deemed as trespassing and may be subject to punishment under the law; the students' school will also be notified and forced to review the case administratively.

## **TEXTBOOKS**

### **HCC Textbooks**

College textbooks are provided to all of our students attending HCC each semester. All students taking an HCC course **will be required to complete a textbook request every semester.** If the book is lost or damaged beyond repair, students will be required to pay the full price for any lost or damaged textbook(s).

### **Regular High School Textbooks**

All students will be issued textbooks for the 2019-2020 school year. However any student who has an outstanding textbook balance will not be issued textbooks until their financial records are clear. Any student who is not issued individual textbooks will have access to textbooks during school hours. Please bring all current textbook records.

Students are responsible for all textbooks issued to them. Students are required to return all textbooks in the same condition that they were issued. Any textbook that is not returned in the original condition must be replaced at your expense.

### **STUDENT PARKING**

Parking decals will be available to any senior who drives to HAIS. Parking decals are reserved for seniors. Parking decals can be purchased in the main office for \$50. In order to purchase a parking decal, students must have the following:

- valid insurance for the vehicle
- driver's license
- current registration and inspection stickers

Parking decals must be kept visible. There is limited space in the parking lot. Once all spaces are filled, students will not be able to purchase a decal for student parking. Students may NOT park at HAIS without a parking decal. All vehicles left outside of the gate are subject to being towed. Students will be responsible for all vehicles left outside of the designated parking areas.

### **Shuttle Service**

All students taking college classes at HCC will be taking the shuttle provided by the Houston Independent School District. Students must maintain orderly conduct while on the shuttle. Students are expected to utilize the shuttle transportation responsibly. The shuttle will not make special trips due to student tardiness or lack of planning. All students who ride the shuttle must return a signed parent permission form.

### **COMPUTER USAGE**

#### **Acceptable Use Policy for Computers**

**COMPUTERS ARE TO BE USED FOR SCHOOL RELATED MATERIALS ONLY! INTERNET USE MUST BE LIMITED TO SCHOOL RELATED RESEARCH, NOT: E-MAIL, CHAT ROOMS, LIVE JOURNALS OR ANY OTHER NON-EDUCATION RELATED WEBSITE.** Violation of conditions for appropriate use of school computers, the Internet or other technological equipment, including breach of privacy or security, transmission of copyrighted materials, threatening, harassing or obscene material, altering or removing computer files not belonging to the user, transmission of material promoting illegal activities, disconnecting equipment, or vandalism of any kind shall be subject to those consequences addressed in the HISD Code of Student Conduct. Destruction of property will only deprive yourself and others the opportunity to learn through its use. Please read and sign the form attached at the back of your handbook, once completed return to the office.

**Access to your HISD/HCC computer resources is a privilege, not a right. Failure to comply with the guidelines set out in the AUP Contract may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. Student users should refer to the Student Code of Conduct for a detailed description of the consequences of improper use of the computer system.**



## HISD Power Up Laptop Program

All HAIS Students are expected to participate in the Power Up Laptop Program at HAIS. All students will need to return under the following conditions:

- The laptop is solely for educational use.
- The district doesn't permit unethical use of the internet, email, or any other media. Violation of this policy may result in the loss of laptop loan privileges and disciplinary action by school.
- The configuration of the hardware equipment and all accompanying software may not be altered, nor can software be copied to and/or from the computer, or installed on the computer under any circumstances.
- Parents/guardians are required to pay a cash, non-refundable security deposit of \$25. The payment must be made prior to the student receiving the laptop.
- Parents/ guardians accept financial responsibility for cost related to damage due to purposeful action or gross negligence. The district will proceed with legal action, should financial obligation be ignored.
- The district will provide a padded laptop bag, which fits inside any backpack. The laptop must be carried in the case, securely strapped at all times when not in use.
- The laptop, which is the property of Houston ISD, must be returned prior to the end of every school year, or in the event of school change or early withdrawal.

The Power Up laptop is a privilege. Students are expected to use the computer for educational purposes only. Students who use the laptop for unethical or inappropriate behavior will be required to return the laptop to HAIS and forfeit their participation in the Laptop Scholars Program. **Parents/guardians accept full financial responsibility for any cost due to loss, theft, or damage to the computer or its accompanying accessories.**

Students should not bring their power cord to charge their laptop in the classroom. All new laptops are operating on up to 8 hours of full battery life. ***Students who leave their laptop unattended, charge their laptop in class or bring the school issued laptop to school without a case:***

**1st offense-warning**

**2nd offense-laptop will be picked up and parents need to come in before the laptop is returned.**

**3rd and subsequent offense-The school has the right to charge a location fee for the laptop.**

Students who need to replace the power cord will need to pay \$ 25.00 to get a replacement cord. If your power cord need to be replaced multiple times in the school year, you will not receive a replacement power cord.

When a laptop is not working it is the responsibility to report the issue on the HUB HAIS Landing Page. Students are to follow up with the HAIS CSR and Associate Tech within 24 hours of submitting a ticket on the HUB.

### **Student Personal Technology Usage**

Students who chooses not to use HISD Power Up laptops will use their personal laptops at school on their own risk. ***HAIS will not be able to service any personal laptops. Students may have difficulties in accessing HISD applications at school or at home on their personal laptops.***

### **Student Use Of: Phones, PDA's, Games and Other Electronic Equipment**

Possession of Cellular Phones, other forms of electronic communication and music players (CD, MP3, iPods) are permitted on campus. However they must not be used during instructional time from 7:50 AM – 3:25 PM. **The following will occur upon the first infraction of this rule:**

- The paging device or cell phone will be taken from the student. It will be turned over to the Administration.
- The parent of the student whose phone was taken up will have to come to the school after the phone is taken up to retrieve it from the Administration for a **\$15.00 fee**.
- If not picked up, the device in question will be turned over to the HISD Police Department.
- **As stated in the HISD Student Code of Conduct:** *Use or operation of paging devices, including beepers, cell phones, electronic pagers, or any other type of electronic communication system on school campuses or at functions during school hours. Such devices may be used at a time and place as determined by the individual campus in coordination with the campus Shared-Decision-Making Committee (SDMC). **In addition to disciplinary action, the unauthorized use or operation of paging devices will result in confiscation.** The principal or other administrator will notify the parent and pager company of the serial number and of intent to dispose of the device after 30 days. A \$15 administrative fee payable to HISD will be charged if the device is claimed within the 30 days. Paging devices not claimed will be sent to Property Management for disposal.*
- **After the second infraction, the student will lose the right to carry the cell phone at all on the campus.**

### **ELECTRONIC GAMING SYSTEMS OF ANY TYPE SHOULD BE LEFT AT HOME.**

Students found to have hand-held games or video game systems will have them confiscated and handed over to the Administration. PDA's and Laptops may be used in the classroom with permission from the instructor.

## V. STUDENT RIGHTS & RESPONSIBILITIES

### **Constitutional Rights**

A student's education in high school is more than just a responsibility. The Texas Supreme Court has held that both education and attendance at a public school are fundamental rights of all people in the state and are both guaranteed and protected by the Texas Constitution.

*Chapter 4, part A of the Texas Education Code states:*

The mission of the public education system of this state is to ensure that **all** Texas children have access to a quality education that enables them to achieve their potential and fully participate now and in the future in the social, economic, and educational opportunities of our state and nation. That mission is grounded on the conviction that a general diffusion of knowledge is essential for the welfare of this state and for the preservation of the liberties and rights of citizens. It is further grounded on the conviction that a successful public education system is directly related to a strong, dedicated, and supportive family and that parental involvement in the school is essential for the maximum educational achievement of a child.

### **Legal Rights of Students & Parents**

Under federal and state regulations, students and parents have rights which could have an effect on the educational program. A complete explanation of these rights is attached to the HISD Code of Student Conduct.

### **Sexual Harassment**

*Sexual Harassment by Student:* Students shall not engage in sexual harassment toward another student or a district employee. A substantiated charge of sexual harassment against a student shall result in disciplinary action. Sexual harassment by a student includes unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors.

*Sexual Harassment/Abuse by Employees:* District employees are prohibited from sexually harassing or sexually abusing students. Romantic relationships between students and employees are prohibited.

*Reports to Lawful Authorities:* Any district employee who receives information about sexual harassment or sexual abuse of a student that may reasonably be characterized as known or suspected child abuse or neglect shall make the reports to appropriate authorities, as required by law.

HISD shall notify the parents of all students involved in sexual harassment by a student or students when the allegations are not minor. The district shall notify parents of all incidents of sexual harassment or sexual abuse by an employee. Notice shall include providing the parent a copy of Board Policy FNCJ.

## **PARENTS**

### **Community & Parent Involvement**

All HAIS parents are encouraged to become involved in any of the school's support groups. Parents are expected to complete the **50 hours of commitment** to our school. Please call the main office for additional information.

### **Concerns**

If a student or parent believes that he or she is not receiving the education to which the student is legally entitled, if the student feels that he or she is not being treated with courtesy and respect, or if the student or parent has a concern regarding instructional material, the student/parent should first contact the person directly responsible (if known) and the students' advisor. Often a concern can be reconciled at this level. Conflict resolution is a process which encourages good faith and an equitable mediation format. If this step brings no resolution, however, then please contact one of the school administrators for further assistance.

### **Homework Requests**

Homework is assigned DAILY. All students are to complete homework and turn it in on time. Homework is not optional and is part of the grading system. Homework may be requested from the school office once a student has been ill for two full days. Teachers may be contacted by phone or email.

### **Messages for Students**

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

### **Visitors to School**

Persons who are not students at HAIS, nor school employees, and who do not have official business at school, are not to be present on campus during school hours, including lunch and breaks. Visitors from other schools are welcome only when they have made arrangements at least 24 hours in advance by contacting the Main Office and Administrator.

### **Report Cards/Progress Reports**

Report cards will be distributed shortly after the close of each grading period. School-wide Progress Reports will be sent home with each student during each grading cycle. The exact dates for sending progress reports home will be printed on the school calendar. Parents are to sign and return each Progress Report and Report Card to the student's Advisory teacher.

### **Transportation**

Transportation to and from HAIS must be provided by the student/parent. If transportation from a family member or friend is not available alternative options must be coordinated by the parent.

## **Volunteers**

Parents or Community members share their time and talents with students and staff by working on specific tasks in or for the school. Volunteer staff members make significant contributions to the overall success of the total HAIS program. Please contact the office if you are interested in such opportunities.

## **LEGALITIES**

### **Access to Records**

*The Texas Public Information Act* is the state law counterpart to the federal *Freedom of Information Act*. It provides, in general, that records maintained by governmental bodies (such as school districts) must be made available to the public upon written request. However, the Texas Public Information Act contains specific exceptions to the release of student records maintained by educational institutions. The Act expressly states that "information is accepted from (required public disclosure) if it is information in a student record at an educational institution." Under the Public Information Act, student records shall be made available only on the request of (1) educational institution personnel having a legitimate educational interest in the records; (2) the student (if the student is 18 years old or older) or the student's parent, legal guardian, or spouse; and/or, (3) a person conducting a child abuse investigation as required by the Texas Family Code. Further information is available in the Guidelines for Complying with the Texas Public Information Act or from HISD's Department of Legal Services at (713) 892-6307 and the Department of Records Management at (713) 892-6734 or on the website at: <http://dept.houstonisd.org/records/Texaspi.htm>.

### **Legal Infractions**

All legal infractions will be dealt with in accordance with HISD Student Code of Conduct and Texas State Law. The HISD Police Department will be contacted under extreme circumstances.

### **Section 504**

Under Section 504 of the Rehabilitation Act, a student qualifies for recommended services related to a disabling condition when a physical or mental impairment exists that **substantially** limits one or more major life activities (breathing, walking, seeing, hearing, working, and learning).

Section 504 is a federal law enforced by the Office of Civil Rights. It is an anti-discrimination law. It is the intent of the Houston Independent School District to ensure that students who are disabled within the meaning of Section 504 are identified, evaluated, and provided with appropriate access to education. For more information, contact the HISD Special Education Department.

### **Special Education**

The Individuals with Disabilities Education Act ensures that all children with disabilities will have a free, appropriate education available to them that meets their unique needs. Through federal and state laws, special education programs and services are provided to students whose disabling conditions interfere with their education.

### **Code of Student Conduct for 2019-2020**

HISD developed the Code of Student Conduct to inform all students and parents of the district's expectations regarding behavior and conduct. The Code is reviewed and approved by the HISD Board of Education.

All students and parents receive copies of the Code of Student Conduct, which describes disciplinary offenses and how the school district handles them. Parents are responsible for ensuring that their children adhere to the rules and conventions of proper behavior while at school. HISD has an official policy of "**zero tolerance**" for student behavior that could disrupt instruction or pose safety hazards on HISD property and at school-related events. Such behavior includes the possession of weapons, drugs, or alcohol.

## APPENDIX

**The Houston Academy for International Studies  
2019-2020 DROP POLICY**

H AIS values students enrolling in and completing HCC and upper level H AIS courses. These courses work towards an Associate’s Degree and help prepare students for college. Withdrawing from a course results in a W-50 on the high school transcript, which negatively impacts a students’ GPA and progress towards an Associate’s Degree.

Effective Fall 2007, the Texas Education Code sec. 51.907 and Texas Administrative Code sec. 4.10 provided that, except for several specific instances of good cause, undergraduate students enrolling at a public institution of higher education will be limited to a total of six dropped courses during their entire undergraduate careers. Courses dropped at other Texas public institutions will count towards the 6-drop limit, including HCC classes taken while at H AIS.

To withdrawal from a class from HCC or an upper level class at H AIS, the student must first attend an advising session with the H AIS Counselor and their Dean, who will grant permission or deny permission to proceed with the withdrawal request.

Meeting Date_____
Counselor Signature_____
Dean Signature_____

After the meeting, the following must be submitted to the H AIS Counselor:

- A 500 word written reflection from the student on why they enrolled in the class, why they want to drop it, and how it will impact future college goals
- Evidence of tutorials attendance at HCC or H AIS (a minimum of five tutorials must be attended)
- A letter of recommendation for the withdrawal from the Professor/Teacher
- A letter of agreement for the withdrawal from the student’s’ parent or guardian

**All documents must be submitted within one week of the advising meeting.**

I understand all components of the withdrawal process, including its potential negative impact on my academic career.

Student Signature\_\_\_\_\_ Date\_\_\_\_\_

Parent Signature\_\_\_\_\_ Date\_\_\_\_\_

Counselor Signature\_\_\_\_\_ Date\_\_\_\_\_

Dean Signature\_\_\_\_\_ Date\_\_\_\_\_





**The Houston Academy for International Studies Student Handbook**

2019-2020 Student and Parent Acknowledgement Form  
(Must be returned to school upon signing)

The *Student Handbook* has been written to help your son or daughter gain the greatest possible benefit from his or her school experience.

The Houston Academy for International Studies is in need of your help and cooperation. It is important that every student understand the *Handbook* and the Student Code of Conduct provided by HISD. Every student must understand and is expected to review both documents with his or her parent(s) or guardian(s) to follow the rules and regulations set forth in the *Handbook* and *Code*.

Please read and discuss all documents with your child. When you have done so, you and your child must sign this form and return it to the school. Signatures of parents and the student acknowledge receipt of a copy of the *Code of Student Conduct and Student Handbook* and certify that they have read and discussed the documents. It is expected that parents and students will accept their responsibilities as described in the *Code of Student Conduct and Handbook*.

By signing this acknowledgement form all parties are aware of the policies of HISD and HAIS.

\_\_\_\_\_  
Student Name (Print please)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student AVID Teacher

**Note:** Place original form in Student folder.



## **The Houston Academy for International Studies Student Handbook**

### **TSI Intervention Policy**

Our goal at HAIS is to graduate 100% of our students with an Associate's Degree from Houston Community College. In order to enroll in core HCC classes, students must obtain passing scores on all sections of the TSI test. HAIS faculty and staff are committed to providing a support system to assist students earn passing scores.

- During the summer, HAIS staff will review all TSI scores. Students who have not passed all sections of the TSI must retest during the summer.
- At the beginning of the fall semester, any sophomore through senior with failing TSI scores will be placed on an intervention plan. The intervention may include:
  - Enrollment in a TSI prep course at HAIS
  - Additional TSI prep assignments in ELA, Math, or AVID classes
  - One-on-one tutoring
  - Saturday School
  - Summer School Classes
- Students will continue to retest once per month in the fall at a minimum.
- At the end of the fall semester, HAIS teachers and administrators will meet to review and adjust intervention plans as necessary.
- Consistent failure of the TSI test and/or a lack of growth on the TSI may result in non-renewal to HAIS.