



**MILBY HIGH SCHOOL**

**2025-2026**

# **Parent/Student Handbook**

# Parent/Student Handbook

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# School Information

## Who We Are

*With wisdom, loyalty, and duty, Charles H. Milby High School has served Houston's East End since 1926. Our tradition lives through every member of our community.*

**Milby High School**  
**Principal Ruth I. Peña**  
1601 Broadway Street  
Houston, Texas 77012

Colors: **Blue** & **Gold**  
Mascot: Buffalo  
Established: 1926

Phone: 713-928-7401; Fax: 713-928-7474

Faculty and staff contact information is available at [houstonisd.org/milby](http://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 Road meets Broadway Street. Visitors enter from Broadway just north of the Old Galveston/Broadway intersection.

### **SCHOOL HOURS**

Monday through Friday, the building opens to students at 7:15 am, and daily on-campus student activities end at 5:00 pm. Some scheduled events, including athletic competitions, may continue past this time.

### **VISITORS**

**Class Hours: 8:00 am to 3:40 pm**      **Office Hours: 8:00 am to 4:00 pm**

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. Only individuals authorized by the Student Enrollment Form will be allowed access to students.

## Mission & Vision

## 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

other's 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.

# **Welcome To Milby**

The purpose of this handbook is to provide students and parents with rules, regulations, and policies that have been put in place to ensure a safe and secure campus and a high standard of education.

Dear Students,

Welcome to Milby High School! I hope you had a fantastic summer filled with adventures, relaxation, and cherished moments with your loved ones. As we begin a new academic year, I want to extend a warm welcome to all of you, whether you are returning students or joining us for the first time.

School is not just a place to acquire knowledge; it's a place where dreams take shape, friendships blossom, and personal growth flourish. High school is a time of transition and change. The work that you do at Milby can prepare you for the rest of your life, but it does not come easy. You will be expected to attend school every day, complete all assignments, and behave in ways that lead to success. Set your expectations and standards high. The Milby faculty and staff is here to support you in your efforts. We are certain that you will be able to achieve your goals. Your year will be exciting and filled with many new opportunities. Our dedicated team of teachers and staff is committed to providing you with an engaging, safe, and inclusive learning environment where you can explore your passions, discover new interests, and develop the skills needed to navigate the world around you.

Each one of you has unique talents, strengths, and potential waiting to be unleashed. Whether you excel in academics, arts, sports, or other areas, know that we celebrate your individuality and are here to support you in your journey of self-discovery and growth. Together, we will create an environment where everyone feels valued, respected, and empowered to embrace challenges and strive for excellence.

This year, we will continue to emphasize the importance of collaboration, critical thinking, and creativity. These skills are essential not only for your academic success but also for your future endeavors. Our teachers provide innovative and inspiring lessons that will encourage you to think outside the box, ask questions, and engage in meaningful discussions.

In addition to academics, we believe in nurturing your overall well-being. We understand that each of you faces unique challenges and experiences outside of school. Our school counselors and support staff are always available to lend an ear, offer guidance, and provide the necessary support to ensure your emotional and mental well-being.

I encourage you to take advantage of the various extracurricular activities, clubs, and sports teams that our school offers. These opportunities will allow you to explore your interests, develop new skills, and build lasting friendships with your peers.

Lastly, I want to remind you that your education is a collaborative effort. Your teachers are here to guide and support you, but your active participation and dedication are crucial for your success. Set goals, ask questions, and always strive to do your best. Remember, mistakes and setbacks are part of the learning process, and they provide valuable opportunities for growth.

As we embark on this new school year together, I am filled with excitement and anticipation. I am confident that this year will be filled with remarkable achievements, unforgettable memories, and endless possibilities. So, let's embrace the challenges, seize the opportunities, and make the most of this incredible journey of learning and self-discovery.

Welcome back, dear students! Here's to an amazing year ahead!

Dear Parents/Guardians,

You are the most important person in your children's lives. We value you and look forward to working with you to ensure that your children are safe and successful at Milby High School!

Please help us to help your children by:

- Supporting all school and classroom rules for student conduct.
- Providing the school with your current/updated address and home, work, cell, and emergency telephone numbers.
- Making sure that your child is on time and attends school every day. Milby's school day officially starts at 7:50 am.
- Providing school personnel with any student information that may affect your child's ability to learn and/or to behave at school.
- Making sure that your child is prepared for school every day.
- Sending your child to school with his or her charged laptop.

*Please contact your child's teacher, counselor, and/or administrator with your questions and concerns.*

# **ADMINISTRATORS AND COUNSELORS**

<b>Administration</b>		
<b>Position</b>		<b>Office Location</b>
Principal	Ms. Ruth Peña	Main Office
Dean of Instruction	Ms. Karla Garcia	Main Office
Assistant Principal (Ninth Grade A-M)	Mr. Roel Saldivar	3600
Assistant Principal (A-Gom)	Mr. Brent Rumbo	3300
Assistant Principal (Gon-O)	Ms. Courtney Bensch	2600
Assistant Principal (P-Z)	Mr. Blaine Simmons	2300
Assistant Principal (CTC)	Ms. Vi Tran	1300
Assistant Principal (Ninth Grade N-Z)	Mr. Ernesto Manrique	2600
Assistant Principal (LPAC)	Ms. Catalina Villareal	2112
Assistant Principal (Discipline)	Ms. Rewa Booher	2114
Assistant Principal (College Readiness)	Ms. Jennifer Ertel	1624
Teacher Specialist (Discipline)	Mr. Lomar Foster	2204
Teacher Specialist (Fine Arts)	Dr. Sabrina Nguyen	1462

<b>Counseling</b>		
<b>Name</b>	<b>Population Served</b>	<b>Office Location</b>
Registrar	Ms. Juana Sanchez	1302
Veronica Georgandis & Bridgette Acosta	Ninth Grade Academy	3600
Samantha Ball	A-Gom	3300
Rachel Mackey	Gon-O	2600
Crystal Ramirez	P-Z	2300

# ***BELL SCHEDULE 2025-2026***

START	END	PERIOD	MINUTES
8:00	9:30	1 and 5	90
9:35 (ADA)	11:05	2 and 6	90
11:10	1:15	3 and 7	125
<i>11:10</i>	<i>11:45</i>	<i>A lunch</i>	<i>35</i>
<i>11:55</i>	<i>12:30</i>	<i>B lunch</i>	<i>35</i>
<i>12:40</i>	<i>1:15</i>	<i>C lunch</i>	<i>35</i>
1:20	2:50	4 and 8	90
2:55	3:40	Homeroom	45

Teachers sign in at 7:40 am and sign out at the end of the day at 3:40 pm. Teachers will let parents and students know their conference period times, when they can set meetings.

# **Policies and Procedure**

## ***Student Arrival***

The school building opens at 7:15 am. Students are limited to the first-floor Commons area. Buses for Magnet students will deliver students to the drive on the Woodruff Street (North) side of the building. Buses dropping off students who receive Special Education and Deaf Education services will be dropped off on the South side of the building. Parents are encouraged to drop off students on the North side of the building (Woodruff Street entrance). At 7:45, students will be released to class and marked tardy to class if they are not in their seat by 8 am.

## ***Student Departure***

The dismissal bell rings at 3:40 pm. Students who are not staying for adult-supervised events must leave the building at this time. Buses will pick up students from the same location where they were dropped off at the start of the day. Parents are encouraged to pick up students on the North side of the building (Woodruff Street entrance).

## ***Early Student Departure***

Early student departure is between the hours of 9:45 a.m. and 2:45 p.m. An adult who is on the student's emergency card must present a picture ID in order to pick up the student. Students who leave for doctor's appointment during the school day are encouraged to return to school and bring a doctor's note to avoid losing attendance credit for that day.

## ***Come Prepared***

All students are expected to come to school prepared to learn. All students are required to report to school in compliance with the following policies:

- All students must wear their Milby High School photo ID while on campus. It must always be visible.
- All students must follow the campus dress code while on campus.
- All students must report to school with a fully charged school-issued laptop.

## ***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 of 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. Counselors will meet with students and parents to track student progress throughout their high school careers, often referring to the PGP.

## ***Closed Campus***

Except for students approved for 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. Parent or Guardian permission to leave is also required for adult students.

## ***Lunch***

No Food Deliveries / Outside Food (UberEats, Doordash, no restaurant or fast-food delivery). Parents may drop off food for their child but can only be delivered during their child's lunch time. 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.

### ***Student IDs***

All students must visibly wear the Milby High School picture ID card. An ID card will be used for the library, extracurricular activities, cafeteria, administrative services, part of entrance requirements to pep-rallies, etc. ID cards must remain unaltered and be in possession of the student it identifies. Students must replace lost or stolen ID cards at a cost of \$5.00 each. Temporary IDs are good for only the day issued and are available for \$1.00.

### ***Backpacks***

In the interest of student safety, only CLEAR or MESH backpacks will be allowed for use by students.

### ***Tardiness***

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. (Students must be present at least 60 minutes of a 90-minute class period.) These students will not be allowed into class unless THEY OBTAIN A TARDY 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 excessive tardies. All detentions can be satisfied by attending designated after school detentions. All detentions must be served within the week of infraction. Failure to serve a detention will result in further disciplinary action. Though accumulated tardies do not result in absences, at the 8<sup>th</sup> 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.

### ***Cell Phone Policy***

#### **Yondr- Cell Phone Free School**

To promote an optimal learning and social atmosphere within Milby High School, students are required to refrain from using their cell phones, smartwatches or wireless headphones and ear buds throughout the school day. Each student will be provided with a personal Yondr Pouch, labeled with their name similar to the assignment of their Chromebook. Students are expected to carry their Yondr pouch daily and ensure it's in good condition upon return at the end of the academic year.

#### **Statement of Expectations**

Campus administrators will state expectations clearly and reinforce the importance of maintaining a cell phone, smartwatch, wireless headphones and ear buds-free environment throughout the school year. Administrators will monitor cell phones, smartwatch, wireless headphones and earbuds violations to inform the need for reinforcement and support. Also, any headphone usage will occur based on the approval and expectations set by individual classroom teachers. Milby's continued focus will be on the mitigation of educational distractions precipitated by the use of cell phones, smartwatch, and wireless headphones and ear buds during instructional time.

#### **At the Beginning of the School Day:**

- Before entering the school premises, students must power off their cell phones.
- Before entering the building and while awaiting the opening of school doors, students must place all cell phones into their designated Yondr Pouches.
- Once the cell phones are safely stowed inside the pouch, students should securely seal the Yondr Pouch using the locking mechanism and store it in their backpack.
- It is the student's responsibility to arrive at class punctually with their pouch securely fastened
- It is the student's responsibility to request a replacement pouch from personnel on duty if they fail to have their pouch upon arrival.

**Throughout the School Day:**

- Maintain your cell phone within your assigned Yondr Pouch for the entirety of the school day.
- In the event of leaving campus for an appointment, unlock your pouch at the main office before exiting the building. Upon returning, ensure to re-lock your pouch at the main office.
- Accessing your cell phone, smartwatch, wireless headphones and earbuds anywhere on campus during the school day is strictly prohibited

**Conclusion of the School Day:**

- Upon the conclusion of the school day, unlock your pouch utilizing the unlocking bases that will be strategically placed at assigned exits.
- Retrieve your cell phone from the pouch.
- Ensure you securely seal the empty pouch and stow it in your backpack for the following day. It is your responsibility to keep track of your pouch.
- Once off-campus, students are permitted to utilize their cell phone, smartwatch, and wireless headphones and earbuds.

**Damaged Pouches**

If a student has a damaged pouch please contact a school administrator immediately to ensure that you can receive a replacement pouch. If the damaged pouch is as a result of malice, negligence, or intentional acts a student will be subject to consequences established in the Milby Student Code of Conduct and may result in paying for a replacement pouch \$30.

**Consequences**

If a student's cell phone, smartwatch, and wireless headphones and earbuds are visible at all during the day (a student is found using their cell phone, smartwatch, and wireless headphones and ear buds are not in a Yondr pouch, etc.), the administrator is contacted immediately.

**1st Offense**

- The phone will be stored in the main office for the day, and the parent or guardian will be notified.
- A warning will be issued to both the student and the parent or guardian about further consequences for failing to comply with the cell phone-free policy.
- Students must complete a behavior contract to confirm their understanding and future adherence to the cell phone, smartwatch, and wireless headphones and earbuds-free policy.
- Only the parent or guardian is permitted to pick up the cell phone, smartwatch, and wireless headphones and earbuds; students are not allowed to retrieve their own devices.
- The offense will be recorded in HISD Connect, using the cell phone violation action code

**2nd Offense**

- The phone will be stored in the main office for the day, and the parent or guardian will be notified.
- Only the parent or guardian is allowed to pick up the cell phone; students are not permitted to retrieve their own devices or wireless headphones and earbuds.
- The student will be assigned one day of in-school suspension (ISS).
- The offense will be recorded in HISD Connect, using the cell phone violation action code

**3rd Offense**

- The phone will be stored in the main office for the day, and the parent or guardian will be notified.
- Only the parent or guardian is allowed to pick up the cell phone or wireless headphones and earbuds; students are not permitted to retrieve their own devices.
- The student will be assigned 1-3 days of in-school suspension (ISS)

## 4th Offense & Beyond

- The phone will be kept in the main office for the day.
- Only the parent or guardian is allowed to pick up the cell phone; students are not permitted to retrieve their own cell phone, smartwatch, and wireless headphones and earbuds.
- An in-person meeting will be scheduled with the parent or guardian.
- The 4th offense and beyond will be considered insubordination for refusing to comply with school rules and guidelines related to cell phone, smartwatch, and wireless headphones and earbuds use. This will be treated as a serious offense according to the Milby Student Code of Conduct, as well as state policy and consequences will be issued accordingly.

## Frequently Asked Questions

- 1) What if I want to reach my child during the school day?

We want our students to be engaged in their learning. All students also have access to their student Chromebook throughout each school day. If you need to contact your child during school, you may contact them through their school Houston ISD email account, or you can call the school, and messages can be shared with your student.

- 2) What if there is a school emergency?

In the event of a school emergency, students are led through planned safety protocols for lockdown or evacuation by teachers and administrators. Under a lockdown protocol, students are expected to focus on the protocol to ensure their safety and the safety of their classmates, which includes remaining silent and out of sight from doors or windows. Milby schools and staff have multiple ways of immediately calling for help and contacting 911 in the event of any emergency. In an actual emergency, when first responders or Houston ISD Safety & Security determines it is safe and appropriate, students may use their phones to let parents know they are ok.

- 3) Will my student's phone be safe?

Students are in possession of their phone – in their Yondr pouch – for the entire school day. We will advise students to store the pouch in their backpacks where it is completely safe.

- 4) When will my student receive their pouch?

We will have a scheduled time and dates for students to check out their pouch.

## *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 Administrator.

## *Conferences/Concerns/Compliments/Complaints*

If possible, students or parents who have a concern should first discuss the issue with the teacher or personnel involved. If the issue is not resolved, the concern should be shared with the appropriate counselor or administrator.

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.

## ATTENDANCE POLICY

**School attendance is required by law. Students are required to be in class 90% of the time. This means that a student must not miss a class more than 3 times in a semester, this includes excused or unexcused absences.** Should a student be absent from school, upon return to school from an absence, the student must submit a written parent/guardian note. Notes may be submitted in person or by email within three school days after

the absence for it to be considered excused. The absence note must include:

- Student's full name and identification number.
- Date of note and date(s) 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 Attendance Office. Excuses may also be emailed to Ms. Itzayana Alvarado [Itzayana.Alvarado@houstonisd.org](mailto:Itzayana.Alvarado@houstonisd.org) and Ms. Elizabeth Salazar [ESALAZAR@houstonisd.org](mailto:ESALAZAR@houstonisd.org). Students are only allowed three handwritten parent notes per year. Any handwritten notes beyond the three require administrative approval and may not be excused.

**Important Clarification:** Doctor releases that specify a date of return, and doctor letters that note only the date of an office visit, only excuse the dates specified. For example, if a student is sick for a day, does not improve so goes to the doctor on the second day of the absence, misses a third, and returns on the fourth according to the doctor's release date, a note from the parent must accompany the doctor's note to explain that all four days of the absence were due to the same illness.

#### 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.



# Charles H. Milby High School

## MILBY HIGH SCHOOL 2025 – 2026 STANDARD DRESS CODE

The standard dress code is expected of ALL students daily.  
Its implementation will increase safety and maximize a learning environment that reduces distractions.

### ***What IS allowed?***

#### ***Tops:***

- Any color of T-shirts or Polo is permitted.
- Shirts must be **solid-colored**
- **No offensive language, imagery, graphics, or graffiti** on clothing



#### ***Bottoms:***

- Jeans or pants in **any color** are allowed.
- Sweats are allowed.
- Shorts must be **below the knee**.



#### ***Student ID:***

- MUST be worn and visible.



#### ***Backpacks:***

- MUST be clear or mesh.
- Small purses 5'x5' (Subject to search)



#### ***Additional Info:***

No outside deliveries are permitted.

**No Cell Phones.**

Bring your charged Laptop **DAILY!**

### ***What IS NOT allowed?***

#### ***Tops:***

- NO sleeveless shirts
- NO Crop-tops
- NO Low-cut shirts
- NO Tube tops
- NO Tank tops
- NO Spaghetti straps

#### ***Shoes:***

- NO House Shoes

#### ***Hats/Misc:***

- NO Ski Masks
- NO Sunglasses
- NO Durags

#### ***Bottoms:***

- NO Tights/Yoga Pants/Leggings
- NO Pajamas Bottoms
- NO Rips above the Knee
- Pants should be worn at the natural waistline.
- **NO** exposed underwear



### **2025-2026 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. The uniform policy and dress code is always in effect 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 uniform policy. The general policy is that students should be covered from their necks to their knees with appropriately fitted clothing. However, the following guidelines must be strictly followed:

- Shorts must be below the knee.
- “Jeggings”, leggings, tights, yoga, and dance pants are not permitted.
- Jeans with rips, tears, or holes **above the knees** are not permitted.
- Crop tops and low-cut shirts are not allowed. Shirts must overlap pants and **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.**
- Slides/slippers, pajama pants, or blankets are not permitted at school. Neither stuffed animals nor pillows are to be carried.
- Pants must be worn at the waist. “Sagging” is not allowed. Students’ underwear, boxer and/or basketball shorts should not be visible when worn under jeans.
- 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.
- No bandanas, wave caps, knitted hats, beanies, ski masks, sunglasses etc. may be worn. 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. These exceptions must be approved by an administrator or the school nurse.
- Chains hanging from jeans are not acceptable.
- If dress/accessories seemingly fit(s) the profile of gang affiliation, administration reserves authority to disallow it.

**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.

**Warning:** *Infractions of the dress code are subject to discipline consequences as outlined in the HISD Student Code of Conduct. The dress code is subject to change at the discretion of the school administration, without notice.*

# **Student Conduct**

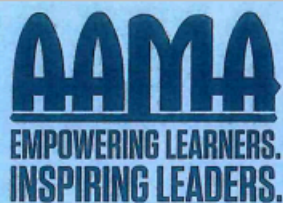
## ***ZERO TOLERANCE***

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 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.





## SBIRT Program

(Screening, Brief Intervention, Referral to Treatment)

SBIRT is an evidence-based prevention and early intervention practice that helps identify, prevent, and reduce unhealthy alcohol and other substance use in adults and adolescents. This process includes screening tools to help identify people at risk of developing substance use disorders and any possible co-occurring disorders.

**Prescreening** – Adults (18+)

**Screening** – Adults and Adolescents (1 or more specific behaviors related to risky alcohol and drug use are targeted.)

- *Brief Education* 1 Educational session\*
- *Brief Intervention* 1-5 Intervention Sessions\*
- *Brief Treatment* Enrollment into Services to include
  - ◊ Individual and Family counseling
  - ◊ Assessment and Treatment Plan
  - ◊ Up to 12 Sessions\*
- *Referral to Treatment*- Referral to a Detox, MAT, Residential or Outpatient Program.



**Incentive** - \$15 gift card upon successful completion at discharge and 6-month follow-up

\*Based on Individual needs

For questions please contact:

Thomas Martinez, SBIRT Program Manager, [tmartinez@aama.org](mailto:tmartinez@aama.org); Carol Garza, Director Prevention and Counseling, [cgarza@aama.org](mailto:cgarza@aama.org); Beverly Dotson, Assistant Director Prevention and Counseling, [bdotson@aama.org](mailto:bdotson@aama.org).

204 Clifton  
Houston, TX 77011  
713-926-9491



## SBIRT Programa

(Detección, intervención breve y derivación a tratamiento)

SBIRT es una práctica de prevención e intervención temprana basada en pruebas que ayuda a identificar, prevenir y reducir el consumo no saludable de alcohol y otras sustancias en adultos y adolescentes. Este proceso incluye herramientas de detección para ayudar a identificar a las personas en riesgo de desarrollar trastornos por uso de sustancias y cualquier posible trastorno concurrente.

### Preselección – Adultos (18+)

**Detección:** adultos y adolescentes (con 1 o más comportamientos específicos relacionados con el consumo de riesgo de alcohol y drogas)

- o *Educación Breve* 1 Sesión educativa\*
- o *Breve intervención* 1-5 Sesiones de Intervención\*
- o *Tratamiento Breve* Inscripción para Servicios que incluye
  - ◇ asesoramiento individual y familiar.
  - ◇ Evaluación y Plan de tratamiento
  - ◇ Hasta 12 Sesiones\*
- o *Remisión a Tratamiento:* Remisión a un programa ambulatorio, de desintoxicación y/o residencial.



**Recompensa** \$15 Tarjeta de regalo al finalizar con éxito y seguimiento después de seis meses.

\*Basado en las necesidades individuales

Para mas preguntas se puede contactar:

Thomas Martinez, MS LCDR Director de Programa a [tmartinez@aama.org](mailto:tmartinez@aama.org), 713-926-9491. Directora de Prevención y Consejería, [cgarza@aama.org](mailto:cgarza@aama.org); Beverly Dotson, Asistente de Directora de Prevención and Consejería, [bdotson@aama.org](mailto:bdotson@aama.org).

204 Clifton  
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### ***STUDENT CONDUCT AT ATHLETIC CONTESTS***

Athletic contests provide 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 on campus. Students are responsible for the conduct of their guests.

### ***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 with regularly scheduled restroom breaks.
- No food or drink will be allowed in the 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
- Students who participate in extracurricular activities will not be allowed to participate for that day.
- Students assigned ISS will be given behavior intervention assignments, in addition to any make up work that is required to be completed before being dismissed.

### ***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.
- 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" to determine the penalties for violation of policies concerning drugs and alcohol.

## **PARKING**

Student parking is a privilege granted by the school administration. Milby High School reserves the right to grant and revoke parking privileges as it deems necessary. Only students granted a parking privilege can park on the Milby High School campus. Students granted this privilege may only park in their assigned parking spaces.

To be eligible for a Milby student parking space you must:

Be a junior or senior with a cumulative weighted grade point average (GPA) of no less than 2.5 and meet all other conduct, attendance, and administrative requirements (priority will be given to seniors).

This will include submitting the **Milby Parking Permit Application** (*located at the end of this handbook*), provide a copy of the student's valid driver's license, the valid registration of the vehicle the student intends to drive and proof of current insurance on the vehicle that the student will drive.

Parking spaces are limited and, therefore, parking spaces are not guaranteed. Early release, work release, athletics and similar activities will not have a bearing on whether a student receives a parking spot.

Student parking is on the north side of the building (Woodruff St. entrance). Student parking opens from 7:00 am-7:45 am and 3:40 for release. Students arriving after 7:45 am will not be permitted to park.

Milby will have a waiting list for students that meet eligibility requirements but do not have a parking space. Students get on the waiting list by completing the same application as other students. The determination of which students on the waiting list receive an available parking space is based on time on the waiting list and other factors as determined by the Milby Administration.

Parking Fees are \$100.00. (\$50 per semester)

We will revoke the parking privileges of students that fail to maintain eligibility after 1st semester (e.g., >2.5 Cumulative GPA). If there is no change to a student's status, they will retain their same spot. Students may only park in their assigned parking spaces.

A parent/guardian may receive their child's parking permit on the assigned day if they bring a copy of the student's valid Texas driver's license, current proof of insurance on the car the student will drive, its current vehicle registration, and a copy of the OSP receipt showing that they paid for the sticker.

All cars parked in the student parking lot must be registered and must display a Parking Pass 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.

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.
- 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.

### ***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.

# PowerUp

## *Instructional Technology*

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 is aimed at transforming teaching and learning to build 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 [HISD PowerUp](#).
- For students to participate in PowerUp, they must sign a user agreement form acknowledging proper usage of equipment.
- Students will have access to fully charged laptops in their classes through laptop carts available in all classrooms. These laptops are only to be used within the specific classroom and are not take-home devices unless a loaner laptop application is submitted.
  1. If students haven't finished their work in the classroom, there will be more opportunities to do so, such as study hall during lunches in the library, after school hours, and Saturday from 8am-12pm.
- If a student wishes to apply for a laptop loaner for the year, they can fill out an application and submit it to IT along with a refundable deposit of \$350. The deposit will be refunded upon the return of an undamaged Chromebook, in accordance with ADP guidelines.
- Payments and forms can be turned into Room 2202 during school hours (receipts and extra agreements will be made available).
- Students will also receive 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 \$9.95/month Internet Essentials program through Comcast. Please visit [Internet Essentials](#) 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 purpose of the school is to use 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, Milby 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 to 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 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 HIGH SCHOOL COMPUTERS MAY ONLY BE USED FOR SCHOOL PURPOSES.**

##### **Guidelines to follow to prevent the loss of network privileges at Milby 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.
- 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 Milby 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 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.

# **Academics**

## ***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%
Homework	10%
Quizzes	15%
Tests	30%

### **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.

## ***SUBMISSION OF LATE WORK/MAKE-UP WORK & OPPORTUNITIES FOR REASSESSMENT***

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.

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

<b>Grade Values</b>		
<b>Regular Classes</b>	<b>Honors/Adv &amp; AP/ Dual Credit</b>	<b>Special Education</b>
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

## ***CAREER TECHNICAL EDUCATION (CTE)***

All students at Milby High School 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 are 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 Milby 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](https://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. When a student signs up for an AP course, commitments are required when it comes to tutorials and bootcamps to ensure student success.

Milby 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/readings outside of class per week compared to a regular class. Milby High School 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 Milby 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 Milby 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 Milby Dual Credit Program page of the Milby website.



For more information, see Mr. Ellis in the office in the library. He is William Ellis in Microsoft Teams and he can be reached by email at [wellis@houstonisd.org](mailto:wellis@houstonisd.org).

### ***SCHOLARSHIPS AND COLLEGE ACCESS***

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 number 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 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. In 2019, the 86th Texas Legislature established a new financial aid application graduation requirement. Beginning with students enrolled in 12th grade during the 2021-2022 school year, **each student must complete and submit a Free Application for Federal Student Aid (FAFSA) or Texas Application for State Financial Aid (TASFA) to graduate**. Parents should note the completed FAFSA and TASFA form requires parental financial information.

***SEE BELOW FOR PARENT LETTER WHICH WILL BE RECEIVED IF ACADEMIC TUTORING AND/OR BOOT CAMPS ARE REQUIRED FOR STUDENT SUCCESS***

Support Staff		
Name		Office Location
Ms. Maria De La Garza	Administrative Assistant	Main Office 1200
Ms. Erika Cardiel	Business Manager	Main Office 1200
Ms. Jennifer Pestaina	Nurse	Clinic 1246
Ms. Rowena Verdin	Librarian	Library 1104
Ms. Claudia Cardenas	Magnet Coordinator	2300
Mr. William Ellis	Graduation/CCMR Coach	library
Ms. Alba Lopez	Instructional Technologist	2202
Mr. Justin Nguyen	IT Customer Service Rep	2202
Mr. Andrew Vu	IT Customer Service Rep	2202
Mr. Martin Puente	Special Education Chair	1344
Ms. Rebeca Graham	Special Education Chair	1344
Ms. Crystal Santos	Dropout Prevention	3600
Mr. Rene Gonzalez	Communities in Schools	3600
Ms. Antonia Ventura	Plant Operator	1524
Ms. Mindy Pantoja	SIRS	Front Atrium
Ms. Tania Peralta	Truancy Officer (A-Z)	2110

Auxiliary Staff		
Name		Office Location
Ms. Brenda Canales	Finance Clerk	Main Office
Ms. Angelia Orozco	9 <sup>th</sup> Academy Clerk	3600
Ms. Edith Saucedo	Business Clerk	Main Office
Ms. Stephanie Bazaldua	A-GOM Academy Clerk	3300
Ms. Laura Perez	GON-O Academy Clerk	2600
Ms. Kelly Martinez	P-Z Academy Clerk	2300
Ms. Mindy Pantoja	SIRS	Front Atrium
Ms. Melina Deflores	Magnet Clerk	2300
Ms. Sara Rodriguez	SPED Clerk	1304
Ms. Sylvia Gonzalez	Main Office Receptionist	Main Office
Ms. Alba Picazo	Main Office Receptionist	Main Office

Ms. Maria Arumbul	Copy Room Clerk	2230
Ms. Gwendolyn Price-Harris	SPED Employment Rep	1320
Ms. Elizabeth Salazar	Attendance office	Front Atrium
Ms. Itzayana Alvarado	Attendance office	Front Atrium
Officer Duran	HISD Police	Front Atrium
Officer Contreras	HISD Police	Front Atrium
Ms. Sanjuanita Auriolles	Food Service Manager	Cafeteria

Department Leadership		
Department		
Athletic Director	Mr. Carlos Morales	1536
Career Technology Chair	Mr. Carlos Ramos	1710
Foreign Language Chair	Ms. De La Paz	1264
Fine Arts Chair	Mr. Andrew Suire	1430
Math Chair	Mr. Jose Del Rio	3710
English Chair	Ms. Layla Black	2300
Science Chair	Ms. Angela Leal	3720
Social Studies Chair	Mr. Andre Rodriguez	2246

DISTRICT ACADEMIC CALENDAR

HOUSTON INDEPENDENT SCHOOL DISTRICT  
2025-2026 YEARLY CALENDAR

Milby High School Blue and Gold Day Calendar

- JUNE • 2025**  
4.....Last day for students  
5.....Staff PD Day (no classes)  
10.....Staff PD Day (no classes)  
11-30 ..5th Quarter  
19.....Juneteenth
- JULY • 2025**  
1-18 ..5th Quarter  
3.....Recess (no classes)  
4.....Independence Day  
21-31 ..School Leaders' Induction and Preparation
- AUGUST • 2025**  
1-11 ....All Staff Induction and Preparation  
12.....First Day for Students
- SEPTEMBER • 2025**  
1.....Labor Day  
2.....Staff PD Day (no classes)
- OCTOBER • 2025**  
2.....Staff PD Day (no classes)  
3.....Recess (no classes)
- NOVEMBER • 2025**  
7.....Staff PD Day (no classes)  
24-28 ..Recess (no classes)  
27.....Thanksgiving Day
- DECEMBER • 2025**  
22-31 ..Recess (no classes)
- JANUARY • 2026**  
1.....New Year's Day  
2.....Recess (no classes)  
5.....Staff PD Day (no classes)  
19.....MLK Jr. Day
- FEBRUARY • 2026**  
13.....Staff PD Day (no classes)  
16.....Presidents' Day
- MARCH • 2026**  
9-13 ....Recess (no classes)  
30.....Chavez-Huerta Day observed
- APRIL • 2026**  
3.....Recess (no classes)
- MAY • 2026**  
25.....Memorial Day
- JUNE • 2026**  
4.....Last day for students  
5.....Staff PD Day (no classes)  
9.....Staff PD Day (no classes)  
10-30 ..5th Quarter  
19.....Juneteenth
- JULY • 2026**  
1-17 ..5th Quarter  
2.....Recess (no classes)  
3.....Independence Day observed  
20-29 ..School Leaders' Induction and Preparation  
30-31 ..All Staff Induction and Preparation

JUNE 2025	JULY 2025	AUGUST 2025
S M T W T F S 1 2 3 ★ 4 5 PD 6 7 8 9 10 PD 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 ★ 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
SEPTEMBER 2025	OCTOBER 2025	NOVEMBER 2025
S M T W T F S 1 2 PD 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 PD 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 PD 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
DECEMBER 2025	JANUARY 2026	FEBRUARY 2026
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MARCH 2026	APRIL 2026	MAY 2026
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JUNE 2026	JULY 2026	
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Milby High School Periods  
Blue Day: 1-4  
Gold Day: 5-8

★ FIRST DAY OF SCHOOL AUGUST 12, 2025	LAST DAY FOR STUDENTS JUNE 4, 2026	LAST DAY FOR TEACHERS JUNE 5, 2026
<div><div></div> Holiday (no classes)</div> <div><div></div> Recess (no classes)</div> <div><div>PD</div> Staff PD (no classes)</div> <div><div></div> 5th Quarter</div> <div><div></div> School Leaders' Induction and Preparation</div> <div><div></div> All Staff Induction and Preparation</div>	<b>GRADING CYCLES</b> Aug. 12 - Sep. 19 Sep. 22 - Oct. 31 Nov. 3 - Dec. 19 Jan. 6 - Feb. 20 Feb. 23 - Apr. 17 Apr. 20 - June 4	<b>REPORT CARD</b> Sept. 26 (Friday) Nov. 10 (Monday) Jan. 9 (Friday) Feb. 27 (Friday) Apr. 24 (Friday) June 4 (ES, K8, MS) June 12 HS

# Registration and Student Information

## *REGISTRATION*

The Milby High School Registration office hours are from 8:00 am to 3:00 pm. 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 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 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 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 goal to see that every student has every opportunity to progress to graduation.

## *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 requests 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.

### ***REPORT CARDS, CREDITS, AND ATTENDANCE APPEALS***

#### Report Cards

Students will be issued grades following every six-week period (see Academic Calendar on page 24). At the end of the semester, the total sum of the three six-weeks and the final exam grade will need to total 280 points to be eligible to receive semester credit for that course. To earn the course credit, the student must not have excessive unexcused absences during the semester. Any number of absences over 3, the student will lose course credit.

#### 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." 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 because 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 changes according to district mandates. At Milby High School, the counselors will notify students and parents of the need to regain credit denied due to excessive absences and will arrange for the appeal process to transpire with the appropriate School Attendance Committee.

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 because 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.

## ***BUS TRANSPORTATION***

HISD offers bus transportation to students with special transportation needs and to those who qualify as Magnet Transfers. Please contact Magnet Coordinator, Claudia Cardenas, at 713-928-7401 for bus information.

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.



## MILBY HIGH SCHOOL PARKING PERMIT APPLICATION



STUDENT ID#: \_\_\_\_\_ STUDENT CELL PHONE#: \_\_\_\_\_  
STUDENT NAME (Last, First M): \_\_\_\_\_  
STUDENT DRIVER'S LICENSE#: \_\_\_\_\_ MAKE/MODEL: \_\_\_\_\_  
YEAR: \_\_\_\_\_ COLOR: \_\_\_\_\_ LICENSE PLATE #: \_\_\_\_\_  
INSURANCE COMPANY: \_\_\_\_\_ EXPIRATION: \_\_\_\_\_

**MILBY PARKING PERMIT NUMBER:**

### **You must bring the following items with you:**

- \$100 CASH only.
- Student's valid driver's license or Permit.
- Proof of Insurance.
- Must have a GPA of **2.5** or above to receive a permit.
- This form returned completed and signed by both student and parent.
- Seniors have an option to decorate their spot for an additional \$100.

### **STUDENT AGREEMENT**

Student, please initial statements below after reading.

**I understand that:**

- \_\_\_\_\_ The parking permit is only **valid for the current year for the vehicle described above.**  
If you are changing vehicles, you must notify our staff of the new vehicle information and must obtain a new permit.
- \_\_\_\_\_ If your parking permit is lost for any reason, you must purchase a new one.
- \_\_\_\_\_ You must park only at the spot assigned to you. (Located at Northside of building. Entrance on Woodruff St.)
- \_\_\_\_\_ Students may not park in parking spaces designated for faculty, handicapped, or visitors. Student vehicles may be towed if found in these parking areas.
- \_\_\_\_\_ If you park in spaces with diagonal lines indicating it is not a parking place or in fire lanes, the City of Houston will tow your car.
- \_\_\_\_\_ The speed limit in the parking lot is 10 MPH. You must drive with the designated flow of traffic and if given any directives while operating the vehicle, you must follow them, or this may automatically revoke parking privileges.
- \_\_\_\_\_ Violation of any above parking rules or driving erratically may result in disciplinary action, moving, or towing the offending vehicle. If your vehicle is moved or towed, you will be responsible for the charge from towing and/or impound service.

**\*\*Student parking opens from 7:00-7:45 am and 3:40 pm for release. Arriving after 8:00 will not permit to park\*\***

Parent/Guardian Signature	Date
Student Signature	Date

**REGISTRAR'S APPROVAL SIGNATURE:** \_\_\_\_\_





## Milby High School

HOUSTON INDEPENDENT SCHOOL DISTRICT

1601 Broadway St. • HOUSTON, TEXAS 77012 • TEL (713) 928-7401 • FAX (713) 928-7474

**Ruth I. Peña**  
School Principal

Dear Parent/Guardian,

Your child \_\_\_\_\_ has been selected to participate in **Milby High School's Academic Tutorials or Boot Camps**. Students are identified for participation based on a variety of data, including STAAR/EOC results, TELPAS results, AP/College Board course performance, HCC Dual Credit progress, and CTE certification preparation.

### Program Goals:

- Increase mastery of STAAR/EOC tested standards
- Meet TELPAS exit criteria
- Strengthen college-level skills for AP and Dual Credit success
- Provide targeted preparation for CTE industry certifications
- Build test-taking confidence and academic endurance

Your child is required to attend the following sessions:

Academic Tutorials & Boot Camp	
Day:	Monday-Thursday, Saturdays
Date:	
Time:	7:00-7:45 a.m., 3:40-5:00 p.m., 8:00-11:00 a.m.
Place:	Milby High School
Contact Information:	B. Simmons, B. Rumbo, J. Ertel, K. Garcia

These sessions provide a critical opportunity to ensure your child meets and exceeds academic expectations. Attendance is **non-negotiable** for identified students. Missing these sessions may put your child at risk of not meeting graduation requirements, losing opportunities for college credit, or failing to earn industry certifications.

**With your support, we will work in partnerships to help our children reach their full academic potential and excel in every area, STAAR, TELPAS, AP, Dual Credit, and CTE.**

Thank you for your cooperation and commitment to your child's success.

Sincerely,

**Ruth Peña, Principal**  
Milby High School

Parent Signature:	
Date:	

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 each day and 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 student gain the greatest possible benefit from their 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/guardians and student acknowledge receipt of a copy of the Parent/Student Handbook 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.***

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Student Signature

Date

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Parent or Guardian Signature

Date

---

Parent or Guardian Signature

Date

Grade Level: \_\_\_\_\_