

Houston Independent School District
2022-2023



Student Handbook

11625 MARTINDALE * HOUSTON, TEXAS 77048

713-991-0510 (office) | 713-991-8131 (fax)

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Mission

The Board of Education's mission is to equitably educate the whole child so that every student graduates with the tools to reach their full potential.

Vision

Every child shall have equitable opportunities and equal access to an effective and personalized education in a nurturing and safe environment. Our students will graduate as critical thinkers and problem solvers; they will know and understand how to be successful in a global society.

Beliefs

- We believe that equity is a/the lens through which all policy decisions are made.
 - We believe that there should be no achievement gap among socio-economic groups or children of ethnic diversity.
 - We believe that the district must meet the needs of the whole child, providing wraparound services and social and emotional supports.
 - We believe our classrooms/schools should be safe, vibrant, joyful spaces where students are guaranteed access to a challenging and deep educational experience.
 - We believe that instruction should be customized/personalized to meet the learning needs for each individual child, including students with disabilities, gifted and talented students, and English Language Learners, so they have the support and opportunity they need to flourish.
 - We believe that recruitment and retention of qualified and effective personnel are the keys to enhancing the quality of education and increasing student achievement.
 - We believe that the community has a right to transparent operations across the district in all schools, departments, and divisions.
 - We believe that meaningful engagement with the community is important in all major decision-making.
-



Sterling Aviation High School
 School of Logistics and Global Supply;
 HISD Aviation Magnet

11625 Martindale Houston, TX 77048-2005

713-991-0510

fax: 713-991-8111

2022-2023 Directory



<http://www.houstonisd.org/Sterling>

@SterlingRaider

Sterling HS Administration

Ms. Tannisha Gentry	Principal	Mrs. Raven Thomas	Dean of Instruction
Ms. Linder Johnson	Dean of Students	Ms. Shontel Roberts	Dean of Students
Ms. Ursula Miller	Dean of Students	Mr. Marcus Bland	Dean of Students
Ms. Sullivan-Semien	Dean of Instruction	Dr. Elena Silva-Leal	Dean of Instruction

Instructional Team

Ms. Amanda Mason – Social Studies
 Ms. Laquita Harkless-Williams – ELA
 Mr. Charles Gray-Science
 Mr. Gary Jesse– Science
 Ms. Maria Duron -LOTE
 Ms. Andrea Spivey - SPED

Academic Advisors

Ms. LaShanda Jackson – Registrar
 Ms. Claudia Blair-Scott A-E
 Ms. Evette Mason-Ferguson F-J
 Ms. Tiffany Fontnett K-Q
 Ms. De’Andrea LaVergne R-Z

Office Staff

Mrs. Sylvia Garcia – School Secretary
 Ms. Jessica Pineda – Financial Office
 Ms. Aracely Alanis-Front Office
 Ms. Michelle Cuellar-Front Office
 Ms. Suzalyn Hunter-Attendance Office
 Ms. Maryhelen Hernandez – Registration Support
 Ms. Alicia Tarver- Student Information Representative
 Mrs. Cherlyn Pinkney – Copy Center
 Ms. Sheila Maddox – Discipline

Ms. Alma Gutierrez – CIS Social Worker
 Mrs. Barbara Tarver-Thomas-Social Worker
 Ms. Princess Agbobock- Wraparound Specialist

 Ms. Rashunda Endsley –College Access Coordinator
 Mrs. Lisa Stillwell – College and Career Advisor

 Ms. Ashley Lee-Magnet Coordinator
 Ms. Linda Turner – Parent Engagement

Mr. Christopher Aviles- Technology
 Coach Quintin Smith-Technology



2022-2023 Bell Schedule

Monday (A-Day), Tuesday (B-Day), Wednesday (A-Day), Thursday (B-Day), Friday (A or B)	
Transition to First period of the day	8:20pm – 8:29pm
1st(A-Day)/5 th (B-Day)	8:30am – 10:00am
Break/Passing	10:01am – 10:04am
2 nd (A-Day)/6 th (B-Day)	10:05am – 11:35am
2 nd (A-Day)/6 th (B-Day) Built in Intervention	11:36am – 12:05pm
Break/Passing	12:06pm – 12:10pm
3 rd (A-Day)/7 th (B-Day) Students who attend 1 st lunch attend class 12:40 pm – 2:15 pm Students who attend 2 nd lunch attend class 12:10 pm – 12:45 pm 1:20 pm – 2:15 pm Students who attend 3 rd lunch attend class 12:10 pm-1:25 pm 2:00 pm – 2:15 pm	12:10pm – 2:15pm
1 st Lunch 1 st Floor A-Side, 3 rd Floor A-Side	12:05pm – 12:35pm
2 nd Lunch 2 nd Floor	12:45pm – 1:15pm
3 rd Lunch 1 st Floor B, C, D-sides, 3 rd Floor B-Side	1:25pm – 1:55 pm
Break/Passing	2:15pm – 2:20pm
4 th (A-Day)/8 th (B-Day)	2:20pm – 3:55pm
4 th (A-Day)/8 th (B-Day) Built in Intervention/Dismissal	3:56pm – 4:10pm

1st Lunch: 1st Floor A-Side & 3rd Floor A-Side

2nd Lunch: 2nd Floor

3rd Lunch: 1st Floor B, C, & D-Side & 3rd Floor B-Side

Report Card Dates

Grading Period	Grading Period Dates	Report Cards
1 st Six Weeks Report Cards	August 22 - September 30	October 7, 2022
2 nd Six Weeks Report Cards	October 3 - November 4	November 11, 2022
3 rd Six Weeks Report Cards	November 7 – December 21	January 13, 2023
4 th Six Weeks Report Cards	January 9 – February 24	March 3, 2023
5 th Six Weeks Report Cards	February 27 – April 14	April 20, 2023
6 th Six Weeks Report Cards	April 17 – May 31	June 7, 2023

Attendance

Texas Compulsory Attendance Law

Compulsory Attendance Law and Attendance Referral Process At the beginning of the school year, the school must send home with each student the Superintendent's letter regarding to TEC §25.0951 and TEC §25.0952 as authorized by Senate Bill 1432.

TEC §25.095 requires the school district to notify a student's parent or legal guardian in writing at the beginning of the school year that if the student is absent from school three days or parts of days in a four-week period without parental consent or is absent without an excuse for more than 10 or more days or parts of days in a six-month period:

- The student's parent or legal guardian is subject to prosecution under TEC §25.093.
- The student is subject to prosecution under TEC §25.094.

The school must send a "Warning Letter" to a student's parent if the student has been absent from school, without excuse for three days or parts of days within a four-week period. A copy of the "Warning Letter" should be sent to the attendance specialist. The notice must:

- Inform the parent that it is the parent's duty to monitor the student's attendance, require the student to attend school, and the parent is subject to prosecution under Section 25.093(b) for failure to require the child to attend school;

and

- Request a conference between school officials and the parent to discuss the absences.

If a student fails to attend school without excuse for 10 or more days or parts of days within a six-month period in the same school year, the school must:

- Send an Attendance Referral to the Attendance Specialist requesting a court case be filed against the student's parent, the student, or both in Justice of the Peace Court,

and/or

- Send "HARRIS COUNTY JUVENILE PROBATION REPORT" to Intake Court Services at Juvenile Probation Department and send a copy to parent and attendance specialist.

TEC §25.0951 requires the district to:

- File a complaint within 10 days against the student or the student's parent or both in a justice or municipal court if the student fails to attend school without an excuse on 10 or more days or parts of days within a six-month period in the same school year;

or

- Refer the student to a juvenile court for conduct indicating a need for supervision under Section 51.03(b)(2) Family Code.

Daily Attendance Reporting

State law requires Sterling High School to accurately record the number of students in attendance daily and report that figure to the state. That **official state attendance**, known as **ADA or Average Daily Attendance, is taken every school day at Sterling during 2nd/6th period of the day during the regular day bell schedule, 2nd period during the homeroom bell schedule, and homeroom period during the early release bell schedule day at 10:30 a.m.**

Failure to post these ADA absences will require administration intervention. The teacher will take attendance on the computer in the classroom. The state rightly takes student attendance rates seriously. Not only does our attendance affect HISD's state funding, but it also bears on the perceived quality of the education provided at Sterling. Therefore, the state publishes for statewide distribution our student attendance rate and compares it with those of other schools statewide. Teacher diligence and accuracy are required in ensuring that Sterling High School satisfies this responsibility to the benefit of all involved.

ATTENDANCE PROCEDURES

Average Daily Attendance (ADA)

As mentioned above, attendance accounting for the purposes of establishing official ADA for state funding will be taken daily at 10:30 a.m. on Grade Speed.

Taking Attendance & Reporting Absences

Each teacher must take attendance for every class period on Grade Speed. It is vital that teachers make every effort to ensure that their records are accurate. Teachers must check role each class period daily. If a teacher suspects that a student has been absent from a class inappropriately, the teacher will need to make a referral to an assistant principal.

If teachers discover they have made an error in their computer reporting, a correction must be made for that day only. Errors from previous days can be corrected by submitting the correction on an attendance correction form. Forms are available in the attendance office. **This should be done as soon as the error is discovered, but no later than 2 weeks after the end of the grading cycle in which the error occurred, since credit appeal may be affected.**

Teachers should check student absences against the bi-weekly attendance office print-out. If discrepancies are

noted, a correction form must be submitted to the attendance office in a timely manner.

Notes for Absences/Covid-19 Results

Students returning from absence(s) **must present, a copy of results and remain at home for 14 days according to CDC guidelines. In addition, a student with excused absences with reasons below has three school days with** a signed note from a parent or guardian that indicates the reason for the absence. Students **present their notes to the Attendance office.** Students who return without a note will report to class. Teachers should not accept absence notes directly from students, they should direct those students to the Attendance Office.

Excused Absences

Acceptable Reasons for Excused Student Absences

- Personal Illness
- Death of a Family Member
- Student's Health Services and/or Family or Student's Counseling Therapy Appointments
- Authorized School-Sponsored Activities
- Suspensions
- Required (Subpoenaed) Court Appearance

NOTICE: Religious Holy Days and Major Activities (The student is counted as **PRESENT** in school according to state statute and is not considered absent.)

Any other request for an excused absence must be submitted to the principal in writing. These must be provided in advance, so the request can be given proper consideration of the state law and HISD board policy.

What Absences Are Not Excused?

An absence for any reason other than those listed above shall be classified as unexcused. Absences will be considered unexcused if the parent does not send a note within three school days of the absence. The assistant principal may, on a case-by-case basis, review reasons for absences, other than those listed above, and determine them to be excused.

A student may be denied credit for a class if the student accumulates three or more unexcused absences in a class during the fall semester. Four or more in the spring will deny credit for the class. Students are allowed to make up work missed due to any absence. Teachers may legitimately offer reduced credit for make-up work necessitated by an unexcused absence.

Unexcused Absences

Truancy

Any unauthorized absence from school is considered truancy and will be unexcused. Disciplinary action will be taken, and/or a police citation may be issued. This includes any class that is skipped during the course of the school day or leaving campus during lunch.

Closed Campus Policy

Once a student arrives on campus for the school day, he or she will not be permitted to leave the campus without approval from the attendance office. Students may not leave school for any reason (other than for an approved school-sponsored activity) unless **checked out by a parent/guardian through the attendance office. Must be listed in student's demographics to pick up student.** Students who leave campus without following these procedures will be disciplined, the absence will be marked unexcused. **If the student returns to the campus that day they will be subject to a sea**

Absences & Course Credit

Absences and Denial of Course Credit

The Texas Education Code requires that a student be in attendance for 90% of the days a class is offered during a semester in order to be awarded credit for that class (TEC 25.092). **Additionally, HISD states that students with three or more unexcused absences in the fall, in any credit course, will have their credit withheld and an asterisk (*) will appear on the student's report card.**

The issue here is credit, not pass or fail. A student may be passing the course, but four or more unexcused absences in the spring resulting in an asterisk (*) indicates the withholding of credit. **A teacher should contact the parent and continue grading the student's performance without regard to absences. The asterisk will deny credit for the course.**

Credit Appeals

A student who had credit denied for a class may appeal for the credit if:

1. the student earned a passing semester grade in the class; **and**
2. acceptable excuses for the absences are provided in a timely manner by the student's parents or legal guardian, and are determined to be valid by the credit appeal committee; **and**
3. **the student completes the assigned hours within the allotted time.**
4. **Absences not to exceed 13.**

Students who desire to appeal for credit should secure appeal forms from a member of the Student Success Team. Completed appeal forms must be submitted to Student Success Team Member along with proper documentation to support each absence. The credit appeal committee will consider the appeal. To avoid appeals, all students are strongly encouraged to clear any unexcused absence before final exams begin. Failure to attend assigned session will result in forfeit of next session.

Extracurricular Absences

Number of Absences

A student is allowed five absences during each semester for participation in school extra-curricular and co-curricular activities. These are excused absences and will be documented in each teacher's attendance records as well as on the school's master attendance database (Chancery). Sponsors of extracurricular activities must ensure that lists of participating students reach the attendance office prior to departure for those activities, so the correct absence code is entered for each student's absence. Extracurricular absences will not appear on the student's report card.

Field Trip Absences

Students participating in a field trip are not to be counted as absent from the class taking the field trip. Other classes missed are to be counted as part of the five-day semester allowance for excused extracurricular absences. Work missed for such activities is eligible for make-up, as are days missed for UIL competitions. Prior approval must be secured for all students participating in a field trip. Teachers should accommodate students requesting advance work prior to missing a class for an extracurricular activity, if such work is available.

Before a scheduled field trip, the sponsor(s) must check eligibility with the Registrar's office. Sponsors should request administrative approval of a field trip at least two weeks prior to the scheduled trip. After all eligibility is confirmed and administrative signature approval is obtained, the sponsor(s) will provide a list of students to all faculty and staff **at least two full class days prior to the field trip.**

Students who are failing any class or who have poor or unsatisfactory conduct may not participate in a field trip that will result in their missing that particular class. It is the responsibility of the sponsor to respond to notices of student failure or difficulty from any colleague reviewing the field trip list.

College Visits

All **first semester** college visits **must be approved by the Principal prior to the date of the absence.** All

second semester college visits **must be approved in writing by the Assistant Principal prior to the date of the absence.** Permits may be obtained from the AP's secretary. If entered as extracurricular absences, the absences will be excused on the student's report card and will not count against any senior final exam exemptions that may be offered. However, students should remember they are limited to a total of five (5) extracurricular absences during any one semester. Of course, seniors may take more than two college visit days, but only two may be counted as extracurricular, and must be requested and approved in advance in writing by the Assistant Principal. Additional college-visit days, with proper documentation, will be counted as regular excused absences.

Juniors, who take a college visit during their spring semester, may have that visit count as a regular excused absence if approved by the Assistant Principal and proper documentation of the visit is presented. Other absences to visit colleges may be authorized as excused absences if the student is passing all classes.

When is a Student Tardy?

Tardiness is defined as arriving to class after the tardy bell rings without an approved permit. Students arriving after the first 15 minutes of the class on a 45 minutes period or arriving after the first 30 minutes of class on a 100 minutes period will be counted absent, not tardy.

Students will have 10 minutes to obtain a tardy permit from the designated tardy stations one on the first floor and two stations on 2nd and 3rd floors.

To avoid class interruptions, teachers will only accept students with their tardy pass the first 15 minutes of class. Students will need to report to **Student Success Center in room A129** after the first 15 minutes of class for the remaining of the period on their first and second offense. Students will receive in school suspension for the remaining of the day on their third offence of the day for excessive tardies.

The following rules apply:

- § Students who arrive late to class because they are taking care of individual responsibilities such as getting a drink of water, obtaining permits, etc. will be considered tardy.
- § Students riding HISD school buses are excused if the late arrival of their bus makes them late for class. Passes for those students will be provided upon arrival via attendance office. **This does not apply to Metro buses.**
- § Students arriving more than 15 minutes late to school during 1st period of the class must report to the attendance office to sign in with your name, grade, student ID and the time of arrival.

STUDENTS LEAVING SCHOOL EARLY

Please Note —

A student leaving school early, for any reason other than on a regular off-campus permit, must be signed-out in the Main Office by a parent/guardian with the approval of an administrator (or designee). Student will not be given a permit for classes missed. Failure to follow this procedure will result in disciplinary action.

Off-Campus and Parking Permits

Seniors who have met their credit requirements for graduation may have one—off campus period, provided their parents have signed an approval. Off campus is a senior privilege. The only other students who have permission to leave campus early are those participating in a business internship or a Co-Op work program. Early release permits must be carried by off-campus students at all times and must be available for review by assistant principals and police officers.

Off-campus permits for vocational students participating in a Cooperative Education program will be issued by the Cooperative Education teacher. Cooperative Education teachers will provide a list of approved students to the Administrators.

Special students who has an off campus parking permit are expected to leave school grounds no later than 5 minutes after their last class ends. Students will receive one warning and a second offense will result in the loss of off campus privileges.

Leaving School Early for an Appointment

On the day of the appointment, the student must take a note from a parent/guardian to the Attendance Office before school begins. The note must contain:

1. a phone number where the parent or guardian can be reached.
2. the name and phone number of the doctor, dentist, or other professional with whom the student has an appointment.

Students will not be released from school without a parent/guardian present.

The student keeps this official permit to show to his or her teachers following a return to school.

Parking Permit

Students that drive to school must park on campus in the student parking lot. They must purchase a parking permit from the finance clerk for \$35.00, you must show your drivers license and have a proof of insurance on the vehicle.

Leaving School Early Due to Illness

If a student becomes ill while at school, he or she should get a permit from the classroom teacher to go to the clinic. If the nurse is absent, the student is to report to the Attendance Office. **Under no circumstances are students to leave school without proper administrative authorization.**

ACADEMICS

GRADING POLICY

Teachers in all areas will use the grading policy and procedures as agreed in the designated content area. Grades will reflect the degree to which a student masters the content introduced or tested as well as the degree of participation and time management provided by the student.

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 Sterling:

Class Work	60%
Quizzes, Projects, and Assessments	30%
Homework	10%

Number of Grades per Grading Cycle

Teachers shall post no less than two grades per week per subject/course and no less than twelve (12) grades for any reporting cycle.

Late Work Policy

The penalty for not doing the work is doing the work. All assignments will be turned in and assessed prior to the end of grade collection each six week. A deduction in points will be assessed.

Sterling will follow HISD guidelines for issuing grades:

- A = 90 – 100
 - B = 80 – 89
 - C = 75 – 79
 - D = 70 – 74
 - F = below - 69
-

Sterling will adhere to a six-week cycle reporting period. Students must receive a progress report during the 3rd week of the grading period. Anytime a student is failing, parents need to be notified by the teacher. There must be a minimum of 2 grades awarded weekly for each subject, minimum of twelve grades. The grades will reflect the components of the subject and content reflected in the curriculum. Teachers must document re-teaching if mastery is not met. (Documentation of re-teaching should be noted in Grade Speed and reflected in the lesson plans.

Conduct Grading

Marks in conduct are of great importance and the following guidelines are a recommendation:

- E -- Excellent. Excellent conduct is expected from all Sterling students, consistently follow the rules.
- S -- Good. The student's behavior is generally satisfactory but not of the highest rank and needs improvement. Students rarely deviate from the rules.
- P -- Probationary/Poor. Conduct is not satisfactory and needs improvement. Students consistently break the rules. Student must have at least 3 referrals on file before being assigned to Detention and ISS.

Timelines and deadlines for each Progress Report (3-week period) and Report card will be provided. All grades must be inputted in Grade Speed and verified when requested. Teachers will be given grade verifications sheets at the end of every report card cycle. Please review for accuracy. Instructions and timelines will be given in regard to what needs to be done during each cut off period.

If grade changes are necessary during the grading cycle, the teacher must submit a "Grade Change" form to Mrs. Jackson, Registrar. This form will have to be approved by an Administrator before a grade is changed. Please allow time for grade change/s to appear on the report card/s. Grade changes must be made before the conclusion of the following semester.

FINAL EXAMINATIONS

General Instructions

Teachers will administer a final examination in every class they teach. The final exam should reflect material covered during the semester. Final exams represent 25% of a student's semester grade. All final exam periods are two hours long, so teachers should plan accordingly. Students are not to be released from an exam early. All students must take their final exams on the days designated for final exams. Make up for missed final exams will need administrator approval. As you test, be considerate of the teachers and students in rooms located near you. Noise levels need to be kept under control so that all students can do their best on examinations.

Attendance during final exam week will be taken and sent to the attendance office at 10:30am each morning.

HONOR CODE

The Sterling Academic Honor Code

Recognizing Sterling's tradition of excellence, **all** students are expected to uphold a *Code of Honor*. Truth and integrity are the basic precepts of Sterling's Academic Honor Code.

The following examples will help students understand what kinds of behaviors are dishonest:

Cheating:

- Looking on someone else's paper during a test or quiz;
- Giving or getting information about a test or quiz before or while taking it;
- Looking in a book or at notes during a closed-book test or quiz;
- Collaborating with someone on an assignment or project unless such work has been specifically cleared with the teacher in advance;
- Getting information from someone under false pretenses.

Plagiarism:

Copying sentences or parts of sentences manually or electronically from someone else's writing without

proper credit, and/or writing someone else's idea(s) without giving the source credit from the original idea(s).

Any student who is aware of another student's violation of the Honor Code is obligated to report the incident to the teacher. Actions or attempted actions that run counter to these principles are violations of the Sterling Academic Honor Code. The teacher will handle violations in accordance with the following:

§ The Assistant Principal will approve a zero for the assignment.

§ Contact **must** be made with the parents.

§ A "P" will be given for conduct on the progress report.

MAKE-UP WORK

A student will be given the opportunity to make up work missed due to an absence. However, it is the responsibility of the student to request and complete any assignments or tests missed. Teachers will adhere to the prescribed make-up policy.

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

Make-up work is the responsibility of the student. It is not the teacher's job to track down students to administer make-up tests and collect homework. Also, the teacher schedules make-up work, not the student.

If a student is going to be absent for four or more consecutive days, a parent or guardian may contact the assistant principal for assignments, who will contact the teacher for specific work.

Students who miss class for an approved school activity are to notify the teacher in advance concerning the possibility of completing any tests or assignments before the class is missed.

Graduation Programs

CAREER TECHNICAL EDUCATION (CTE)

All students at Sterling are in a CTE pathway and must earn an Industry-Based Certification (IBC) by the time they graduate. Career Technical Education courses provide students with the academic and technical skills, knowledge, and training necessary to succeed in future careers and develop skills they will use throughout their careers. CTE prepares students for the world of work by introducing them to workplace competencies and makes academic content accessible to students by providing it in a hands-on context.

Different pathways have different certifications available. Depending on the CTE pathway they enrolled in, as indicated on their PGP, students will work toward fulfilling certification hours starting their freshmen year, in some cases, depending on how many hours are needed by the time they graduate. The IBC will allow Sterling graduates to immediately begin working fulltime in their specified industry upon graduation if they so choose. College-bound graduates benefit from IBC because they can work in certified positions that pay them more than other campus jobs while they continue to go to school, on top of the job skills acquired that will benefit them for years to come.

ADVANCED PLACEMENT (AP) COURSES

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. The best source for information on AP is the College Board website – collegeboard.com.

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 them 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.

Sterling has adopted the College Board's philosophy of open enrollment. If a student is interested in taking an 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 and must take the corresponding AP Exam in May. Successful students in an AP class can expect about 5-10 hours of additional homework and readings outside of class per week compared to a regular class. Sterling will also require some Saturday sessions and mock exams for AP classes.

DUAL CREDIT COURSES

Dual Credit classes offer students the opportunity to earn college credit while in high school. Houston Community College (HCC) and Houston ISD partner to provide this tuition-free program. Students at Sterling will take the college version of a high school class that will meet during their regular high school schedules. For example, they may take HCC's English Composition I in place of English 3A or English 4A. When the semester ends, HCC shares the grade with Sterling and the student is given high school credit for the college class. They earn both college credit and high school credit for one class.

The benefits of dual credit classes are many. The college classes taken in Texas high schools will transfer to all public (and most private) colleges and universities in Texas, as well as to schools across the country. Students will take their first college classes with the support of high school resources. Additionally, students will earn a weighted grade point for the added course rigor, just like they do for AP classes. It is also easier to qualify as "college ready" while in high school. Not all students who qualify to take college classes while in high school will qualify to take those classes once in college.

Students may qualify for dual credit classes through various measures. These include the TSI Accuplacer test, specific STAAR EOC tests, PSAT, SAT, and classroom success as measured by Grade Point Average and course grades. Details can be found on the Sterling Dual Credit Program page of our website.

Explanation of the Foundation High School Program with Endorsements

For the first time, students will be able to earn one or more endorsements as part of their graduation requirements. Endorsements consist of a related series of courses that are grouped together by interest or skill set. They provide students with in-depth knowledge of a subject area. Students must select an endorsement in the ninth grade. Districts and charters are not required to offer all endorsements. If only one endorsement is offered, it must be multi-disciplinary studies. Students earn an endorsement by completing the curriculum requirements for the endorsement, including 4th credit of math and science and 2 additional elective credits.

Upon completion of an endorsement, students are required to have earned at least 26 credits. The 26 credits will include the 22 credit Foundation High School Program and:

- 1 Advanced Math or CTE Math
- 1 Advanced Science or CTE Science
- 2 Electives

Students can choose from 5 endorsement areas and programs of study (paths):

Science, Technology, Engineering and Mathematics (STEM)

- Career and Technical Education (CTE) courses related to STEM
 - Computer Science
 - Mathematics
 - Science
 - Combination of no more than two of the categories listed above
-

Business and Industry (one of the following or a combination of areas)

- Agriculture
- Food and Natural Resources
- Architecture and Construction
- Arts
- Hospitality and Tourism
- Technology and Communications
- Audio/Video
- Information Technology
- Business Management and Administration
- Finance
- Manufacturing
- Transportation or Distribution and Logistics
- Technology Applications

Public Service (one of the following)

- Health Science
- Law
- Public Safety
- Government and Public Administration
- Corrections and Security
- Junior Reserve Officer Training Corps (JROTC)

Arts and Humanities (one of the following)

- 2 levels each in two languages other than English (LOTE)
- Social Studies
- 4 levels in the same LOTE
- Courses from one or two areas (music, theater, art, dance) in fine arts
- English electives not included in Business and Industry

Multi-Disciplinary Studies (one of the following)

- 4 advanced courses from other endorsement areas
- 4 credits in each foundation subject area, including English IV and chemistry and/or physics
- 4 credits in Advanced Placement, or dual credit selected

Explanation of the Distinguished Level of Achievement

Most of the very best jobs available now and in the future require education and training beyond a high school diploma. Whether students intend to pursue a high-demand, industry workforce credential from a community or technical college or a traditional four-year degree from a university, the choices made in high school will determine their future options. To best prepare students now for the transition to post-high school education or quality workforce training, choosing and taking the right classes is essential. The Distinguished Level of Achievement will ensure the best preparation for students' future.

Student Behavior

If you have a conflict with another student, seek immediate assistance from a teacher, counselor or Administrator. Do not take matters into your own hands.

If you are experiencing difficulty due to someone committing an illegal act against you, another student, or the school, seek immediate assistance from a teacher, counselor or Academy Administrator. File a report with the HISD Police Department assigned to the Sterling HS campus

You are experiencing bullying or sexual harassment?

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct. Prohibited harassment (bullying) of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, ancestry, religion, sex, national origin, handicap or disability, marital status, veteran status, political affiliation, sexual orientation, gender identity, and/or gender expression, or on any other basis prohibited by law that is so

severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a teacher, counselor, Principal, Academy Administrator or other District employee.

You are a person who is celebrating a birthday or other special event and wish to have gifts or food delivered?

Student celebrations should be conducted in the students' home or appropriate venue, not at Sterling High School. Administrators will arrange for academic recognition ceremonies throughout the year to reward academic behavior such as excellent attendance and honor roll.

No Deliveries are Allowed

Students or parents are not allowed to order food to be delivered or deliver food that is not prepared at home to the campus at lunch or any other time. Such deliveries will be confiscated. Students are not to order flowers, balloons or other specialty or gift items to be delivered to the campus at any time. Students should not bring cake, cupcakes, candies or other foods to share; they should bring food only for themselves for lunch.

Parents and family members should not bring cake, flowers, balloons or other specialty gift items to the school. These items will be returned to whoever has delivered them.

You are a parent or student and would like to track your student's (or your own) attendance and progress?

Parent Student Connect (PSC) allows registered users (i.e., parents and students) to log in to access a variety of student information, see class assignments and school calendars, and even communicate electronically with teachers. Users can also choose to have an e-mail or text message sent if a child's grades drop below a selected average or is absent or tardy to class.

Information that PSC provides access to includes:

- Period and Daily Attendance Class Schedules and Assignments
- Progress Reports Report Cards*
- Standardized Test Results (TAKS by subject area)
- Curriculum Resources Parent and Student Resources

To get started, log in or register at www.houstonisd.org/PSC. Parents will need the following information to complete registration:

- Student ID number (HISD)
- Student date of birth
- Last five digits of student's Social Security number if on file with HISD. If not on file, use the last five digits of the "S-Number" provided to your child by HISD. Please call the school if you do not know this number. Students may use this service as well.

Personal Items

Sterling High School is **NOT** responsible for personal property at any time. Students are encouraged to leave expensive or sentimental items at home, including electronic devices, jewelry, one of a kind photos or mementos and other items that the students and their families would find difficult to replace.

Skateboards, skates and roller blades are prohibited. If a student skateboards to school, it can be left in the main office; however, the main office personnel are not responsible for the item at any time.

According to state law and HISD Board Policy, audio and electronic equipment such as lasers, radios, tape or CD players, televisions, games and similar electronic devices are prohibited on campus during school hours. Such items will be confiscated and turned in an Administrator.

PARENT RESPONSIBILITIES

Parents, in their relationships with schools, have the responsibility:

- To treat school personnel with courtesy and as a partner in their children's education;
- To support school, district, and classroom rules for student behavior and ensure that their children conduct themselves according to district standards;
- To participate in decisions related to the education of their children;
- To instill in their children self-discipline and courtesy toward others;
- To adhere to school rules and procedures;
- To instill in their children a respect for teachers and authority

Parents, in order to support high academic achievement for their children, have the responsibility:

- To ensure that their children attend school every day;
- To send students to school on time and prepared to learn;
- To read, acknowledge, and understand the rules applicable to their children's conduct while they are at school;
- To support work that goes on in the classroom.
- To ensure that homework is completed and turned in on time;
- To work with children at home in learning activities;
- To read to and with children;
- To have high expectations for their children;
- To be positive role models for their children;
- To emphasize the value of education;
- To remain involved with their children from preschool through high school.

Parents, in order to be knowledgeable about their children's educational experience, have the responsibility:

- To read all communications from the school;
- To supply accurate, updated information (including current address and when available, current telephone numbers) to the school promptly;
- To monitor children's progress and communicate with the school;
- To become informed about the school's policies and programs; and
- To confer with their child's teacher

Volunteers in Public Schools (VIPS)

VIPS are Volunteers in Public Schools at HISD. Each year, thousands of parents, students and community partners support HISD students and teachers by volunteering their time. VIPS represent all economic, ethnic and educational backgrounds. Ms. Meneses, our Communities in Schools worker, also coordinates the VIPS program.

How can I become a VIPS?

All volunteers must register online and pass a criminal history background check before they can participate as a volunteer. Please follow the steps below to become a VIPS: What types of identification are accepted?

- Texas Driver's License
- Official Passport
- Texas Identification Card
- Official U. S. Military ID
- Driver's License (issued by any state in the U.S.)
- Matricula Consular Identification Card (issued by any state in the U.S.)
- Resident Alien Card Please

Note: All ID's must include a photograph.

Changing Phone Numbers or other Information

If a family moves during the school year, the family must report that address change to the registrar's/attendance office immediately. All information should be updated as soon as it changes. In order to ensure the safety of our students— especially in an emergency—it is critical that the school have accurate addresses and phone numbers for all its students and their families.

Private car drop off and pick up

Parents and others who drive students to and from school are encouraged to car pool and stop only at designated points. During the periods before and after school, the streets and driveways around Sterling HS are quite congested with both vehicular and pedestrian traffic. To ensure the safety of everyone involved, the cooperation of all drivers is vital. Please drive courteously, cautiously and legally.

STUDENT DRESS CODE

School Uniforms: Students are required to wear uniforms. We are doing this to not only to instill a sense of school pride in our students, but also to promote safety as we will be able to identify exactly who is supposed to be on our campus. Students who are not in dress code will not be allowed to enter the building, unless approved by an administrator. Specifically:

Tops: Students will be required to wear a polo shirt that has the R. S. Sterling Aviation High School logo on them. These shirts may only be purchased at Sterling HS for \$15 from the Business Office located in the Main office. Only white undershirts or white sweatshirts (not a hoodie) will be allowed under the polo shirt. Undershirts are optional. Note that, shirts (clothing in general) should not be altered such as through decorative tearing, cutting, beading, knotting or any other alteration, which represents a distraction to the educational process.

Sweaters and Jackets: Students may wear approved outerwear and official Sterling organization jackets such as Letterman jackets and those purchased from school organizations. **Hoodies are not be allowed. No exceptions.**

ID Badges - All students are required to wear their own Sterling High School ID badges above their waist with their picture visible at all times. Note: ID badges are property of HISD. Lanyards must be school issued, college, or military logo designed on them.

Uniform Pants, Shorts, and Capris Pants: Students are required to wear **only khaki, black, or denim pants.** These may be purchased in the school uniform department at Target, J.C. Penny, Academy, Sam's, Walmart, etc. Note that, pants with rips are not acceptable and school uniform (clothing in general) should not be altered i.e. decorative tearing, cutting, beading, knotting or any other alteration, which represents a distraction to the educational process. Shorts must be knee length.

Skirts, spandex, sport shorts, sweat pants, decorative stitching are not allowed. Uniforms must not be excessively tight, loose or baggy and must be worn at the natural waist.

Shoes: Closed toe shoes are required. House shoes such as bedroom slippers, flip-flops, slides, etc. are not allowed.

Jewelry, Eyewear, and head gear - Jewelry (including body jewelry) must not contain spikes. Jewelry should not be heavy, harmful or distracting. Sunglasses are not to be worn in the building. Only prescription contacts are permitted. No head covering of any kind. Hats, scarves, bandanas or head gear are not allowed.

Backpacks and Bags - Student backpacks **MUST BE CLEAR OR MESH ONLY**, bags, and purses may be searched at any time.

Sterling will not tolerate gang-related behavior and/or the wearing of gang- identified articles of clothing and/or other gang symbols. Any articles of clothing, symbols, or emblems thought to signify gang membership will be banned. Apparel with inappropriate writing, inappropriate drawings, or inappropriate advertisements, to include but not limited to drugs, alcohol, tobacco, violence, prison activities, gang activities, sexual innuendoes, cultural divisiveness, and racial intolerance may not be worn.

The Sterling faculty and administration will enforce the dress code in a uniform manner. They will also determine the appropriateness of attire for school occasions and activities. All students have the responsibility to wear clothing that contributes both to their own health and safety as well as that of others. The student dress code applies to students on campus, whether during the school day or after hours, including those serving detention or Saturday School. Students who disagree with particular requirements of the Sterling dress code are encouraged to work within the system to request changes. Use your representatives on the SDMC and on

Student Council to express your opinions. There are many interests for the school to consider in deciding policy, but please know that student concerns are given serious consideration whenever policy is developed. As a rule, the Sterling dress code will not be revised more frequently than once a year. Also, courts at both the state and federal levels have recognized the rights of school officials to regulate standards of student dress and grooming.

Students not in compliance with the standardized dress code will be subject to disciplinary action and will not be allowed in the building. The administration of Sterling High School will be the final authority of any rules subject to interpretation. When in doubt, do not wear items until it has been cleared by an administrator.

ELECTRONICS & CELL PHONE USE POLICY

Cell phones/electronic devices may serve as an outstanding instructional tool and learning resource, if used appropriately. We encourage our staff members and students to use electronics and other 21st century devices to supplement instruction and learning. In order to preserve the teaching and learning environment, this document is to clarify the cell phone/electronic policy for Sterling High School.

Cell phones/electronic devices may be used for educational purposes in the classroom setting. If a student wishes to use their device for non-educational purposes they may do so before the morning bell rings, lunch and after school, Monday through Friday. Lunch time is not an instructional time; however, the administration of Sterling HS reserves the right to ban cell phone use during the lunch hours if student cell phone use during lunch times should happen to evolve into a situation which disrupts the educational process and/or safety of students.

Scholars must turn cell phones/electronic devices OFF before entering any classroom, office, library, locker room, lab, or theater. Students may power their phones on at the request of the classroom teacher.

Once inside any of the locations, students must store their cell phones and electronic devices in a location that is not visible to the teacher or other students, even though they are OFF.

If a cell phone/electronic device rings, vibrates, is used for any reason other than allowed by an educator or administrator, or is visible anytime during class time, a staff member has the right to confiscate the device.

Refusal to surrender a cell phone or electronic device when asked is defiance. Defiance can result in disciplinary consequences, including suspension. Parent will be contacted.

Each Offense ~ the device will remain in the Finance office until Friday of that week. Your parent will be contacted to pick up the phone and pay a \$15 fee for returning of the device.

The staff of Sterling High asks for your FULL cooperation with our policy.

Parents can contact their teenager via their cell phone before school and after school. In the event of an immediate emergency, please call the main school line at (713) 991-0510.

If a student is ill, they should see the nurse, academic administrator or counselor. Students are not authorized to use their personal phones during instructional hours or hallways, including situations in which they may feel ill and wish to call a parent or other guardian to inform them.

If a student's cell phone is visible, if a student is texting, if a student is using the phone to speak with, if a student is surfing the Internet, etc. the device will be confiscated. The phone will be available for pick up from the business office (room 502) after 4:00 pm. HISD policy requires a fee for the return of cell phones. Texas Education Code §37.082 requires a \$15 retrieval fee for cell phones.

REGISTRATION INFORMATION

The registrar is located on the 2nd floor Room B204. The registrar maintains a permanent scholastic record for each SHS student and requests records from previous schools. Each scholastic record includes a student's number of

credits and grade point average. The registrar computes class rank.

Transcript Request Procedures

1. For currently enrolled students

The student must complete and sign a Transcript Request card. The student can obtain the card from the main office B100. When completed, the card needs to be given to Registrar. **Your transcript will be ready 72 hours after your form has been received.**

The card must be completed legibly with the name of the student, the Houston Independent School District identification number. The card must have the complete address of the recipient, and signed by the student. Parents of students under the age of eighteen can also request a transcript.

The completion time on most transcripts is two school days.

Please note that students are given three (1) free transcripts per year. After that there is a charge of \$1.00 for every transcript requested. Valid scholarship requests processed by the Registrar that require a transcript are usually free to the student.

2. For withdrawn or former students

Withdrawn students need to complete a Former Student Request with the Registrar. There is a \$1.00 charge for each transcript given to the student. Valid picture ID must be presented at the time of the request. Per state law, if student is over 18, the parent is denied any access to student transcript or information.

Please note that the Registrar only has transcripts for students that graduated within the last five years and for students that were enrolled and withdrew within the last seven years. After that time all transcripts are sent to Inactive Records at the Hattie Mae White Educational Support Center located at 4400 West 18th Street. If not certain where your records are located the student needs to call the Registrar first.

VERIFICATION OF ENROLLMENT (VOE) FORM

A Verification of Enrollment (VOE) is needed when you apply for an instructional driver's permit and/or a license to operate a motor vehicle.

Specific enrollment conditions are required by the Department of Public Safety (DPS) to obtain or renew a license.

Conditions that are required to be issued a VOE

1. Student is currently enrolled in a public or private school.
2. In the previous semester, the student was present for 90 percent of his/her classes.
3. Student received credit for all classes in the previous semester.

Requests for a VOE will be done in the order received and take one day to process. To request, the student must put their name and HISD ID number on a VOE sign in sheet which is located in attendance office.

If a request is done before 1st period, VOE will be ready by the end of the school day. You can pick it up in the Attendance Office. You must have a valid school ID to pick up the completed form.

A VOE form is good for one month, the student must sign it as soon as they get it.

For students turning sixteen (16) during the summer, a VOE can be issued before the end of the school year in May and will be good for the entire summer.

STUDENT SUCCESS CENTER

SSC is an "in-school" suspension facility in which students may be assigned for a specified number of days as an alternative to suspension for major violations of rules outlined in the HISD Code of Student Conduct. A student assigned to SSC is to remain in isolation in the SSC room all day under the supervision of the SSC teacher.

The primary purpose of SSC is to enable a student to serve an assigned suspension while still receiving instruction from a teacher in a classroom setting; thus losing a minimal amount of academically engaged time from regular classes. SSC isolation also provides the student an opportunity to contemplate the actions that led to the suspension so those future problems may be avoided.

In order to be released from SSC and returned to regular classes, a student is expected to follow the rules listed below:

Student Success Center(SSC) RULES

All SSC rules are in effect inclusive of passing to and from the restroom, cafeteria, etc.

NO TALKING! NO EXCEPTIONS.

- ❖ This includes speaking aloud, whispering, signing, and passing notes.
- ❖ No student may communicate with any other student unless directed to do so by the SSC Supervisor.
- ❖ All students must raise their hand to obtain permission to speak to the SSC Supervisor.

REMAIN SEATED AT ALL TIMES!

- ❖ Upon entering the SSC room, you will be assigned a seat.
- ❖ All students must remain seated at their assigned desk at all times until directed otherwise by the SSC Supervisor.
- ❖ You must sit up straight with both feet on the floor.
- ❖ No sleeping is allowed. Students will stand up for five minutes if they fall asleep.
- ❖ All students must raise their hand to obtain permission to leave their desk for any reason. This includes sharpening pencils, borrowing supplies (books, paper, pens tissue paper, etc.), and turning in assignments. Any waste will be kept on your desk and thrown in the trashcan at break time or at the end of the day.

DISRESPECTFUL, DISRUPTIVE, AND RUDE BEHAVIOR WILL NOT BE TOLERATED!

- ❖ All students must show respect when addressing any adult. This includes the SSC Instructor, teachers, and substitute teachers and administrative faculty.
- ❖ No disruptive behavior and/or attitudes will be allowed. This includes back talking or arguing with adults or other students.

CHEWING GUM, EATING CANDY AND DRINKING BEVERAGES ARE NOT ALLOWED!

- ❖ Chewing gum is NOT allowed at any time during ISS.
- ❖ You are not allowed to bring your lunch.

DRESS CODE:

- ❖ If a student is not dressed correctly they will be assigned another day of ISS.
- ❖ Shoes must be worn at all times. No flip flops allowed. Shoes must be laced and tied the entire time.
- ❖ The student handbook will be followed at all times.

PERSONAL BELONGINGS

- ❖ No purses or backpacks are allowed. These will be taken up daily as well. They will be returned at the end of the day.
- ❖ No cell phones are allowed. ***They will be picked up prior to entry each day and returned as you leave.***

ASSIGNMENT/SCHEDULE PROCEDURES:

- ❖ Students must complete daily assignments.
- ❖ All assignments must be neat and complete with the proper heading.
- ❖ After completing an assignment students must obtain permission to leave their desk and give the assignment sheet, the completed assignment, and the textbook or workbook (if applicable) to the SSC Instructor.
- ❖ Failure to follow these instructions will result in the assignment NOT getting turned in on time and a late penalty may apply.
- ❖ Students will not be released to return to the regular classroom until all assignments are completed. Failure to do assignments may result in more days in ISS
- ❖ Every student must have a library book in their possession. Students are expected to read if they complete assignments early.

THE COMPUTER(S) MAY BE USED FOR ASSIGNMENTS ONLY!

Failure to follow rules and policies, including the student handbook rules, the SSC classroom rules, and the SSC Supervisor direct rules will result in the following punishment(s).

1. Extended ISS sentence (up to 3 additional days in ISS)
2. Discipline referral.

Campus Police

Sterling High School has full-time HISD police officers and a camera security system. The officer patrols the school building and grounds. If a student should need assistance, the officer can be reached through the main office or B128 (In the commons).

SENIOR INFORMATION

According to Board Policy, a fee may be required for students desiring to participate in senior social activities; however, participation is not mandatory.

Seniors who have disciplinary infractions during the last six weeks of school may have one or all of their privileges revoked. This restriction includes participation in class night, trips and outings during senior week, and the graduation ceremony.

TELEPHONE USAGE

Emergency telephone calls for students should be made through the assistant principal's office, counselor or the school nurse's office.

It is very important to recognize that the school cannot deliver personal messages to students. In case of an emergency, students will be contacted as soon as possible. Please take extra care to list the appropriate emergency telephone number(s) on the enrollment card.

TRANSPORTATION

HISD bus transportation is provided for some SHS students. Transportation arrangements are made through the magnet office. Transportation will be provided for approved out-of-district students at the closest HISD approved route nearest to their home. All buses arrive at school before 8:15 am and depart after 4:05 pm. Appropriate behavior must be maintained while riding HISD buses. Failure to comply with this rule may result in suspension from the bus.

POWER UP

Power Up Laptops

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 Sterling 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) "Canvas" (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.
- 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.
- Students will receive a charger with their laptop. If a student misplaces or loses the charger, each replacement is \$25.
- If a laptop is lost or stolen, it must be reported within 48 hours and a replacement will be provided.

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 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, Sterling 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.

STERLING AVIATION ECHS COMPUTERS MAY ONLY BE USED FOR SCHOOL PURPOSES.

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

- Students are not permitted in chat rooms.
- 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.

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 Sterling 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, 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

Houston ISD Student Code of Conduct

Students and parents are expected to become familiar with the provisions of the districtwide Code of Student Conduct and the rules and regulations adopted and implemented by individual schools based on their School-Based Discipline Management System. Students are also expected to abide by the policies set forth in the Code so that they can get the most out of their years in school.

To view the Houston ISD student code of conduct visit the Houston ISD site

(<http://www.houstonisd.org/CodeofConduct>)

**Houston Independent School District
Family Educational Rights and Privacy Act (FERPA) Access to Student
Information
Sterling High School**

The Houston Independent School District receives funds from the federal government under the No Child Left Behind Act of 2001. These funds are used in a variety of ways to provide additional help to students in greatest academic need. The law also requires that districts receiving these funds must, upon request, provide to military recruiters, colleges and universities, access to the names, addresses and telephone listings of secondary students.

“Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want HISD to disclose directory information from your child’s education records without your prior written consent, you must notify the district in writing by September 30, 2012. HISD has designated the following information as directory information: Student’s Name, address, telephone listing, electronic mail address, photograph, degrees, honors and awards received, date and place of birth, major field of study, dates of attendance, grade level, most recent educational institution attended, and participation in officially recognized activities and sports, and the weight and height of members of athletic teams.”

It is important for you to know that a secondary school student or his/her parent or guardian may request that the student’s name, address, and telephone number not be released by HISD without prior written parental consent. If you would like to make such a request, please complete the following and return it to your child’s school.

Parent or Guardian: Please complete this section and return the entire form to your child’s school. Use a separate form for each child.

Military Recruiters (please check one):

- Do not release my secondary student’s information to military recruiters at any time.
- Do not release my secondary student’s information to military recruiters until you have first obtained my prior written parental consent before doing so.

Colleges, Universities, or Institutions of Higher Learning (please check one):

- Do not release my secondary student’s information to Colleges, Universities, or Institutions of Higher Learning at any time.
- Do not release my secondary student’s information to Colleges, Universities, or Institutions of Higher Learning until you have first obtained my prior written parental consent before doing so.

Name of Student: _____

Name of Parent: _____

Parent/or Adult Student Signature _____

Distrito Escolar Independiente de Houston

Acta de Derecho a la Educación y la Privacidad de la Familia (

***Educational Rights and Privacy Act - FERPA*) - Acceso a la Información de los Alumnos Sterling High School**

El Distrito Escolar Independiente de Houston recibe fondos del gobierno federal gracias a la Ley de Igualdad de Oportunidades Educativas del 2001 (*No Child Left Behind Act*). Estos fondos se usan de muchas maneras para proporcionar ayuda adicional a los estudiantes con mayores necesidades académicas. La ley también exige que los distritos escolares que reciben estos fondos permitan acceso a las listas de nombres, teléfonos y direcciones de los alumnos de secundaria, cuando sean solicitados por los reclutadores militares y los de las universidades o colegios universitarios.

“Hay cierta información acerca de los estudiantes del Distrito que se considera accesible para publicarla en el directorio escolar. Estos datos pueden ser compartidos con cualquier persona que cumpla con los procedimientos exigidos para obtenerlos, a menos que los padres o tutores legales expresen objeciones a la divulgación de la información de sus hijos. Si usted no desea que HISD publique en el directorio la información obtenida de los expedientes educativos de su hijo sin su previo consentimiento por escrito, deberá notificar al Distrito antes del 30 de septiembre de 2010. HISD ha decidido que pueden publicarse en el directorio los siguientes tipos de información de los estudiantes: nombre, dirección del domicilio, teléfono, dirección de correo electrónico, fotografía, títulos de estudios, honores y premios recibidos, fecha y lugar de nacimiento, materias en que se está especializando, fechas de asistencia a la escuela, grado que cursa, nombre de la última escuela donde estudió, su participación en actividades oficialmente reconocidas y deportes, el peso y la estatura de los participantes de los equipos atléticos.”

Es importante que sepan que los alumnos de secundaria y sus padres o tutores legales pueden solicitar que HISD no revele el nombre, dirección y número de teléfono *sin tener previamente una autorización por escrito de los padres*. Si desea hacer esta solicitud, le agradecemos que complete el formulario que aparece a continuación y lo envíen a la escuela de su hijo.

Estimados padres o tutores legales: Les agradecemos que llenen la siguiente sección y devuelvan la página completa a la escuela de su hijo. Completen un formulario por cada estudiante

Reclutadores Militares (por favor marque una):

- No revelen a los reclutadores militares, en ningún momento, la información de mi hijo que estudia en la secundaria.
- No revelen la información de mi hijo que estudia en la secundaria a los reclutadores militares, hasta que obtengan un consentimiento escrito de mi parte, como padre del alumno.

Universidades, colegios universitarios u otras instituciones de estudios superiores (por favor marque una):

- No revelen a los reclutadores de universidades, colegios universitarios u otras instituciones de estudios superiores, en ningún momento, la información de mi hijo que estudia en la secundaria.
- No revelen la información de mi hijo que estudia en la secundaria a los reclutadores universidades, colegios universitarios u otras instituciones de estudios superiores, hasta que obtengan un consentimiento escrito de mi parte, como padre del alumno.

Nombre del Alumno: _____ Nombre del Padre: _____

Firma del padre o estudiante adulto _____

Ross Shaw Sterling Aviation
High School

Student Handbook 2022-2023



I have reviewed and/or received a copy of Ross Shaw Sterling High School's Student Handbook and understand that I am responsible for all of the information that it contains.

Please print the following information:

Homeroom Teacher: _____

Name _____ Stu ID _____

Date _____ Grade Level _____

Signature _____

*Please complete and return to your Homeroom Teacher.