



Charles H. Milby High School

2017 – 2018

Parent/Student Handbook

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SCHOOL INFORMATION

Milby High School
1601 Broadway
Houston, Texas 77012

phone: 713-928-7401; fax: 713-928-7474

Faculty and staff contact information is available at milby.org or houstonisd.org/milby. Select the “About Us” tab for the staff directory.

LOCATION

Milby High School is located at 1601 Broadway Street, where Old Galveston Rd. meets Broadway. Visitors enter from Broadway just north of the Old Galveston/Broadway intersection.

SCHOOL HOURS

Monday through Friday, the building opens to students at 7:30 am, and daily on-campus student activities end at 5:30 pm. Some scheduled events, including athletic competitions, may continue past this time.

Daily class hours are from 8:00 am to 3:32 pm. Administrative offices are from 8:00 am to 4:00 pm. Please, call the school for any requests beyond those hours.

VISITORS

All visitors will be required to enter through the Main Entrance at the southwest corner of the campus. This is the entrance closest to the Broadway Street entrance. All visitors must present valid photo identification. Individuals not granted access to students according to the Student Enrollment Form will not be allowed access to students.

WHAT WE BELIEVE

MISSION STATEMENT

"To develop learning capacity that enables purposeful citizenship every day for every student."

VISION STATEMENT

Milby High School provides a safe, engaging and student-centered learning environment that helps facilitate the potential for all learners. Daily diverse learning experiences enable members to appreciate and respect each others uniqueness, while they develop their own individual interests and skills.

Educators provide deliberate, contextual and purposeful learning opportunities that are linked to real-world experiences and dominant learning styles, with the intent to develop self-motivated life-long learners.

ADMINISTRATIVE & SUPPORT STAFF DIRECTORIES

Administration		
Position	Name	Office Location
Principal	Mr. Roy de la Garza	Main Office
Dean of Instruction	Ms. Opal Harrison-Ford	2606
Dean of Students	Ms. Charlotte Harris	3304
Assistant Principal	Mr. Tracy Cooper	3604
Assistant Principal	Mr. William Ellis	3606
Assistant Principal	Ms. Karla Garcia	2604
Assistant Principal	Mr. Joseph Richardson	2112
Assistant Principal	Mr. Rick Shore	2306
Assistant Principal	Mr. Benigno Soto	3306

Support Staff		
Name	Position	Office Location
Ms. Melony Candler	Testing Coordinator	2302
Mr. Richard Carroll	Business Manager	2304
Ms. Rosalinda Escamilla	School Secretary	Main Office
Ms. Rowena Verdin	Librarian	Library
Ms. Claudia Cardenas	Magnet Coordinator	2608
Ms. Dahlia Reyna	Registrar	Main Office
Mr. Terrence Murray	Instructional Technologist	2112
Ms. Rosanne Applewhite	Nurse	1246
Ms. Mary Smith	Title I Coordinator/SIF/ESL	3304
Ms. Carrie Williams	Special Education Chair	1344
Mr. Harold Gomez	Instructional Technologist	1256
Mr. Charles Thompson	Graduation Coach	2104
Ms. Bridgette Acosta	College Access Coordinator	2212
Mr. Rene Gonzalez	Communities in Schools	1302

Auxiliary Staff		
Name	Position	Office Location
Ms. Jordon Allison	College Adviser	2210
Ms. Yvette Orozco	Special Education Clerk	1338.2
Ms. Maria Ayala	Teaching Assistant	1338.1
Ms. Cheryl Baker	Life Skills Assistant	1320
Ms. Tammy Warren-Bookman	Administrative Assistant	2102
Mr. Jorge Castillo	In House DAEP Teacher	2202
Ms. Elia Castillo	Registrar's Clerk	Main Office
Ms. Leticia Chavez	Nurse's Assistant	Clinic (1246)
Ms. Maria Garcia	Plant Operator	1524
Ms. Veronica Gonzalez	Attendance Clerk	Main Office
Ms.	Teaching Assistant	1326
Name	Position	Office Location
Ms. Glenda Moran	E.S.L. Clerk	2600
Ms. Alba Picazo	Copy Clerk	2200
Ms. Jocelyn Reyna	Administrative Assistant	3300
Ms. Sophia Rodriguez	Data Clerk	Main Office (1208.2)
Ms. Claudiannel Guerrero	Financial Clerk	2302
Mr. Mark Verduco	HISD Officer	1300
Ms. Kathy Vidock	Main Office Manager	Main Office
Ms. Charlie Whitfield	Employment Specialist	1338
Ms. Thibodeaux	Food Service Manager	Cafeteria
Ms. Nancy Trujillo	HISD Officer	1300

LEAD TEACHER AND COUNSELOR DIRECTORIES

Department Leadership		
Department	Director	Room
Athletics	Carlos Morales	1542
Career and Technology	Dawn Hankins	2126
English Chair	Stacey Haenchen	3328
E.S.L.	TBD	
Foreign Language	Bridgette Acosta	2212
Fine Arts	Valkeith Winters	2104
Math Chair	Patricia McMorris	2716
Science Chair	TBD	
Social Studies Chair	Mario Guerrero	2222
Special Education	Carrie Williams	1444

Counselor Directory		
Name	Population Served	Office Location
Veronica Georgandis	Ninth Grade Academy	3602
Chassidy Thompson-Lewis	Engineering & Manufacturing	2602
Yusheba Moses	Arts & Communications	3308
Crystal Grabill	Human Services	2308

FACULTY DIRECTORY

Special Education Teachers		
Teacher	Room Number	Conference Period
Jacqueline Azore	3600	Call for Appointment
Nimfa Gallardo	1326	Call for Appointment
Nick Hill	3600	Call for Appointment
Markelas Jackson	1320	Call for Appointment
Jesus Longoria	1338	Call for Appointment
Debra Lane	3600	Call for Appointment
Martin Puente	1338	Call for Appointment
Matthew Puente	1338	Call for Appointment
Deaf Education Teachers		
Teacher	Room Number	Conference Period
Melissa Denamarquez	3300	Call for Appointment
Dwight Jones	3300	Call for Appointment
Tyran Lee	1306	Call for Appointment
Yuko Sugiura	3300	Call for Appointment
Helen Woods	3300	Call for Appointment
Math Teachers		
Teacher	Room Number	Conference Period
Gershon Ahiabor	2718	1st Prd (8:00-9:30) Mon/Wed/Alt Fri
S. Cantu	3712	1st Prd (8:00-9:30) Mon/Wed/Alt Fri
Reginald Caulker	2224	1st Prd (8:00-9:30) Mon/Wed/Alt Fri
O. Garcia	3708	1st Prd (8:00-9:30) Mon/Wed/Alt Fri
Radito Genova	2228	1st Prd (8:00-9:30) Mon/Wed/Alt Fri
Frances Harlow	2226	1st Prd (8:00-9:30) Mon/Wed/Alt Fri
Bridgette Heath-Coleman	3210	1st Prd (8:00-9:30) Mon/Wed/Alt Fri
Patricia McMorris	2716	1st Prd (8:00-9:30) Mon/Wed/Alt Fri

James Strickland	2712	1st Prd (8:00-9:30) Mon/Wed/Alt Fri
New Hire	3208	1st Prd (8:00-9:30) Mon/Wed/Alt Fri
New Hire	3710	1st Prd (8:00-9:30) Mon/Wed/Alt Fri
Jesus Suarez	2714	1st Prd (8:00-9:30) Mon/Wed/Alt Fri
Phillip Thiberville	3212	1st Prd (8:00-9:30) Mon/Wed/Alt Fri

English Teachers

Teacher	Room Number	Conference Period
Ball	3630	5th Prd (8:00-9:30) Tue/Thu/Alt Fri
Christopher Doherty	3334	5th Prd (8:00-9:30) Tue/Thu/Alt Fri
Devine	2332	5th Prd (8:00-9:30) Tue/Thu/Alt Fri
Stacey Haenchen	3328	5th Prd (8:00-9:30) Tue/Thu/Alt Fri
Stephanie Hobbs	3330	5th Prd (8:00-9:30) Tue/Thu/Alt Fri
Rachel Mackey	2632	5th Prd (8:00-9:30) Tue/Thu/Alt Fri

Teacher	Room Number	Conference Period
Potvin	2330	5th Prd (8:00-9:30) Tue/Thu/Alt Fri
Danielle Ryals-Gonzalez	2328	5th Prd (8:00-9:30) Tue/Thu/Alt Fri
Brooke Skeen	3634	5th Prd (8:00-9:30) Tue/Thu/Alt Fri
William Thompson	2630	5th Prd (8:00-9:30) Tue/Thu/Alt Fri
Ward	3628	5th Prd (8:00-9:30) Tue/Thu/Alt Fri
Cheetara Young	2628	5th Prd (8:00-9:30) Tue/Thu/Alt Fri
Vacancy	3332	5th Prd (8:00-9:30) Tue/Thu/Alt Fri
Vacancy	3632	5th Prd (8:00-9:30) Tue/Thu/Alt Fri

Social Studies Teachers

Teacher	Room Number	Conference Period
S Barnes	3616	4th Prd (2:02-3:32) Mon/Wed/Alt Fri
Sarah Bellard	2736	4th Prd (2:02-3:32) Mon/Wed/Alt Fri
Claudine Crego	2634	4th Prd (2:02-3:32) Mon/Wed/Alt Fri
Stacy Gallegos	2316	4th Prd (2:02-3:32) Mon/Wed/Alt Fri
Jorge Guerrero	2616	4th Prd (2:02-3:32) Mon/Wed/Alt Fri
Mario Guerrero	2222	4th Prd (2:02-3:32) Mon/Wed/Alt Fri
Shannon Kelly	3730	4th Prd (2:02-3:32) Mon/Wed/Alt Fri
Linda Laur	3206	4th Prd (2:02-3:32) Mon/Wed/Alt Fri
Mario Prevost	3706	4th Prd (2:02-3:32) Mon/Wed/Alt Fri
Dwayne Roberson	2334	4th Prd (2:02-3:32) Mon/Wed/Alt Fri
Andre Rodriguez	3230	4th Prd (2:02-3:32) Mon/Wed/Alt Fri

Science Teachers

Teacher	Room Number	Conference Period
Byron Amerson	2242	7th Prd (12:25-1:55) Tue/Thu/Alt Fri
Banda	3614	7th Prd (12:25-1:55) Tue/Thu/Alt Fri
Brenda Bowman-Price	3610	7th Prd (12:25-1:55) Tue/Thu/Alt Fri
Sanna Hamdan	2732	7th Prd (12:25-1:55) Tue/Thu/Alt Fri
Millicent Herron	2314	7th Prd (12:25-1:55) Tue/Thu/Alt Fri
Virginia Laude	3314	7th Prd (12:25-1:55) Tue/Thu/Alt Fri
Jose MayaRuiz	3226	7th Prd (12:25-1:55) Tue/Thu/Alt Fri
New Hire	2610	7th Prd (12:25-1:55) Tue/Thu/Alt Fri
Erick Ortiz	2310	7th Prd (12:25-1:55) Tue/Thu/Alt Fri
Jorie Williams	3726	7th Prd (12:25-1:55) Tue/Thu/Alt Fri

Languages other than English Teachers

Teacher	Room Number	Conference Period
Joanna Gipson	1730	6th Prd (9:37-11:10) Tue/Thu/Alt Fri
Guadalupe Hoffman	1724	6th Prd (9:37-11:10) Tue/Thu/Alt Fri
Bonnie Strathmann	2246	6th Prd (9:37-11:10) Tue/Thu/Alt Fri
Araceli Rodriguez-Mendoza	2614	6th Prd (9:37-11:10) Tue/Thu/Alt Fri

Physical Education Teachers		
Teacher	Room Number	Conference Period
Carlos Morales	1542	2nd Prd (9:37-11:10) Mon/Wed/Alt Fri
Samuel Hines	1542	2nd Prd (9:37-11:10) Mon/Wed/Alt Fri
T Stewart	1550	2nd Prd (9:37-11:10) Mon/Wed/Alt Fri
Ray Ramirez	1728	2nd Prd (9:37-11:10) Mon/Wed/Alt Fri
ROTC Teachers		
Teacher	Room Number	Conference Period
Daniel Sellers	0100	6th Prd (9:37-11:10) Tue/Thu/Alt Fri
Donald Williams	0100	6th Prd (9:37-11:10) Tue/Thu/Alt Fri
Fine Arts Teachers		
Teacher	Room Number	Conference Period
Candiss Drexler-Richardson	1400	7th Prd (12:25-1:55) Tue/Thu/Alt Fri
John Magalhaes	1404	8th Prd (2:02-3:32) Tue/Thu/Alt Fri
F. Mayne	1424	8th Prd (2:02-3:32) Tue/Thu/Alt Fri
Mark Gordon	1440	7th Prd (12:25-1:55) Tue/Thu/Alt Fri
Andrew Suire	1430	8th Prd (2:02-3:32) Tue/Thu/Alt Fri
Eric Whitford	1452	7th Prd (12:25-1:55) Tue/Thu/Alt Fri
Valkeith Winters	2104	8th Prd (2:02-3:32) Tue/Thu/Alt Fri
Career and Technology Education Teachers		
Teacher	Room Number	Conference Period
Cato Davis	1310	7th Prd (12:25-1:55) Tue/Thu/Alt Fri
Valencia Fry	1328	3rd Prd (12:25-1:55) Mon/Wed/Alt Fri
Dawn Hankins	2126	8th Prd (2:02-3:32) Tue/Thu/Alt Fri
B. Rodriguez	2116	8th Prd (2:02-3:32) Tue/Thu/Alt Fri
J. Saldivar	1330	3rd Prd (12:25-1:55) Mon/Wed/Alt Fri
R. Mondesir	1612	2nd Prd (9:37-11:10) Mon/Wed/Alt Fri
B. Morrison	1622	8th Prd (2:02-3:32) Tue/Thu/Alt Fri
C. Ramos	1722	3rd Prd (12:25-1:55) Mon/Wed/Alt Fri
Tamera Rodriguez	1264	3rd Prd (12:25-1:55) Mon/Wed/Alt Fri
Clay Stamper	1600	2nd Prd (9:37-11:10) Mon/Wed/Alt Fri
Engineering	1606	2nd Prd (9:37-11:10) Mon/Wed/Alt Fri
Courtney Tucker	1710	3rd Prd (12:25-1:55) Mon/Wed/Alt Fri
Matthew Welsh	1618	2nd Prd (9:37-11:10) Mon/Wed/Alt Fri
Tchernavia Williams	1266	3rd Prd (12:25-1:55) Mon/Wed/Alt Fri

DISTRICT ACADEMIC CALENDAR

HISD 2017-2018 Academic Calendar

Houston Independent School District

JULY 2017							AUGUST 2017							SEPTEMBER 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30
30	31																			
OCTOBER 2017							NOVEMBER 2017							DECEMBER 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4				1	2					
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						
JANUARY 2018							FEBRUARY 2018							MARCH 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6		1	2	3					1	2	3				
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31
APRIL 2018							MAY 2018							JUNE 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5			1	2					
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30

Key		Holidays	
	Holidays	September 4, 2017	Labor Day
	Early Dismissal Days (3 hours early)	September 22, 2017	Fall Holiday
	Teacher Service Days (no students)	November 20-24, 2017	Thanksgiving
	Teacher Preparation Days (no students)	December 25, 2017 - January 5, 2018	Winter Break
		January 15, 2018	Martin Luther King, Jr. Day
		March 12-16, 2018	Spring Break
		March 30, 2018	Spring Holiday
		May 28, 2018	Memorial Day

Significant Dates		Grading Periods		Report Card Dates	
August 14, 2017	Teachers report to work	6 Cycles		28 days	October 13, 2017
August 28, 2017	First day of school	Aug 28 - Oct 6		25 days	November 17, 2017
December 21, 2017	Last day of first semester	Oct 9 - Nov 10		24 days	January 12, 2018
January 8, 2018	First day of second semester	Nov 13 - Dec 21		29 days	February 23, 2018
June 1, 2018	Last day of school for students	Jan 8 - Feb 16		29 days	April 13, 2018
June 4, 2018	Last day for teachers	Feb 19 - Apr 6		39 days	June 1, 2018
		Apr 9 - June 1			

Prekindergarten Grading Periods			4 Cycles		
3 Cycles		Report Card Dates	Aug 28 - Oct 27	43 days	November 3, 2017
Aug 28 - Nov 10	53 days	November 17, 2017	Oct 30 - Dec 21	34 days	January 12, 2018
Nov 13 - Feb 16	53 days	February 23, 2018	Jan 9 - Mar 9	44 days	March 23, 2018
Feb 19 - June 1	68 days	June 1, 2018	Mar 19 - June 1	53 days	June 1, 2018

BELL SCHEDULE

Regular School Year Bell Schedule (Monday through Friday)					
Mon/Wed	Tue/Thu	Fridays	Start	End	Time (minutes)
Students Enter Building			7:55	8:00	5
1	5	1/5 alternate	8:00	9:30	90
2	6	2/6 alternate	9:37	11:10	93*
Lunch			11:10	12:25	75**
3	7	3/7 alternate	12:25	1:55	90
4	8	4/8 alternate	2:02	3:32	90
<p>*The additional three minutes scheduled into 2nd and 6th periods will accommodate announcements, pledges to flags, and a moment of silence. **Students and Teachers are guaranteed 30 minutes of lunch. The scheduled 75 minutes will allow for teacher planning and student intervention to be assigned at the discretion of campus administration.</p>					

Teachers sign in at 7:50 am and sign out at the end of the day at 3:35 pm. Teachers will make available to parents and students the times that they are available during the day for conferences.

Early Dismissal Bell Schedule				Final Exam Bell Schedule			
Period	Start	End	Time (minutes)	Period	Start	End	Time (minutes)
1/5	8:00	9:02	62	Exam One	8:00	10:13	133
2/6	9:09	10:14	65	Exam Two	10:20	12:32	132
3/7	10:21	11:23	62	Both semesters will end with four consecutive days during which the students take two final exams each day. Final exam days will at 1:02 (following lunch).			
4/8	11:30	12:32	62				
Lunch	12:32	1:02	30	Lunch	12:32	1:02	30

GENERAL RULES, POLICIES, PROCEDURES FOR STUDENTS

HISD Code of Conduct

The Milby High School Parent/Student Handbook is to be used in conjunction with the Houston Independent School District (HISD) Code of Student Conduct Handbook. The Milby High School Handbook was developed to inform students and parents about the school's programs, policies, procedures, and expectations. It is important that parents and students understand the importance of following school rules and regulations so we may continue to foster a safe learning environment for all students. The school rules and regulations comply with policies set by state agencies, school board members, administrators, and the school Shared Decision-Making Committee (SDMC).

Personal Graduation Plan (PGP)

The PERSONAL GRADUATION PLAN (PGP) is required for all students and will follow students throughout their high school careers. This document determines the graduation endorsement for students entering 9th grade beginning in 2014-2015. Counselors will meet with students and parents to track student progress throughout their high school careers, often referring to the PGP.

Closed Campus

With the exception of students approved for off-campus lunch, vocational programs, and chaperoned off-campus activities, Milby is a closed campus. No student following his/her arrival may leave the campus except for previously stated reasons and emergencies. Once the attendance office has been notified, students may only leave campus with their parent or guardian. ALL VISITORS MUST SIGN IN AT THE MAIN OFFICE FOR A VISITOR'S PASS. Students who leave campus during the school day without notification are subject to curfew violation penalties as prescribed by the HISD Code of Student Conduct and the City of Houston which include fines of up to \$500.00.

Lunch

Students are expected to conduct themselves safely and orderly during their lunch break. Students must keep tables clean and place used lunch trays in trash receptacles. Students must remain in the cafeteria or designated pre-approved areas as directed by faculty or staff. Only approved juniors and seniors may go off campus for lunch with a designated off-campus lunch pass.

Student IDs

All students must visibly wear the C. H. Milby High School picture I.D. card. An I.D. card will be used for the library, extra-curricular activities, cafeteria, administrative services, part of entrance requirements to pep-rallies, etc. I.D. cards must remain unaltered and be in possession. Initial I.D. cards will be free. Students must replace lost or stolen I.D. cards at a cost of \$5.00. Temporary I.D.s are good for only the day issued and are available for \$1.00.

Conferences/Concerns/Compliments/Complaints

Students or parents who have a concern should first discuss the issue with the teacher or personnel involved. If the outcome of the discussion is not satisfactory, a conference can be requested with the appropriate School Administrator. If the outcome of the discussion is not satisfactory, a conference with the school principal may be requested. Parents wishing to schedule a conference with a teacher or counselor may do so by contacting the student's counselor. Teachers are available for conferences and phone calls only during their conference periods and before and after school. Counselors are available for parent conference by appointment.

Distribution of Material/Posting of Signs

Written materials, posters, handbills, photographs, petitions, films, tapes, or other visual or auditory materials that do not comply with campus and district policy may not be circulated, sold, or distributed to anyone without the approval of the appropriate Campus Administration.

STUDENT REFERRAL CENTER (SRC)

When it is deemed that a student's behavior requires removing him or her from the classroom, the student may be assigned In School Suspension (ISS) in the Student Referral Center or SRC. **STUDENTS WHO FAIL TO COMPLETE SRC WILL BE SUSPENDED, AND CAN RETURN TO SCHOOL PENDING A PARENT/ASSISTANT PRINCIPAL CONFERENCE.** General SRC information:

- If a student is dismissed from SRC for talking, not working, or any inappropriate behavior, the matter will be handled as though the student did not attend the session.
- All coursework missed during the SRC stay must be made up during that time.
- There will be no talking to other students.
- Students will be provided regularly scheduled restroom breaks.
- No food or drink will be allowed in SRC. Lunch will be provided.
- Students will be assigned a maximum of three days in SRC.
- The use of personal electronic devices is not allowed. These items will be surrendered to the teacher upon entering the SRC. The devices will be returned to the students when they complete their served time for the day.
- Students who participate in extracurricular activities will not be allowed to participate for that day.
- Students assigned SRC will be given behavior intervention assignments, in addition to any make up work, that is required to be completed before being dismissed.

ATTENDANCE AND TARDY POLICY

Attendance

School attendance is required by law. Upon return to school from an absence, the student must submit a written parent/guardian note to the Main Office within three school days after the absence for the absence to be considered excused. The absence note must include:

- Student's full name and identification number.
- Date of note and date of absence(s).
- Specific reason for absence(s).
- Parent/Guardian signature.
- Phone number(s) where parent/guardian may be reached for verification.

Absence excuses are to be placed in the box located in the Main Office. Students are only allowed three handwritten parent notes a year. Any handwritten notes beyond the three require administrative approval and may not be excused.

Types of Absences:

- Excused, non-school sponsored absences: personal illness or death in the immediate family, medical/dental appointments, quarantine, weather/road conditions making travel dangerous, and emergencies or unusual circumstances excused by the administration. Official visits to the doctor, court, or any government office require an official note provided on the letterhead of that office.
- Excused extracurricular absences: college visits during the senior year (with advance approval by the student's Assistant Principal). The college/university must provide an official note stating the date of visit on their letterhead.
- Excused Religious/ Holy day absences: excused if a parent/guardian provides the Attendance Office with a signed note prior to the absence.
- Unexcused, non-school sponsored absences (not related to school). More than three unexcused absences per semester may result in the loss of credit in the course affected. Loss of credit may be appealed through the credit appeal process. State law provides that if a student is absent from school without parental consent for any portion of the school day for three days in a four week period or for ten or more days in a six month period, the student and the student's parent or legal guardian are subject to prosecution by the Harris County Justice of the Peace Courts. The student may also be referred to Juvenile Court. Unexcused absences for whole days or parts of days are considered as truancy/skipping which may result in disciplinary action as prescribed by the Student Code of Conduct.
- Excused Absences for school-scheduled/ sponsored field trips: However, the student should check with the Attendance Office within five days of returning to ensure that the absence was documented properly, so it will be an excused absence.

Assignments Missed Due to Absence:

Any daily assignments that occur on the day of the absence, whether excused or unexcused, must be made up. When a student is out due to illness, he/she has at least three days (for each day missed) to make up class work.

When is a Student Tardy?

Students are considered tardy if they have not made it into the classroom by the time the tardy bell rings, but before official attendance for that class period is taken. In secondary school, students must be present at least 35 minutes of the class period (or 60 minutes of a 90-minute class period) in order to be considered in attendance unless they are participating on a field trip or other activity approved by the principal. However, tardies cannot be counted toward absences considered for the excessive-absence rule. Tardies are a disciplinary issue. These students should be sent to to receive a tardy pass. **YOU MUST OBTAIN YOUR PASS FROM THE OFFICE WHICH IS CLOSEST TO THE CLASS TO WHICH YOU ARE REPORTING.** Failure to do so may result in SRC or other disciplinary action.

Penalties for Tardiness

Detention will be assigned for the second tardy and each tardy after that. All detentions can be satisfied by attending detention during lunch or equal time in tutorials which are offered during lunch, after school and on Saturdays. All detentions must be served within 48 hours. Failure to serve a detention will result in further disciplinary action. Though accumulated tardies do not result in absences, at the 8th accumulated detention, a student will attend a 4-hour Saturday school session. Failure to comply will result in a suspension, parent conference, and a behavior contract.

REGISTRATION

The Milby High School Registration Office is located at the Main Office. Regular school day hours are from 8:00 am to 3:32 To register you are required to present the following documentation:

- Proof of your residence. If you are under 18 years of age, you must have your parent or guardian with you, two documents, such as current utility bill or rental agreement, are required.
- Your latest report card showing your grades from the last school attended.
- Transcript of your high school credits and schools attended.
- Shot records and general health records.

If you are over 18 and living independent of your parents or guardian, you must then present the above information yourself. The residence information must be in your name and cannot be a temporary situation such as staying with a friend or friends of the family in order to qualify for enrollment. If you are staying away from home and have provided the school with an 18-year old waiver signed and documented by your legal guardian and on file in our office, you may register. All of the required documentation must be written, dated, and signed—no phone calls will be accepted.

If the school population reaches capacity and you live in our school zone, we will provide you with information about those schools that have space for you. You may have your name placed on a list with a first-come, first-served basis for the next school semester or the next school year provided you meet all of the above requirements at that time. **YOU MAY NOT ENROLL HERE IF YOU HAVE BEEN WITHDRAWN FROM ANOTHER SCHOOL FOR DISCIPLINARY REASONS.** We can provide you with information for alternative school placement.

Any student repeating the same grade level for the third time will be automatically referred to a district alternative education program so the student can get the best possible opportunity available for continuation in high school. It is our ultimate goal to see that every student has every opportunity to progress to graduation.

COMMUNICATION AND ELECTRONIC DEVICES

All cell phones, smart phones, smart watches, or any other devices that distract or impede student learning are prohibited for use during the instructional day except during lunch. Communication devices such as cell phones or any other device with messaging capability must be turned off and stored out of student reach during the instructional day. Violations will result in confiscation of devices with a \$15.00 fine. If confiscated, parents may be allowed to pick up the device at the administrator's discretion. Repeat offenders will be subject to consequences as prescribed in the HISD Student Code of Conduct for persistent and repeated misbehavior.

Milby High School will not be responsible for lost or stolen electronic devices.

CELL PHONE POLICY

Cell phone is strictly prohibited during classroom hours, throughout the building. The following progression of intervention will be followed by campus personnel.

1. The first adult response to unauthorized student phone use will be a **verbal warning** to stop using the phone and to store the phone out of student reach.
2. If the student uses the phone again or refuses to comply, the **student must surrender the phone to the teacher. The teacher will return the phone to the student at the end of class.**
3. If the student refuses to comply, **campus administration will confiscate the phone.** The phone will be turned over to only the student's parent no sooner than at the end of the day and only after the student or his parent pays a \$15 fee.

NO USE OF ELECTRONIC DEVICES WILL BE PERMITTED DURING TESTING. It is recommended that students leave these devices at home during testing. **THE USE OF CELL PHONES DURING THE ADMINISTRATION OF TESTS IS PROHIBITED AND MAY INVALIDATE THE STUDENT'S TEST.**



Charles H. Milby High School 2017-2018 Official School Dress Code

Infractions of the dress code are subject to discipline techniques as outlined in the HISD Student Code of Conduct.

2017-2018 Dress Code Policy

The Milby High School Uniform Policy and Dress Code requires neat, clean, and appropriate dress and grooming. Students should be dressed in such a manner that their appearance in the school contributes to the learning process rather than interrupts the learning process. Students must be clothed from the neck to the knees. The uniform policy and dress code is in effect at all times while on campus or while attending any HISD/MHS sponsored events. Appropriateness of dress shall be assessed by the administration. Administrative decisions will be final.

TOPS & BOTTOMS: The Milby dress code is not a mandatory uniform policy. However, the following guidelines must be strictly followed:

- Skirts/shorts must extend to the knees.
- “Jeggings”, leggings, tights, or dance pants are *not* permitted.
- Jeans with holes are not permitted. Tights or leggings underneath do not compensate for the holes.
- Shirts must overlap pants by two inches; midriffs should not be visible even with arms raised above the head.
- Graphics/photos on clothing/backpacks must not allude to violence, gangs, sex, drugs, alcohol, or other lawlessness; the same applies to jewelry and other types of accessories. **NOTE: Any activity or display of gang affiliation will result in disciplinary action up to and including referral to a DAEP, as well as referral to the appropriate legal authority.**
- Slippers, pajama pants, or blankets may not be worn at school. Neither stuffed animals nor pillows are to be carried.
- Over-sized, baggy clothing is not acceptable. Boys’ boxer shorts and/or basketball shorts should not be visible when worn under jeans or shorts. No “sagging.” Pants must be worn at the waist.
- Tank tops or sleeveless shirts are unacceptable. Vests worn over such tops do not suffice. Undergarments, including bra straps, should not be visible. Cleavage should not be visible.
- Athletic mesh shorts (or similar short knit athletic shorts) are not acceptable.
- No headwear may be worn. This includes but is not limited to baseball caps (even Milby hats), bandanas, wave caps, knitted hats, etc. These must be placed out of sight upon entering the building. Exceptions for the head-wear policy will be made only for religious or medical reasons.
- Chains hanging from jeans are not acceptable.
- If dress/accessories seemingly fit(s) the profile of gang affiliation, administration reserves authority to disallow it.

NOTE: Any activity or display of gang affiliation will result in disciplinary action up to and including referral to DAEP. Any clothing or change of appearance that disrupts the educational process during the school day will be deemed to be a dress code violation. Remember our first priority is safety and orderliness so that we may provide the best instruction possible, so please respect yourself and others.

Milby High School administration reserves the right to determine if a student’s dress is a disruption to the educational process. All such decisions are final.

IDs: Must Be Worn At All Times

All students are required to visibly wear the Milby High School picture I.D. card. An I.D. card will be used for the library, extra-curricular activities, cafeteria, administrative services, part of entrance requirements to pep-rallies, etc. I.D. cards must remain unaltered and be in possession of the student. Initial I.D. cards will be free. Students must replace lost or stolen I.D. cards at a cost of \$5.00. Initial and replacement I.D.s are processed in **Room 308**. **Temporary adhesive paper I.D.s are available in Room 308 and Room 200 upstairs.**

PLEASE NOTE!

The dress code is subject to change, at the discretion of the school administration, without notice.

STUDENT RECORDS MAINTAINED BY HISD

The Houston Independent School District is required by state law to maintain certain records on students enrolled. Depending upon the educational needs of the student the District maintains: a permanent record; attendance records; health and medical records; grades; appraisal records for special education; discipline records; a cumulative guidance folder; the student's age; the student's grade; and residence card (AGR); and other miscellaneous records. In the course of operating the school, other records may be developed.

In addition to the employees of the District who have a legitimate educational interest in a student's records, parents, guardians, and the students are the only persons who have general access to the records maintained. Under restricted conditions, which include the completion of a request form that remains permanently on file with the records, certain other individuals can review a student's records. These include: state and federal officials for audit purposes; accrediting representation for accrediting purposes; research representatives for limited research, the results of which do not identify students; school officials of other school districts or universities or colleges in which the student has indicated an interest in enrolling provided the parent or student, if 18, receives notice; courts and other bodies issuing orders or subpoenas provided the parent and student receive notice before compliance. No other persons are allowed to review a student's records without either parent/guardian permission or permission from the student if over 18 years of age.

Both parents, whether married, separated, or divorced, have access to a student's records until the student becomes 18 years of age and is no longer a dependent under Section 152 of the Internal Revenue Code. After the student becomes 18 and he/she is no longer a dependent, only the student has access to his/her records unless the student consents to others having access. If a parent's rights of access are restricted by a court order or a parent's rights have been terminated by a court order, access to records is not available provided that a certified copy of the court order has been presented and filed at the school. Legal guardians have the same rights as do parents. Parents and students may review records during regular school hours. The principal is the custodian of the records and should be contacted when a review of a student's records is desired.

If after reviewing the records a parent or a student over 18 years of age feels that the record contains information which is misleading, incorrect, or a violation of the privacy or other rights of the student, an informal hearing may be held to challenge the contents of the record. To initiate this procedure, contact the principal.

Any authorized individual, who requests copies of a student's official District records, other than transcripts of credits and grades, for a purpose other than the transaction of the official business of the District, shall pay \$.10 a page for the first copy, and \$.05 a page for the second copy or any subsequent copies of the same page. The amount charged shall not exceed \$10.00.

A limit of three transcripts will be provided free to colleges, universities, and post-secondary schools. Each additional copy of a student's transcript will cost \$1.00. Payment is required in advance. Unofficial copies of transcripts and report cards are available for \$.50 each.

Student Directory

Directory information will not be released to the public unless a parent or student over 18 request its release in writing on or before October 10. Objections to its release should be directed to the principal. The following constitutes directory information: a student's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, and awards received.

The parents or the student over 18 have the right to file a complaint with the Department of Health, Education, and Welfare concerning alleged failures of the District to comply with the provisions of the Family Educational Rights and Privacy Act of 1974.

This brief review has been presented so parents and students will be apprised of the policies of the Houston Independent School District regarding student records. Should you desire additional information, please contact the principal of your school. The principal will be happy to work with you.

PARKING

All cars parked in the student parking lot must be registered and must display a parking sticker on the lower left rear window for identification purposes. All cars without a sticker will be towed away at the owner's expense. STUDENTS MAY NOT PARK IN THE FACULTY DESIGNATED AREAS OF THE PARKING LOT and will be towed as well.

Parking decals are easily available to qualifying students from the campus security administrator. Students may learn the parking policy and procedures from the main office. Please be aware of the following:

- Students who park illegally will be assigned detention if they have parking decals or their cars will be towed away if they have no parking decal. Students who park in the faculty lot or in visitor spaces will be subject to disciplinary action and their cars will be towed. All towing charges will be at the vehicle owner's expense.
- The service driveways are not to be used between 7:00 AM and 4:00 PM on regular school days. These areas are for cafeteria service trucks and school buses.
- Reckless driving, speeding, or racing will not be allowed, and violators will be subject to disciplinary action and immediate revocation of their parking privileges for the year.
- Students must vacate their cars and the parking lot upon their arrival to school. Loitering in the parking lot is not permitted.
- Students may not return to their cars at any time (including lunch) without a permit until the end of the school day.
- Any vehicle on school property is subject to being searched.
- Campus administration may revoke student parking privileges at any time.

AUTHORIZED USE OF PRESCRIBED MEDICINE

Students are not allowed to self-medicate. Medication prescribed to be dosed during school hours must be dispensed by authorized school personnel or under the supervision of authorized school personnel.

Houston Independent School District Policies Governing Administering Medication During School Hours

The policy of the Board of Education does not authorize Houston school personnel to give medication of any kind including aspirin, similar preparations, or any other drugs. Nurses and other school personnel, however, can and should give medicine during school hours when the physician requests in writing that there is a need for such medication. The doctor's statement must be accompanied by written permission of at least one parent.

The following procedure will be used when dispensing medication at school:

- The school nurse will supervise the storing and dispensing of all medication.
- The medication must be brought to the nurse by the parent or student before the school day begins or during homeroom.
- Before the medication is dispensed, written permission must be obtained for dispensing the medication to a student from both a parent and the student's physician. No medication will be dispensed without this permission. Medication that will be dispensed, with written permission, must be brought to the school in its original bottle with the student's name on the medication. Copies of this form may be obtained from the nurse.
- At the time the medication and signed request/permission are brought to the nurse, the nurse will give the student a permit to leave class to take the medication at the prescribed time. No student will be allowed to leave class to take medication with this permit.

No medication may be taken during school hours, school functions, or on school property unless the above procedures are followed.

Students should refer to the "Code of Student Conduct: Your Rights and Responsibilities" in order to determine the penalties for violation of policies concerning drugs and alcohol.

INTERNET/COMPUTERS

PowerUP

The one-to-one laptop program is a key component of HISD's PowerUp initiative, which aims to transform teaching and learning throughout the district. By providing students with 24-hour access to a digital device, students can become the producers and evaluators of knowledge, not just consumers. The laptops will allow them to locate, evaluate, and interpret information, as well as collaborate with others to engage in authentic, real-world tasks. Most importantly, the students will develop the skills they need to compete in today's 21st-century economy.

- PowerUp is a district wide initiative that is fully adopted by Milby High School and it is aimed at transforming teaching and learning to the end of building learning capacity.
- PowerUP has 3 main components: 1) Technology (which includes 1:1 laptop distribution), 2) "HUB" (an online teaching and learning platform) and 3) personalization (customized learning experiences to meet the individual needs of students. To find out more about the PowerUp initiative, visit www.houstonisd.org/powerup.
- In order for students to participate in PowerUp they must **sign a user agreement form** and **each student is required to pay an annual, non-refundable \$25 security deposit fee to receive a laptop**.
- Laptop agreements have been sent out with students and other reports.
- **Payments and forms can be turned in to our main office, or in Room 135** during school hours (receipts and extra agreements will be made available).
- Students will also receive a Digital Citizenship training and will be educated on the potential pitfalls of cyberbullying.
- If your child receives free, or reduced lunch, your family may qualify for the **\$9.99/mo. internet essentials program through Comcast**. Please visit <https://www.internetessentials.com/> for more details.

General Internet Use Expectations

What is possible?

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use the Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

What is expected?

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with the HISD Code of Student Conduct, Milby Senior High School rules, and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. Additional disciplinary actions may be applied in accordance with the Code of Student Conduct. The user is personally responsible for his/her actions in accessing and utilizing the school computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

What are the rules?

- Privacy—Network storage areas may be treated like school lockers and school property. Network administrators may review communications to maintain system integrity and ensure that students are using the system responsibly.

- Storage capacity—Users are expected to remain within allotted disk space and delete material which takes up excessive storage space.
- Software—Students should never download or install any commercial software, shareware, or freeware onto network workstations, drives, or disks, unless they have written permission from the Network Administrator. In addition, students may not copy other people’s work or intrude into other people’s files.
- Inappropriate materials or language—During computer use, students may not communicate profane, abusive, or impolite material. Material not in line with the rules of student behavior may not be accessed. A good rule to follow is never view, send, or access materials that you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.
- Security—Students must not engage in activities designed for the specific purpose of bypassing the security systems. Anything that disrupts the functions of the computer systems will result in disciplinary actions. Students may not have in their possession any item that can be used for the purpose of bypassing computer security.
- The Law—The U.S. Government and the State of Texas have established laws governing the use of computers (see board policy correlates). Students should never use the computer to engage in activities that may be in violation of either federal or state law.

MILBY SENIOR HIGH SCHOOL COMPUTERS MAY ONLY BE USED FOR SCHOOL PURPOSES.

Guidelines to follow to prevent the loss of network privileges at Milby Senior High School:

- Students are not permitted in chat rooms or use of e-mail.
- Do not use a computer to harm other people or their work.
- Do not damage/deface the computer or the network in any way.
- Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
- Do not violate copyright laws.
- Do not view, send, or display offensive messages or pictures.
- Do not share your password with another person.
- Do not waste limited resources, such as disk space or printing capacity.
- Do not trespass in another student’s folders, work, or files.
- Do notify an adult immediately if, by accident, you encounter materials that violate the rules of appropriate use.
- Students must use school disks only, if allowed to insert disks in computers.

BE PREPARED to be held accountable for your actions and for the loss of privileges and/or other disciplinary action(s) if the Rules of Appropriate Use are violated. This may include suspension, expulsion from Milby Senior High School, or referral to appropriate local, state, or federal authorities.

Because of the ever-changing nature of technology, not all possible violations can be covered in this policy. Nevertheless, Milby Senior High School is ready to take immediate action when individuals violate system integrity, the Code of Student Conduct, or the rights of members of this community.

SCHOLARSHIPS

Students should begin working in their freshman year to maintain high grade point averages as well as good conduct grades. As students become eligible for scholarships, they may apply. As information on scholarships is received, the College Adviser and counselors will disseminate information to students who are eligible. Some scholarships require candidate nomination, which will be made by the College Adviser and counselors. In this instance, the committee only nominates; it does not make the final choice. The final choice is usually made by the scholarship donors. Although there are a great amount of scholarships available, students are encouraged to contact financial aid offices of their prospective colleges to find out what other aid is available. Students should also check with their parents' employers and other professional associations about any scholarships they might offer.

Students in need of financial aid to attend college should seek assistance from the College Adviser or school counselors and attend a financial assistance workshop hosted by the school throughout the year. Each student planning to attend an institution of higher education after graduation should complete the Free Application for Federal Student Aid (FAFSA) anytime after January 1 of their senior year. Parents should note the completed FAFSA form requires parental financial information.

GRADING POLICY

Categories and Weighting of Assignments/Assessments

The following categories and weighting of assignments/assessments will be used in determining mastery of the designated State & District curriculum objectives at Milby High School:

Class Work	45%
Home Work	10%
Quizzes	15%
Tests	30%

Number of Grades per Grading Cycle

Teachers shall post no less than one grade per week per subject/course and no less than ten grades for any one reporting cycle.

Submission of Late Work/Make-Up Work & Opportunities for Reassessment

In accordance with HISD Secondary School Guidelines, page XV-27, students must be given opportunities to make-up or redo a class assignment for which the student received a failing grade.

Late Work

In accordance with School Guidelines, students must be given opportunities to submit late work for credit. A reduction in points earned by the teacher is allowable. Please, see individual teacher policies regarding the expectations for submitting work beyond the teacher communicated due date.

Make-Up Work In the Event of an Absence

When a student is absent, he/she has at least three school days to make-up his/her work after returning to class.

Reassessment

Teachers shall provide students an opportunity to redo/retake a test. Students will have one week (five school days) from the date the test is returned to the student and/or the grade is publicly posted. Students will receive the higher grade of the two tests. Teacher must document all opportunities given to students to make-up missing assignments and failing grades.

Extraordinary Circumstances

On occasion, students may miss a large amount of school due to circumstances beyond their control. A combination of policies may allow them to complete some or all missed course work within a reasonable amount of time without penalty. Counselors will guide students in accessing their options.

Dropping of Grades

The number of grades that can be dropped during a six week grading cycle can be no more than two.

Grade Values

The following point values apply in calculating GPA (grade point average) and ranking graduates:

Grade Values		
Regular Classes	Pre-Advanced Placement/ Advanced Placement	Special Education
A (90-100) = 4	A (90-100) = 5	A (90-100) = 3
B (80-89) = 3	B (80-89) = 4	B (80-89) = 2
C (75-79) = 2	C (75-79) = 3	C (75-79) = 1.5
D (70-74) = 1	D (70-74) = 2	D (70-74) = 1
F (Below 70) = 0	F (Below 70) = 0	F (Below 70) = 0

ADVANCED PLACEMENT (AP) COURSES

What is Advanced Placement (AP)?

Advanced Placement is a cooperative endeavor between secondary schools and colleges and universities. This program, sponsored by the College Board, is designed to enable students to have the opportunity to take college level courses while still in high school. At the end of an AP class, the student sits for the AP Exam – potentially earning college credit. Tests are administered at Milby and registration typically takes place in early February through the middle of March with the exams themselves taking place in May. The best source for information on AP is the College Board website – www.collegeboard.com.

Why should I take AP courses?

AP courses teach students skills that can lead to success in college. Students will develop the writing skills, problem-solving techniques, and study habits that will prepare him/her for college academics. Plus, taking rigorous AP courses demonstrates a student's maturity, willingness to push themselves intellectually, and commitment to academic excellence, which can help them stand out in the college admissions process.

What are AP Exams?

AP Exams are given once a year in May. These exams provide students with a standardized measure of what they've accomplished in the AP classroom. Colleges and universities will use these AP Exam grades to possibly award the student credit, placement or both.

This sounds like a lot of work. Are there any other rewards?

In addition to the intellectual rewards listed above, AP and Pre-AP students are also rewarded with an extra point on their GPA.

For example –

Student A – Preparatory English 1 Semester Grade: "A" GPA points: 4

Student B – Pre-AP English 1 Semester Grade: "A" GPA points: 5

The following chart summarizes the GPA points for Pre-AP/AP vs. Prep classes.

Pre-AP/AP vs. Preparatory

A 90-100 5 points vs. 4 points

B 80 – 89 4 points vs. 3 points

C 75 – 79 3 points vs. 2 points

D 70 – 74 2 points vs. 1 points

F 0 – 69 0 points vs. 0 points

Can freshmen take AP Courses?

AP Human Geography is currently the only AP class being offered to freshmen. However, it may be added in the near future. Freshmen who have met the prerequisites may have access to offered AP classes. Pre-AP classes in the areas of math, science, social studies, and language arts are available to qualified and willing freshmen.

What are Pre-AP courses?

Pre-AP courses are designed to prepare students for the rigors of the AP course. Enrollment in Pre-AP is not required to enroll in AP course – but, it is very beneficial.

What grade do I have to make on the AP Exam to earn credit from my university?

Each college/university has a unique credit policy. You can use this link to find out about the policy at a particular college.

Is there an application process?

No. Milby has adopted the College Board's philosophy of open enrollment. If a student is interested in taking a Pre-AP/AP course, then they will simply register for those courses when they complete their course selection through their counselor. All students taking an AP class will be required to complete and return an entrance agreement.

Who do I contact if I have any questions?

Claudia Cardenas
Milby AP/GT Coordinator
Phone: 713-928-7401

MILBY EARLY COLLEGE ACADEMY AND DUAL CREDIT COURSES

Freshmen entering Milby High School in the Fall of 2017 will have the opportunity the graduate high school with an Associate's Degree. All other current students may have the opportunity to earn a substantial number of college credit hours before they graduate.

What is Dual Credit?

Dual Credit classes offer students the opportunity earn college credit while in high school. Students will take one class and earn credit for both high school and college at the same time. For example, a student can take English 3A at Milby and also be enrolled in English Composition 1 at Houston Community College. Students who start taking Dual Credit courses during their freshman and sophomore years could potentially earn an Associate's degree by the time they graduate from high school.

How much will this cost me?

You will not pay HCC tuition. Houston Community College waives tuition for our students. There is some potential for fees if you take vocational classes. However, these fees would likely be the same as the fees you would pay to take the course for high school credit only.

Is this real college credit?

Yes, this is real college credit. Most of your courses will transfer to most public Texas universities. If you don't plan to transfer, you can easily transition into becoming a full time HCC student. College credit will be added to your college transcript and will follow you for the remainder of your college career.

What are the benefits of taking dual credit classes?

You have the opportunity to save thousands of dollars on your college education. And, you have the opportunity to get a head start on your long term education and career goals.

Are there any other rewards?

Yes, just like with Advanced Placement classes, the additional rigor and required work of Dual Credit classes are rewarded with a weighted grade point factored into your high school GPA.

How do I sign up?

Contact your counselor or Assistant Principal Bill Ellis Room 3606.

REPORT CARDS, CREDITS, AND ATTENDANCE APPEALS

Report Cards

Students will be issued grades following every six-week period. (See Calendar) At the end of the semester, the total sum of the three six-weeks and the final exam grade will need to total 270 points in order to be eligible to receive semester credit for that course. In order to earn the course credit, the student must not have excessive unexcused absences during the semester.

Credits

Texas Education Code section 25.092 states that “a student may not be given credit unless the student is in attendance for at least 90 percent of the days that class is offered.” In order to receive course credit for a class, which a student is passing, the student must have no more than two unexcused absences. A provision of House Bill 417 states that an attendance committee must be implemented to hear appeals from students who have excessive absences and a passing grade of 70 or above. HISD policy states that each school campus must have a School Attendance Committee. The committee will review petitions for class credit for students who are being denied credit as a result of excessive absences. Students will be given the opportunity to make up work for both excused and unexcused absences. All work must be made up within 5 school days upon the student’s return to school from any absence. The Milby Attendance Committee ideally consists of the following: one counselor, and one assistant principal.

Attendance Appeals

Appeal Procedure—Appeal Forms are available in the counselors’ offices one week after report card distribution each semester and must be returned by the date designated. For an appeal to be granted, the following must be presented: completed appeal application, copy of the most recent report card, and appeals tracking sheet with signatures.

Texas Education Code 21.041 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.” All students in HISD are expected to be in attendance in all their classes and to take advantage of the opportunity to learn and to pass their courses. To make that expectation clear to all students and their parents, the Houston Independent School District, as allowed by the state, has a more stringent policy which requires that a student must not have more than two unexcused absences per 18 week term to receive class credit. Students with more than two unexcused absences in a class per 18 week term (or three six-weeks) is considered to have excessive absences and will be denied credit in each class that exceeds the excessive absence limit.

The intent of the district’s policy is to encourage students who exceed the absence limit and are in a position to be denied credit to stay in school. A provision of House Bill 417 states that an attendance committee must be implemented to hear appeals from students who cannot receive credit for courses due to excessive absences. HISD policy states that each school campus must have a School Attendance Committee, the composition of which shall be determined by the principal. The committee shall review petitions for class credit for students who are being denied credit as a result of excessive absences. The option of working to make up missed work and demonstrate acceptable achievement, and petitioning the School Attendance Committee for credit provides them a chance to rethink their choices without automatically endorsing a penalty of losing all credit in courses attempted. This is in line with the dropout prevention program as established by the state, which was designed to encourage students to remain in school and work to be successful. Therefore, all students will be given the opportunity to complete make-up work in both excused and unexcused absences.

The computer grade reporting system will automatically flag subjects where the absence limit has been exceeded. If the student who has exceeded the absence limit is given the opportunity to make up all work missed and still has earned a grade below 70, the student may not petition the School Attendance Committee to regain credit. In that case, the student is failing because he has not mastered the academic elements of the course, not because he exceeded the absence limit. If the student with excessive absences has not been given the opportunity to complete make-up work missed and his average is less than 70, he/she would have the right to petition the School Attendance Committee to regain credit.

BUS TRANSPORTATION

HISD offers bus transportation to students with special transportation needs and to those who qualify as Magnet Transfers. Magnet Coordinator, hhhh coordinates bus transportation. Please contact her office at 713-928-74##

Private bus companies are encouraged to pick up and deliver students here in the same location and manner as our own HISD buses. Conduct on the private buses will be the responsibility of the private bus company. In the interest of courtesy and good public relations, we will assist in whatever manner is feasible at this level but we are limited to the authority and control of the HISD transportation facilities. If we lease public transportation for a field trip, conduct should be based on the Code of Student Conduct or specific terms of the lease of the bus or buses. The Code of Student Conduct is provided to each student at the beginning of the school year.

STUDENT CONDUCT

Zero Tolerance

The HISD Board of Education, in accordance with its major system priorities, believes the school environment should be safe for all students and free of disruptions that interfere with the education process. In response to this belief, the board has developed a policy of zero tolerance.

In every case where students in school engage in conduct that contains the elements of an offense in violation of the Penal Code or the Education Code, the school will pursue arrest, charges, and removal to a District Alternative Education Program, juvenile detention facility, or county jail. The school principal has an obligation under the current law to notify the HISD police department if the principal has reasonable grounds to believe any of the offenses have occurred in school, on school property, or at a school sponsored or school related activity. Such offenses include yet not limited to the following:

- Selling, giving, delivering to another person, possessing, using, or being under the influence of marijuana, a controlled drug, or other controlled substances (Chapter 481, Health and Safety Code, or 21 U.S.C. Section 801 et seq.)
- Selling, giving, delivering to another person, possessing, using, or being under the influence of a dangerous drug (Chapter 483, Health and Safety Code)
- Selling, giving, delivering to another person, possessing, using, or being under the influence of an alcoholic beverage, as defined by Section 1.04, Alcoholic Beverage Code.
- Engaging in conduct that contains the elements of an offense relating to an abusable volatile chemical or possession of inhalant paraphernalia (Sections 485.031 through 485.034, Health and Safety Code)
- Possessing a knife, which includes razor blades, utility knives, X-ACTO knives, or other objects that are designed to cut and that are reasonably determined under the circumstances to have been possessed by the student for use as a weapon.
- Engaging in assault, which is defined as intentionally, knowingly, or recklessly causing bodily injury to a staff member or volunteer (Section 22.01 (a)(1), Penal Code)
- Engaging in conduct that contains the elements of deadly conduct (Section 22.05, Penal Code)
- Possession of a firearm as defined by 18 U.S.C. 921 off of school property and not at a school activity but within 300 feet of the school property line
- Engaging in any conduct listed under Required Expulsion off of school property and not at a school activity but within 300 feet of the school property line

Student Conduct at Athletic Contests

Athletic contests provide the opportunities for us to celebrate our school spirit and value at Milby. We are famous, not only for high attendance, but also for high standards of sportsmanship. We expect our supporters to let the contestants be the center of attention at all contests, to support our teams wholeheartedly, but not to detract from their efforts through any actions that would reflect poorly on the students, parents, and teachers who make up the Milby community. All rules of conduct which apply at school also apply at athletic events. Please be sure to adhere to the following policies:

- During and after any game, no one is allowed to be on the playing field/court except the following: team members, coaches, assistants, officials, cheerleaders, mascot crew (8 maximum per school), three photographers maximum per school.

- There shall be no visitation between representative groups from each student body at any time before, during (including half-time), or after the game is over.
- The football field is to be cleared immediately at the end of a football game.
- Students are to sit on the side assigned to their school and shall not cross over to the opposing school's side.
- Horns and other mechanical noisemakers, especially CO2 air-horns, are not allowed.
- Uniformed groups, bands, drill squads, and ROTC are admitted free; however, booster groups must pay admission.
- Bonfires are prohibited not only at schools but also at other locations.
- All coordinated cheering must be directed by the cheerleaders. Cheers should encourage our players – not to belittle our opponents.

Student Conduct at School Dances and Other Official Functions

Please be sure to adhere to the following policies:

- Current Milby students or Milby graduates may attend.
- If a student intends to bring a guest other than a Milby graduate, he/she must register the name of the guest with one of the assistant principals before the night of the dance. Guests must have a driver's license or other means of identification at the door.
- Any student who has been dismissed or expelled from Milby for disciplinary reasons will be excluded from Milby dances held in the cafeteria. Students are responsible for the conduct of their guests.

ACTIVITIES OUTSIDE OF THE CLASSROOM

Planned activities outside of the classroom can be very supportive of the student's total learning experience. An extension of your class work with enrichment activities related to the community can be very rewarding. It is also very pleasing to members of the business community to have our students visit their work locations to show the importance of their business to the school. Good planning is the key with this activity. The following guidelines should be followed by all students:

- Completely fill out a parent permission slip and return to your teacher/sponsor in a timely manner.
- Familiarize yourself with the field trip purpose.
- Always conduct yourself in a favorable manner.
- Use the school transportation (HISD or private bus) – NO PRIVATE CARS ALLOWED.
- Enjoy your trip and report the highlights at your next class meeting.



Charles H. Milby High School

2017-2018 Parent/Student Handbook Acknowledgement

Directions: Please read and discuss this document with your parents, sign it in the designated signature areas, then return it to your Homeroom teacher as soon as possible.

Charles H. Milby High School shall foster a climate of mutual respect for the rights of others. Each student is required to respect the rights and privileges of other students, teachers, and school personnel. The student's responsibilities for achieving a positive learning environment at school and/or school-related activities shall include those described in the district's Code of Student Conduct and the following:

- Attend all classes and each day be on time and ready to learn
- Prepare for each class with appropriate materials and completed assignments
- Dress according to the Milby's Dress Code
- Know that the possession, use and/or sale of illegal or unauthorized drugs, alcohol and weapons is unlawful and prohibited
- Show respect towards people and property

This handbook is written to help your son/daughter gain the greatest possible benefit from his or her four-year high school experience. The school requires your help and cooperation with the enforcement of these policies. It is important that every student understand the contents of the Parent/Student Handbook and the Code of Student Conduct published by the school district. Please read and discuss this document together and understand its' content. When you have done so, you and your child must sign this form and return it to the school. Signatures of parents and student acknowledge receipt of a copy of the Parent/Student and certify that both have read and discussed the Parent/Student Handbook.

By signing this form you acknowledge receipt of the Milby Parent/Student Handbook and promise to adhere to all policies and procedures outlined above and contained within the HISD Code of Student Conduct. Please note that policies and procedures detailed in this Parent/Student Handbook are subject to change, at the discretion of school and HISD administration, without notice.

Student Signature Date

Parent or Guardian Signature Date

Parent or Guardian Signature Date

Grade: _____ Advocacy Teacher: _____
