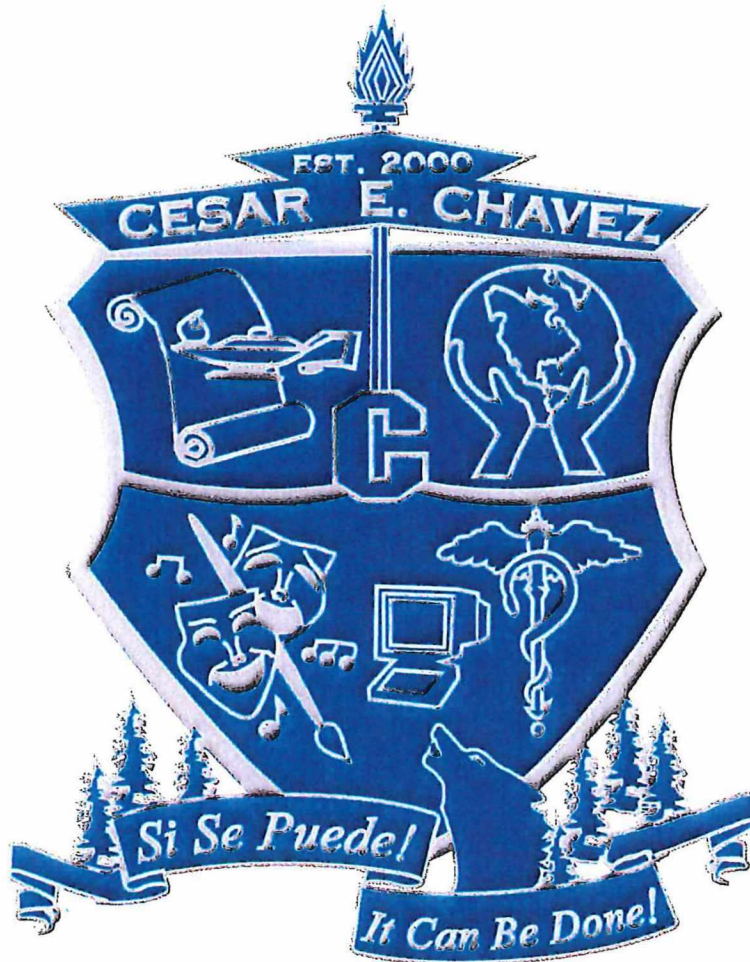


CHAVEZ HIGH SCHOOL

Houston Independent School District



2022-2023

Parent/Student Handbook

Parent/Student Handbook

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Who We Are

With wisdom, loyalty, and duty, Cesar E. Chavez High School has served Houston's East End since 2000. Our tradition lives through every member of our community.

Chavez High School
Principal Marlen Martínez
8501 Howard Dr.
Houston, Texas 77017

Colors: **Blue & Silver**
Mascot: Lobos
Established: 2000

Phone: 713-495-6950; Fax: 713-495-6988

Faculty and staff contact information is available at houstonisd.org/Chavez. Select the "About Us" tab for the staff directory.

SCHOOL HOURS

Monday through Friday, the building opens to students at 7:30 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: 8:30 am to 4:10 pm

Office Hours: 8:00 am to 4:00pm

All visitors will be required to enter through the Main Entrance at the southwest corner of the campus. All visitors must present a valid photo identification. Only individuals authorized by the Student Enrollment Form will be allowed access to students.

HISD Parent Connect

Student grades and attendance can be monitored through Student Connect.

What We Believe

MISSION STATEMENT

"The mission of Chavez High School, an International Baccalaureate World School, is to inspire and support compassionate, respectful, lifelong learners who consider cultural diversity from varying perspectives by providing an environment where all students are supported academically, socially and emotionally."

VISION STATEMENT

At Chavez High School we strive to become a leading comprehensive International Baccalaureate high school that inspires and prepares our youth for post-secondary success while being of service to our community.

The IB Learner Profile

The IB learner profile places the student at the center of an IB education. The 10 attributes reflect the holistic nature of an IB education. They highlight the importance of nurturing dispositions such as curiosity and compassion as well as developing knowledge and skills. They also highlight that along with cognitive development, IB programmes are concerned with students' social, emotional and physical well-being, and with ensuring that students learn to respect themselves, others, and the world around them.



IB educators help students to develop these attributes over the course of their IB education, and to demonstrate them in increasingly robust and sophisticated ways as they mature. The development of these attributes is the foundation of developing internationally minded students who can help to build a better world.

Attribute	Descriptor
Inquirers	We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.
Knowledgeable	We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.
Thinkers	We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.
Communicators	We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.
Principled	We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.
Open-minded	We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from experience.
Caring	We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.
Risk takers	We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.
Balanced	We understand the importance of balancing different aspects of our lives— intellectual, physical, and emotional— to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

Reflective	We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.
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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.

Welcome To Chavez

Dear Students,

Welcome to Chavez High School! High school is a huge milestone where you will make many memories and life-long friends. Your commitment and dedication will determine your success. It is important that you attend school every day, complete all assignments, and follow all school expectations. The Chavez faculty and staff are here to support you along the way. We are confident that together we will have an amazing year filled with many opportunities.

Dear Parents/Guardians,

You play a vital role in your child's success. Communication is key and must happen to work as a team and ensure the success of your child.

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. Chavez' schoolday officially starts at 8:20 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

Administration		
Position		Office Location
Principal	Marlen Martinez	Main Office
Dean of Instruction	Claudia Castillo	Main Office
Assistant Principal (9 th A-L)	Ms. Maria Jaramillo	D100
Assistant Principal (9 th M-Z)	Mrs. Shannon Smith	C100
Assistant Principal (10 th)	Ms. Vi Tran	A100
Assistant Principal (11 th)	Mrs. Stephanie Crook	E100
Assistant Principal (12 th A-L)	Ms. Kristy Love	B100
Assistant Principal (12 th M-Z)	Ms. Tina Garcia	B100
Registrar	Ms. Patricia Alexander	E217
Testing Coordinator	Richard Carroll	E208

Counseling		
Name	Population Served	Office Location
Roseanne Guzman	9 th A-L	D100
Mathew Rosas	9 th M-Z	C100
Kenya Lee	10 th	A100
Emily Tirado	11 th	E100
Raquel Brown	12 th A-L	B100
Crystal Ramirez	12 th M-Z	B100
Maria Fiore	All Students (SEL)	C100
Erica Scott	All Students (SEL)	D100

BELL SCHEDULE 2022-2023

A DAY		
Period		Time
1 st		8:30-10:00
Advocacy		10:05 – 10:50
3 rd		10:55-1:00
Lunch during 3 rd /4 th Period		
A-Lunch	B – Lunch	C-Lunch
Hallways A,B,F	Hallways C, D	Hallways E, G, H, K
Lunch 10:55-11:25	Class 10:55-11:40	Class 10:55-12:25
Class 11:30-1:00	Lunch 11:40-12:10	Lunch 12:30-1:00
	Class 12:15-1:00	
5 th		1:05– 2:35
7 th		2:40 – 4:10

B DAY		
Period		Time
2 nd		8:30-10:00
Advocacy		10:05 – 10:50
4 th		10:55-1:00
Lunch during 3 rd /4 th Period		
A-Lunch	B – Lunch	C-Lunch
Hallways A,B,F	Hallways C, D	Hallways E, G, H, K
Lunch 10:55-11:25	Class 10:55-11:40	Class 10:55-12:25
Class 11:30-1:00	Lunch 11:40-12:10	Lunch 12:30-1:00
	Class 12:15-1:00	
6 th		1:05– 2:35
8 th		2:40 – 4:10

Teachers sign in at 8:25 am and sign out at the end of the day at 4:10 pm. Teachers will provide parents and students with the times that they are available during the day for conferences.

Policies and Procedures

Student Arrival

The school building opens at 7:30 am. Students are limited to the first-floor Commons area.

Student Departure

The dismissal bell rings at 4:10 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.

Come Prepared

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

- All students arrive on time no later than 8:20 a.m. and the tardy bell rings at 8:30 a.m.
- All students must wear their Chavez High School photo ID while on campus. It must always be visible on the upper torso.
- All students must be in compliance with 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 Chavez High School Parent/Student Handbook is to be used in conjunction with the Houston Independent School District (HISD) Code of Student Conduct Handbook. The Chavez 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, Chavez 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 **not** drop off food for their child(ren). 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 Chavez 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 in the front office (Email/TEAMS Ms. Estela Romero eromero6@houstonisd.org) at a cost of \$5.00 each. Temporary IDs are good for only the day issued and are available for \$1.00 in academy offices.

Backpacks

In the interest of student safety, only **CLEAR or MESH backpacks** will be allowed for use by students. Only small purses (size of a pencil bag) will be allowed in addition to a backpack.

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 THEIR AP ACADEMY OFFICE. Failure to do so may result in ISS or other disciplinary action.

Penalties for Tardiness

Detention will be assigned for the second tardy and each tardy after that. All detentions can be satisfied by attending 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 8th accumulated detention, a student will attend a 4-hour Saturday school session. Failure to comply will result in an in-school suspension, parent conference, and a behavior contract.

Cell Phone Policy

All cell phones will be collected by the teacher at the beginning of class and returned to the student at the end of each class period. All cell phones, smart phones, smart watches, or any other devices that distract or impede student learning are prohibited for use during the instructional day except during lunch or passing period.

Communication devices such as cell phones or any other device with messaging capability must be turned off and stored with the teacher for the duration of the class period. Violations will result in confiscation of devices with a \$15.00 fine. If confiscated, parents may be allowed to pick up the device at the administrator's discretion. Repeat offenders will be subject to consequences as prescribed in the HISD Student Code of Conduct for persistent and repeated misbehavior.

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

Faculty and staff response to inappropriate use of electronic communication devices:

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

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

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 conferences by appointment.

ATTENDANCE POLICY

Attendance

School attendance is required by law. 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 the absence 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 students' AP Academic Office. Students are only allowed three handwritten parent notes per year. Any handwritten notes beyond the three that require administrative approval may not be excused.

Your attendance will determine if you receive your Verification of Enrollment Form (VOE).

NG Info

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 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 may be 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 excused/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: 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.



Cesar E. Chavez High School

2022-2023 Dress Code Policy

CHAVEZ HS		CHAVEZ HS	
SHIRTS SOLID WHITE, BLUE, OR GRAY CHAVEZ SPIRIT SHIRT		BOTTOMS BLACK JEANS OR SLACKS, BLUE JEANS, OR KHAZI PANTS	
 POLO	 LONG SLEEVE T-SHIRT	 BLACK PANTS OR SLACKS	 JEANS
 T-SHIRT	 PLAIN HOODIE	 KHAKIS	
 No Crop tops, Graphic tees, sleeveless or low-cut shirts		 No sagging pants or leggings, shorts and skirts must reach the knees No rips above the knee.	
CHAVEZ HS		CHAVEZ HS	
BACKPACKS MUST BE CLEAR OR MESH		SHOES No Open-toed or Backless shoes No Slides, House Shoes/Slippers, Flip Flops Crocs must have a back strap	
 		  	
ID BADGES MUST BE VISIBLE AT ALL TIMES PHOTOS WILL BE TAKEN WHEN SCHOOL STARTS			
 			

The Chavez High School 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 dress code is always in effect while on campus or while attending any HISD/CHS sponsored events. Appropriateness of dress shall be assessed by the administration. Administrative decisions will be final.

TOPS & BOTTOMS: The Chavez 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:

- **Tops must be in solid Blue, Gray, Black, or White (NO graphics allowed)** *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.*
- Tank tops or sleeveless shirts are **NOT** permitted. (*Vests worn over such tops do not suffice. Undergarments, including bra straps, should not be visible. Cleavage should not be visible.*)
- **Crop tops are NOT allowed.** *Shirts must overlap pants and midriffs should NOT be visible, even with arms raised above the head.*
- **Bottoms must be solid Black or Khaki pants/slacks, or Jeans**
 - Jeans with rips, tears, or holes **that reveal flesh above the knees** are not permitted. Tights or leggings underneath **may** compensate for the holes.
 - No "sagging." Pants must be worn at the waist. Students' underwear, boxer and/or basketball shorts should **NOT** be visible when worn under jeans or shorts.
 - **Pajama pants are NOT permitted.**
- Skirts must extend to the knees and **MUST be solid blue, black or Khaki, jean.**
- Shorts are **NOT** permitted.
- "Jeggings", leggings, tights, or dance pants are **NOT** permitted.
- Graphics/photos on clear/mesh backpacks must **NOT** allude to violence, gangs, sex, drugs, alcohol, or other lawlessness; the same applies to jewelry and other types of accessories.
- **Footwear:** Open-toed, slides, house slippers, flipflops, or backless/strapless shoes, are **NOT** permitted. (*Crocs are permitted with back straps*)
- **Blankets may NOT be brought/worn to school. Stuffed animals or pillows are NOT permitted.**
- **Bandanas, wave caps, hair bonnets, hats/caps/beanies or hoodies, etc. may NOT be worn in the building.** (*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** permitted.
- 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 Chavez High School picture I.D. card. An I.D. card will be used for the library, extracurricular activities, cafeteria, administrative services, part of entrance requirements to pep rallies, etc. I.D. cards must remain unaltered and be in the 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 to this belief, the board has developed a policy of zero tolerance.

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

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

STUDENT CONDUCT AT ATHLETIC CONTESTS

Athletic contests provide opportunities for us to celebrate our school spirit and value at Chavez. 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 Chavez 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 Chavez students or Chavez graduates may attend.
- If a student intends to bring a guest other than a Chavez 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 Chavez for disciplinary reasons will be excluded from Chavez dances held on campus. Students are responsible for the conduct of their guests.

In-School Suspension (ISS)

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). **STUDENTS WHO FAIL TO COMPLETE ISS WILL BE SUSPENDED, AND CAN RETURN TO SCHOOL PENDING A PARENT/ASSISTANT PRINCIPAL CONFERENCE.**

General ISS information:

- If a student is dismissed from ISS 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 ISS stay must be made up during that time.
- There will be no talking to other students.
- Students will be provided regularly scheduled restroom breaks.
- No food or drink will be allowed in the ISS. Lunch will be provided.
- The use of personal electronic devices is not allowed. These items will be surrendered to the teacher upon entering the ISS. The devices will be returned to the students when they complete their time served for the day.
- Students who participate in extracurricular activities will not be allowed to participate for that day.
- Students assigned to 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. Chavez High School reserves the right to grant and revoke parking privileges as it deems necessary. Only students granted parking privileges can park on the Chavez High School campus. Students granted this privilege may only park in the student parking lot off Old Galveston Road.

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

- Submit a **Chavez 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.
- Students are **NOT** permitted to park in the teacher or visitors' parking lot. Violators' permits will be revoked.

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 Old Galveston Rd next to the football field. Student parking opens from 7:30 am-8:30 am and 4:10 for release. Students arriving after 8:30 am will not be permitted to park.

Chavez 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 Chavez Administration.

Parking Fees are \$25.00

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 enhance 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 for 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 to this activity. The following guidelines should be followed by all students:

- Completely fill out a parent permission slip and return it 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 Chavez High School, and it is aimed at transforming teaching and learning to the end of building learning capacity.
- PowerUP has 3 main components: 1) Technology (which includes 1:1 laptop distribution), 2) "Canvas" (an online teaching and learning platform) and 3) personalization (customized learning experiences to meet the individual needs of students. To find out more about the PowerUp initiative, visit www.houstonisd.org/powerup.
- For students to participate in PowerUp they must **sign a user agreement form** and **each student is required to pay an annual, non-refundable \$25 security deposit fee to receive a laptop**.
- Students will receive a charger with their laptop. **If a student misplaces or loses the charger the replacement is \$50.**
- If a laptop is lost or stolen, a replacement laptop is provided, after submitting a police report to Rm F100.
- **Payments and forms can be turned into Rm. F100** 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/mo. Internet Essentials program through Comcast**. Please visit <https://www.internetessentials.com/> for more details.
- Hot spots are limited and available upon request.

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 the Internet resources for constructive educational goals, students may find ways to access other materials. However, we believe that the benefits students earn from access to the Internet, in the form of information resources and opportunities for collaboration, far 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, Chavez High School rules, and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. Additional disciplinary actions may be applied in accordance with the Code of Student Conduct. The user is personally responsible for his/her actions in accessing and utilizing the school computer resources. **The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.**

What are the rules?

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

CHAVEZ HIGH SCHOOL COMPUTERS MAY ONLY BE USED FOR SCHOOL PURPOSES.

Guidelines to follow to prevent the loss of network privileges at Chavez 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 through another student's folders, work, or files.
- Do notify an adult immediately if, by accident, you encounter materials that violate the rules of appropriate use.

BE PREPARED to be held accountable for your actions and for the loss of privileges and/or other disciplinary action(s) if the Rules of Appropriate Use are violated. This may include suspension, expulsion from Chavez 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, Chavez 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 Chavez High School:

Core Content Weights		Elective Weights	
Class Work	45%	Class Work	45%
Homework	10%	Homework	10%
Quizzes	15%	Quizzes	15%
Tests/Labs/Projects	30%	Tests/Performance Tasks	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 (**for each day missed**) 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 (Excluding semester/ final exams). 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.

Grades

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

Regular Classes		Pre-IB/ IB & AP/ Dual Credit	
A (90-100) =	4	A (90-100) =	5
B (80-89) =	3	B (80-89) =	4
C (75-79) =	2	C (75-79) =	3
D (70-74) =	1	D (70-74) =	2
F (Below 70) =	0	F (Below 70) =	0

CAREER TECHNICAL EDUCATION (CTE)

All students at Chavez 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 enrollment and 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 Chavez graduates to immediately begin working full-time in their specified industry upon graduation if they 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 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](#).

AP courses teach students skills that can lead to success in college. Students will develop 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.

Chavez 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/reading outside of class per week compared to a regular class. Chavez 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 Chavez 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 Chavez 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 Chavez Dual Credit Program page of the Chavez website.

For more information, see Ms. Castillo in E212. She is Claudia Castillo in TEAMs, and she can be reached by email at ccastill@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.

More information can be provided in the Lobo Den by the Commons.

Support Staff		
Name		Office Location
María Eureste	Administrative Assistant	Main Office
Leticia Partida	At-Risk Coordinator	Library
Judy Ricks	Nurse	Clinic
Dr. Liana Silva	IB Coordinator	Library
Yuridia Hernandez	Media Specialist/Librarian	F101
Stephanie Rivera	Magnet Coordinator	E100
Jay Alvarez	Graduation Coach	H111
Marita Eureste	College Access Coordinator	Lobo Den
Janet Crump	Campus Instructional Technologist	F100
Miriam Borden	IT Customer Service Rep	F100
Abel Fernandez	IT Customer Service Rep	F100
Shyvonne Winfrey	Special Education Specialist	A100
Cynthia Hill	Special Education Chair	E223
Mark Soto	Wrap Around Specialist	Library
Pamela Haynes	Wrap Around Specialist	Library
Maria Briones	Plant Operator	
Gabriele Garcia	SIRS	E222

Auxiliary Staff

Name		Office Location
Maria Muniz	Finance Clerk	E119 Finance Office
Karina Trevino	Finance Clerk	E119 Finance Office
Stacy Torres	9 th Academy Clerk (A-L)	D100
Maria Moreno	9 th Academy Clerk (M-Z)	C100
Evelyn Castillo	Attendance Clerk	E222
Veronica Moutade	Magnet Clerk	E100
Debra Kelly	SPED Clerk	E226
Esthela Rodriguez	ESL Clerk	E212
Estela Romero	Front Office Receptionist	Front Office
Emily Hernandez	Front Office Receptionist	Front Office
Kaila Martinez	Nurse Assistant	Clinic
Melissa Valdez	HISD Police	
David Saucier	HISD Police	
Marylyn Williams	Food Service Manager	Cafeteria

Department Leadership		
Department		
Athletic Director	Joseph Cordova	Boys Gym G102
Athletic Director	Debbie Crockett-Osterhout	Girls Gym G107
Career Technology Chair	Jason Busby	E206b
Foreign Language Chair	Rosa Fernandez Rodriguez	D101
Fine Arts Specialist	Dr. Sabrina Nguyen	D208
Fine Arts Chair		
Individuals and Society Chair	James Simington	C203
Language & Literature Chair	Dr. Liana Silva	Library
Language & Literature Specialist	Karina Degollado	D100
Math Specialist/Chair	Dr. Paulette Crawford	C100
Science Chair	Dr. Maqsuda Afroz	F200

DISTRICT ACADEMIC CALENDAR

HOUSTON INDEPENDENT SCHOOL DISTRICT

2022-2023 ACADEMIC CALENDAR

JULY 2022 S M T W T F S 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	AUGUST 2022 S M T W T F S 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 2022 S M T W T F S 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
OCTOBER 2022 S M T W T F S 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	NOVEMBER 2022 S M T W T F S 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	DECEMBER 2022 S M T W T F S 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
JANUARY 2023 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	FEBRUARY 2023 S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	MARCH 2023 S M T W T F S 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
APRIL 2023 S M T W T F S 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	MAY 2023 S M T W T F S 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	JUNE 2023 S M T W T F S 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

Key Holidays Teacher Preparation Days (no students) Teacher Service Days (no students)	Holidays September 5, 2022 October 5, 2022 November 21-25, 2022 December 22-January 4, 2023 December 22-January 6, 2023 January 16, 2023 March 13-17, 2023 March 31, 2023 April 7, 2023 April 21, 2023 May 29, 2023	Labor Day Fall Holiday Thanksgiving Break Winter Break for Teachers Winter Break for Students MLK Day Spring Break Chavez-Huerta Day Spring Holiday Spring Holiday Memorial Day
School Day Start and End Times 7:30-3:00 Elementary School 8:30-4:00 K-8 and Middle School 8:30-4:10 High School	Significant Dates August 8, 2022 Teachers report to work August 22, 2022 First day of school December 21, 2022 Last day of first semester January 9, 2023 First day of second semester May 31, 2023 Last day of school for students June 1, 2023 Last day for teachers Last Updated 02/15/22	Grading Periods Aug. 22-Sept. 30 Oct. 3- Nov. 4 Nov. 7-Dec. 21 Jan. 9-Feb. 24 Feb. 27-Apr. 14 Apr. 17-May 31 Report Card Dates October 7, 2022 November 11, 2022 January 13, 2023 March 3, 2023 April 20, 2023 May 31, 2023 (ES, K-8, MS) June 7, 2023 (HS)

Registration and Student Information

REGISTRATION

The Chavez High School Registration office hours are from 8:30 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.

YOU MAY NOT ENROLL HERE IF YOU HAVE BEEN WITHDRAWN FROM ANOTHER SCHOOL FOR DISCIPLINARY REASONS. We can provide you with information about 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 enrolled students. 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.

REPORT CARDS, CREDITS, AND ATTENDANCE APPEALS

Report Cards

Students will be issued grades following every six-week period (see Academic Calendar on page 22). 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 absences during the semester.

Credits

Texas Education Code section 25.092 states that "a student may not be given credit unless the student is in attendance for at least 90 percent of the days that class is offered." To receive course credit for a class which a student is passing, the student must have no more than five absences per semester. 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 3 school days (**for each day missed**) upon the student's return to school from any absence. The Chavez Attendance Committee ideally consists of the following: one counselor, and one assistant principal.

Attendance Appeals

Appeal Procedure changes according to district mandates. At Chavez 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.

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 Assistant Principal, Shannon Smith, at 713-556-7954 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.



César E. Chavez High School

2021-2022 Parent/Student Handbook Acknowledgement

César E. Chavez 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 Chavez'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 understands 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 students 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 Chavez Parent/Student Handbook and promise to adhere to all policies and procedures outlined above and contained within the HISD Code of Student Conduct. Please note that policies and procedures detailed in this Parent/Student Handbook are subject to change, at the discretion of school and HISD administration, without notice.

Student Signature Date

Parent or Guardian Signature Date

Parent or Guardian Signature Date

Grade Level: _____



**Chavez High School
Student Parking Application
School Year 2022 – 2023**

Instructions: Please complete and return this application form accompanied by the documents listed below to the main office. Copies will be made and originals will be returned to the student at the time the application is submitted.

Documents Needed

- 1. Student's valid Texas Driver's license**
- 2. Current Chavez ID**
- 3. Proof of up to date insurance** (The student's name and vehicle identified above must be indicated on the insurance card. If the insurance expires during the year, it is the student's responsibility to submit an updated copy of the new insurance card to the office.)
- 4. 4. Parking Permit Fee (Cash or Money Order Only) \$25 for full year**

Student Information

Last Name: _____ First Name: _____ Middle Initial: _____
HISD ID#: _____ Grade: _____ Dean: _____
Student's Driver's License Number: _____ License Expiration Date: _____

Vehicle Information

(No substitute vehicles will be allowed.)

Make (EX: Chevrolet): _____

Year & Model (EX: 2003 Camaro): _____

Color: _____ License Plate Number: _____

Registration Expiration Date: _____

(Found on your registration sticker on your windshield)

Owner of the vehicle (name on registration)/ Relationship to student:

_____ / _____



Chavez High School Student Parking Application School Year 2022-2023

Expectations for Student Parking at Chavez:

1. Students must have a completed application on file in the main office and fee must be paid in full. 2022 - 2023 parking tag must be displayed at all times and you must park in your assigned parking spot.
2. Obey all state traffic laws and school policies.
3. You may only park in the student parking lot. You are not allowed to park in any other parking lot on campus.
4. If your parking tag is lost or stolen, please report that to the main office immediately. You will be charged \$5 for a replacement tag.
5. You are not allowed to leave campus during school hours unless you have an off-campus badge for lunch or if you have off-periods at the end of the day.
6. You are not allowed to go to your car during the school day.
7. You are not allowed to drive other students off campus or let other students drive your car on campus.
8. Any violation may/will result in forfeiture of your parking privilege on Chavez High School property. Parking fees will not be refunded.

By submitting this complete application, the student acknowledges and agrees to park only in the authorized parking space and that any car parked in an unauthorized space may/will be towed at the owner's expense. My signature on this form acknowledges that I understand the rules of the student parking lot and the consequences that I will face if I do not follow these rules.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____