

## Heights Dress Code 2019-2020

The faculty and staff of Heights High School expect students to come to school each day dressed appropriately to insure the health and safety of everyone on campus. Students are to present themselves dressed appropriately, according to the dress code, ***at all times on campus*** and while representing Heights High School at school related activities. The following guidelines include, **but are not limited to**, what is considered appropriate dress for all Heights High School students.

### All students are required to have the following at all times:

#### \*Heights H.S. ID badge on lanyard

#### \*Heights H.S. wear

- **Uniform Tops:** Students are required to wear solid maroon, white, or gray collared, polo-style shirts with no graphics or lettering. **Absolutely no other shirts will be allowed.** Approved uniform tops are available on campus through the PTO store. Approved club or organization t-shirts may be worn provided they are maroon, white or gray. During cold weather students may also wear sweatshirts sold through the PTO store or plain sweatshirts that are maroon, white, or gray. Uniform shirts should not be altered in any way. Shirts must cover tops of pants. Shirts must be worn in such a manner that allows no cleavage, shoulders, or midriff to be exposed.
- **Pants:** Khaki or blue jean pants, shorts, skorts, skirts and capris will be allowed. Pants/jeans should not be ripped or torn above the knee. Pants must fit appropriately at the waist and inseam (no sagging pants). Skirts, shorts, skorts must be of appropriate length which will be measured by meeting finger tip length. **No workout or athletic attire (jogging pants, sweat pants, biking shorts, or leggings) may be worn at any time unless directed to do so by a coach during your athletic or PE class.**
- **Undergarments:** Students must wear appropriate undergarments at all times. Undergarments must NOT be visible, including underneath clothing. T-shirts or undershirts permitted underneath Heights polos may only be solid maroon, white, or gray.
- **Headwear:** No hats, caps, bandanas, skull caps, do-rags, hoods or any other head covering may be worn at any time while outside or inside the campus. Religious head coverings are permitted.

### **NO EXCEPTIONS!**

- **Footwear:** Tennis shoes and other closed top designs are the preferred footwear. Footwear deemed unsafe, or distracting to the educational process will not be allowed. Open-toed shoes are not approved to be worn in labs.
- **Jewelry and Accessories:** No jewelry or accessories depicting gangs, drugs, violence, sex, death, or other illegal/inappropriate acts will be allowed, Sunglasses are not allowed

outside or inside the campus. No “grills” or other mouth accessories will be allowed (with the exception of orthodontic wear).

- **Jackets:** Approved Heights H.S. embroidery or printed jackets are preferred and are available through the PTO store. If you do not wear the preferred jacket, your uniform top and ID should be visible at all times. NO designs that incorporate gangs, drugs, sex, violence, death, or any other design deemed inappropriate or distracting to the educational process will be allowed.
- **Heights Special Dress Days:** Students are allowed to wear specific attire on designated days. Students who wish not to participate on the designated Special Dress Days must be in Heights Wear. All other Dress Code guidelines as far as hats, headwear and footwear still apply.

- **Visitors to School:** To insure the safety of our students and staff, all visitors shall report to the main office upon entry to the building. Visitors must sign in, provide proof of identification, and receive a visitor's badge to be worn on the front of their shirt/top at all times. Former students visiting the campus MUST sign in at the main office and receive a visitor's badge.
- **Hall Passes:** Students are not permitted in the halls during class periods, unless accompanied by a teacher or a hall pass from an authorized staff member. Having an Associate Teacher does not warrant any change to the above policies.
- **Library Procedures:** Students may use the Library during unscheduled time, provided they check in and out with the Librarian. Students must have a pass from their classroom teacher to the library during class time.

**\*Library Hours are 8:00am – 4:30pm.**

- **Lunch:** When the dismissal bell rings for lunch, walk, do not run to the cafeteria. Form single lines in the cafeteria. Students are not allowed in the halls during the lunch periods. Unless an appointment has been pre-arranged, we do not allow visitors during lunch. Students are not allowed to go off campus during lunch. Students will need their ID Badges for lunch. Students with no ID badge will need to wait at the end of the line until all students with ID badges have been served. Additionally students will need ID badges to make purchases of other items sold during lunch including at the PTO store.

**HEIGHTS HIGH SCHOOL IS A CLOSED CAMPUS FOR LUNCH!**

- **Lunch Deliveries:** For the safety of our campus, outside vendors will not be allowed into campus to drop off food. Parents wishing to drop off lunches at lunch time may do so by meeting students at the gate on Arlington Street. Please be aware of your child's designated lunch time. If students are not able to finish their lunch during their lunch period due to a late drop off time, they WILL NOT be allowed to take their lunch to class to eat it. If the student chooses to remain in the cafeteria to finish lunch past their class time, that student will receive either an unexcused absence or tardy depending on how much class time they miss. For these reasons we highly encourage ALL students to either bring lunch from home or eat lunch from home. Food deliveries are highly discouraged.
- **Senior Off-Campus:** For Senior Off-Campus privileges, the students must:
  - be classified as a senior
  - be on track for graduation.
  - have passed all portions of the state-required tests ( i.e. STAAR EOCs).
  - submit a signed and notarized Off-Campus Consent Form.
  - pay \$5 for the Off-Campus ID. The ID must be presented to leave campus.
  - It is \$20 for a lost Off-Campus ID and there are no replacements for 2nd loss.

The administration reserves the right to revoke off-campus privileges due to, but not limited to, failing grades, unsatisfactory conduct, poor attendance, or unauthorized use or replication of the off campus photo ID.

All seniors with Off-Campus privileges must leave campus within 5 minutes of the tardy bell for their scheduled Off-Campus period(s). If the student remains on campus, the Off-Campus privilege may be revoked. HISD bus riders and students with 7<sup>th</sup> period Athletics are not eligible for Off -Campus. Metro bus riders are eligible. **On the occasional day that a student may need to stay to attend tutorials or a club meeting, the student must report to the library and remain in the library without disruption.**

- **Activities:** All after school or weekend activities sponsored by a school organization, class, club, etc., must be cleared by the Principal. The student committee in charge of the activity will give information that is necessary for the success of the activity.
- **Conduct and Courtesy:** Students enrolled at Heights High School are expected to constantly demonstrate high standards of courtesy and good manners. Students should strive to develop and consistently practice a sense of honesty, fairness, loyalty, reliability and promptness in all matters. The Heights High School faculty and staff adheres and enforces the HISD Code of Student Conduct. The booklet is made available to students and parents on the HISD website. Printed copies must be requested.
- **Field Trips:** Field Trips are an educational experience; however, they do not exempt a student from being accountable for what was covered in the missed classes during the absence. Students with more than 3 unexcused absences during the semester for which a field trip occurs will not be allowed to participate in the field trip. This includes all off campus trips including UIL and non-UIL contests and competitions.
- **Fees, Fines, and Charges:** Students are expected to pay all financial obligations in a timely manner. Failure to do so will result in the student being placed on the debt list.

- **Student Vehicle Registration:** Students must register any vehicle that they may drive to school whether driven daily or occasionally. Necessary permit forms can be obtained from the School Business Manager's office.
- **Student Parking:** Students should park in designated student parking lot on 13<sup>th</sup> street. Please be mindful of our neighbors and do not block driveways etc. when using street parking. Neighbors are working with the city to limit parking to two hours during school hours. Please be aware of this and know that your cars could be towed and/or ticketed. The safest area for you to park is in the student parking lot. The camera there does work.
- **Drills:** Fire Drills will be held once a month during the school year. Directions for passing are to be posted in each room.
- **Technology Use/Code of Conduct:** Students are responsible for their behavior while using all computer software and equipment in Heights High School and should follow HISD Acceptable Use Policy.
- **Telephone/Message Procedures:** All emergency calls and messages to students will be delivered. Students may not come to the phone during class time.
- **Skateboard Policy:** Skateboarding is not allowed on any part of the campus. If you're within the perimeter fence, you are not allowed to ride your board. Students are not allowed to carry their board with them as they move to their various classes throughout the day. If a student brings the skateboard on campus, the board must be locked in the skateboard locker located next to faculty parking lot. The rules apply to all those on campus: 24 hours a day, 7 days a week.
- **Houston ISD's PowerUp,** 1:1 laptop program, has allowed students to engage and transform their learning experiences using e-textbooks, digital resources and strategies. The laptop initiative is in every HISD high school and EVERY student is required to pay a non-refundable \$25 security deposit each year. Students are to comply with the Houston ISD and Heights High School guidelines.  
For all PowerUp questions, please email Ms. Mesa. ([imesa@houstonisd.org](mailto:imesa@houstonisd.org))  
Visit Heights website for more info.
- **Electronic Device Policy:** An individual who brings his/her privately owned electronic device to school is personally responsible for the equipment. HISD will not be held responsible for lost, stolen or damaged equipment and it is the responsibility of the student to safeguard his/her mobile device while on school property.
  - Students are required to follow the electronics policy posted in each classroom.
  - Electronics must not interfere with staff member/adult's ability to communicate easily with any student.
  - Students are not allowed to use electronic devices to record or photograph any staff member/adult or student without permission.
  - A staff member or adult may request that a student put away/turn off an electronic device at any time.
  - HISD has adopted an official policy related to cell phone use during standardized assessments. Students will be required to relinquish cell phone possession to the testing proctor prior to the exam (labeled container) and the device will be returned immediately after the exam. Violators of this policy will receive a "no score" on the assessment which is the equivalent to a failing score. Teachers may also request that students relinquish cell phones before tests or exams.
  - Cell phones may not be charged on the school issued laptop, because it diminishes battery life needed for instructional purposes.
  - Parents/Guardians, please refrain from calling or texting your child (urgent or otherwise) when you know he or she is in class. This will not exempt your child from disciplinary action. Call your child's academy office, and we will send for your child to relay your message.

In addition to disciplinary action, the unauthorized use of electronic devices will result in the device's confiscation. The principal or another administrator will notify the parent and device company of the serial number and of intent to dispose of the device after 30 days. A \$15 administrative fee will be charged if the device is claimed within the 30 days. All devices not claimed will be sent to Property Management for disposal.