



Heights High School

Since 1926

Parent/Student Handbook
2021-2022

Wendy Hampton
Principal

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Academic Assessment Policy

What is Assessment?

According to the IB document *Assessment Principles and Practice*, “assessment is a term used to cover all of the various methods by which student achievement can be evaluated.” Assessment instruments may include, but are not limited to quizzes, examinations, extended practical work, projects, portfolios, cooperative tasks, (multimedia) presentations, laboratory experiments, discussion, oral interaction with peers and/or teacher, essays and research papers.

Assessment is the gathering and analysis of information about student performance. It is an integral part of the planning, teaching, and learning process. Fair and diversified assessment is needed to support curricular goals and to encourage student learning. Research shows that the most effective grading practices provide valuable feedback designed to enhance student growth and performance. First and foremost, assessment is important because it drives student learning.

Assessment should be both formative and summative. The former includes daily checks for understanding and can take a variety of forms. The purpose of formative assessment is to provide a steady stream of information about individual and whole group mastery levels so that this information may be used in further planning of learning activities, differentiating instruction if appropriate, and providing timely feedback to the student so that the student may improve in mastery of skill and/or content.

Examples of formative assessment include but are not limited to daily homework, journaling, labs, class discussion, quizzes, and group and pair activities. (*Diploma Program Assessment: Principles and Practice*) Summative assessments are those assessments that are administered at the end of a unit of study and are designed to allow students to demonstrate their mastery of the content and skills studied.

The scoring of summative assessments must utilize the MPS/ IB grading criteria and rubrics. Examples of summative assessments include but are not limited to quizzes, tests, projects, some labs, presentations, portfolios, standardized tests, and essays. (*Diploma Program Assessment: Principles and Practice*) IB assessments are criterion-referenced rather than norm-referenced. This means that a rubric is used to judge each student’s work in relation to identified standards and criterion formulated by the IB and found in IB syllabi rather than against the work of other students. (*Diploma Programme Assessment: Principles and Practice*)

Grade Determinations

During each school year, teachers in each curricular area within the Middle Years Programme, along with the IB Coordinator, will develop a set of benchmarks for each grade level in the programme. The subject teams will begin with the aims and objectives within their respective IB subject guides, unit plans, training materials, and state assessment requirements (TEKS); then decide what students will need to know to succeed. Using the concept of backward mapping, the subjects will vertically align through all grade levels beginning at 6th grade ensuring that teachers will utilize assessments/activities within the course that mirror IB assessments and skills. Through vertical articulation IB students will have many opportunities to develop, practice, and perfect skills needed to be successful in the IBDP program. The benchmarks will be reviewed by each subject group annually. The annual review will reflect the cycle of curricular changes established by the IBO. Benchmarks will provide an overview that is used to help each

teacher stay on track toward helping the students' progress to their maximum potential within the program. MYP teachers will be provided collaborative time to meet and discuss benchmark results, grade norming and discuss best practices to increase student achievement.

Criterion Based Assessment

Assessment will be graded against IB criteria. Teachers will share IB marking criteria with students and parents, therefore providing clear communication of what is expected for optimal student performance. Grading practices will be communicated systematically through the course syllabi, at parent informational meetings, and embedded in assigned student tasks/assessments. Rubrics will be provided to students before the assessment is given. Students will have the opportunity to self-assess using assessment rubrics.

Heights HS Grades and IB Grades

It is Houston ISD policy to have at least 2 grades per week within a grading cycle. The district requires a traditional grading system of averaging grades on a 0-100 scale. However, IB assessments will be graded using IB criteria and marks. Students' grades will be communicated according to both the IB grading system and the district grading system. IB marks will be translated into district required grades for official reporting purposes at the conclusion of each grading cycle. By reporting grades using the IB grading system and district system, students will become more familiar with IB scoring criteria and their level of achievement within them.

Activities

All after school or weekend activities sponsored by a school organization, class, club, etc., must be approved by the Principal. The student committee in charge of the activity will give information that is necessary for the success of the activity. All HISD Code of Conduct rules apply to activities on or off campus during both instructional and non-instructional time.

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.

Printed copies must be requested.

Attendance Policy

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

Key Points

- Students should be in school every scheduled day from 8:30 a.m. – 4:10 p.m. Attendance records are maintained by each teacher every class period.
- To be eligible to participate in any extracurricular activity offered by the school, students must be in school from 8:30 a.m. – 4:10 p.m. on the day of the activity. Attendance on the final school day before a weekend or school vacation will also be used to determine a student's eligibility to participate in extracurricular activities scheduled during the weekend or vacation. Special circumstances will be reviewed by the Principal or her designee.

- All absences due to school-sponsored field trips are considered excused.
- When a student arrives to class without an excused pass and is tardy more than fifteen (15) minutes after the tardy bell, he/she is considered absent-unexcused. The student should still go to class to receive credit for the work done in the portion of the class he/she attended.

Student Responsibilities

- It is each student's responsibility to monitor his/her own attendance and speak with his/her teachers if he/she has any questions about attendance records.
- The student must submit all attendance notes to the Attendance Office within 3 days of the absence.
- The student must obtain, and make-up class work missed due to absences. It is the student's responsibility to see his/her teachers to obtain missed work.

Accepting Late Work

Each teacher's policy on accepting late work, when deadlines are missed for reasons other than excused absences, can be found in the syllabus for that class.

Parent/Guardian Information and Responsibilities

- The parent/guardian should monitor his/her son's/daughter's attendance in each of his/her classes via the parent portal in PowerSchool.
- We encourage parents to discuss the importance of good attendance with their children.
- Students must bring a note from a parent/guardian to the Attendance Office or their grade level Principal's office explaining the absence. Students are allowed to submit no more than 3 handwritten parent/guardian notes per semester. Students should NOT give the note to a teacher, coach, bus driver, friend or anyone else. Upon returning to school, students have 3 days to turn in the note. Excuse notes turned in after the 3-day period will be sent to the grade level Principal for approval. Please note that, unless the absence is for an allowable reason under compulsory attendance laws, Heights High School is not required to excuse any absence, even if the parent provides a note explaining the absence. The note needs to include:
 - the student's first and last name, grade, and ID number
 - date(s) of absence and reason for absence
 - a parent/guardian signature and date of signature
 - phone number for verification

All excuse notes will be verified! Absence notes must be signed by parent, legal guardian or physician's office; therefore, e-mails are not accepted.

Faculty, Staff, and Administration Responsibilities

- Record each student's attendance electronically for each class daily.
- Maintain accurate attendance records in the event disputes arise related to a student's attendance.
- Submit all adjustments to a student's attendance no later than 2:00 p.m. the following day.
- Submit the ADA attendance at 10:00 a.m. each day.
- Notify grade level principals of students with chronic attendance issues. Grade level Principals will address students with chronic attendance issues.

Attendance Policy Guidelines and Protocols

- According to the state of Texas, students must be present 90% of the time in a class daily to receive credit for the course. Non-attendance is the number one reason that students are unsuccessful in their classes. Students are expected to attend every class meeting unless excused according to procedures described here.

Tardy Policy

If a student arrives to class with a pass 14 minutes or less after the tardy bell, he/she is considered tardy. Students should report directly to class after a tardy pass has been issued. The school personnel issuing the pass will inform students when they have accumulated enough unexcused tardies to warrant detention.

When a student arrives to class more than fifteen (15) minutes after formal instruction has commenced, he/she is considered absent- unexcused. The student should still go to class to receive credit for the work done in the portion of the class he/she attended.

When a student arrives late to class with a pass from a staff member, then he/she will be considered excused for the tardy. Tardy passes from the Tardy Tracker are unexcused. Unexcused tardies are not converted to unexcused absences. Tardies are a disciplinary issue.

Perfect Attendance

A student must be enrolled for at least two hours to be considered present for one half day and for at least four hours to be considered present for one full day. These time limits refer to instructional time, not including lunch, homeroom, passing periods or other non-instructional time.

Documented Excused Absences

Students who have been absent or tardy must present a written excuse from the parents/guardian or medical professional when they return to school. Written excuses should be in the school's possession **no later than three school days after the date of the absence** or tardy.

- The three-day period begins with the day the student returns to school. Students are allowed to submit **no more than 3 handwritten parent/guardian notes per semester**. Routine health professional appointments should be scheduled after school. If this is unavoidable, parents/guardians must notify the main office or submit a note in advance of the appointment.
- Additionally, if absences become excessive, the student will be required to submit a doctor's note verifying illness for the absences to be excused.
- A note signed by the student, even with the parent's permission, will not be accepted unless the student is age 18 or older and is no longer a dependent of his parents for tax purposes or is an emancipated minor under state law.
- Excuses for absences and tardies include:
 - o personal illness
 - o sickness or death in the family
 - o quarantine
 - o weather or road conditions making travel dangerous
 - o participation in school activities with permission of the principal
 - o juvenile court proceeding documented by a probation officer
 - o approved college visitation
 - o emergencies
 - o or "any other cause acceptable to teacher, principal, or superintendent"

Unexcused Absences

When in school, students are expected to attend all classes unless excused by an administrator or the nurse. Unexcused absences include but are not limited to:

- If a student is in school and fails to attend one or more classes while on campus
- If a student arrives more than 15 minutes late to a class without an excused tardy pass
- Common Unexcused Absences: Car trouble, oversleeping, traffic, metro bus issues, being out of town, and trips not sponsored by HISD/Heights HS.

NOTE: Each teacher's policy on accepting late work, when deadlines are missed for reasons other than excused absences, can be found in the syllabus for that class.

Failure to Comply with Attendance Policy

- School employees must investigate and report violations of the state attendance law. A student who is absent without permission from school or any class will be considered in violation of the compulsory attendance law and subject to disciplinary action. A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:
 - o Is absent without excuse from school on ten or more days or parts of days within a six-month period in the same school year
 - o Is absent without excuse on three or more days or parts of days within a six-week period.

Skip Days

There are NO sanctioned "skip days" at Height HS. Student organized "skip days" undermine the educational process. The school will not accept parental excuses to participate in "skip days". Students involved in a "skip day" will be given an unexcused absence. In order to receive an excused absence for being ill, the student must submit documentation from a medical professional. NO EXCEPTION.

Leaving Campus Early

Student attendance is crucial to learning. We ask that appointments be scheduled outside of school hours as much as reasonably possible. Also note that picking up a child early on a regular basis results in missed opportunities for learning. Unless the Principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the school day. State rules require that parental consent be obtained before any student is allowed to leave campus for any part of the school day. Heights High School has put the following procedures in place in order to document parental consent:

- A parent or otherwise authorized adult must come to the office and sign the student out. Please be prepared to show identification. Once an identity is verified, a campus representative will then call for the student or collect the student and bring him or her to the office. For safety purposes and stability of the learning environment, we cannot allow parents to go to the classroom or other area unescorted to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Written documentation regarding the reason for the absence is still required.
- If the student's parent will authorize the student to leave campus unaccompanied, a note provided by the parent must be submitted to the attendance office in advance of the absence,

no later than two hours prior to the student's need to leave campus. A phone call received from the parent may be accepted, but the school may ultimately require a note to be submitted for documentation purposes. Once the office has received information that the student's parent consents to the student leaving campus, a pass will be issued to the student to hand to his or her teacher with the necessary information. The student must sign out through the main office and sign in upon his or her return, if the student returns the same day.

- Documentation regarding the reason for the absence is still required.
- If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school. The parent or other authorized adult must follow the sign-out procedures as listed above.

Leaving During Lunch

Heights High School is a closed campus. Only **approved** junior and senior students are allowed to leave campus during lunch. Students who leave campus in violation of this rule will be subject to disciplinary action in accordance with the Student Code of Conduct.

Field Trips

Students must get prior approval from the teacher/s whose class they are missing. Students must not have more than 3 unexcused absences from any class to be eligible to participate.

Extracurricular Activity Participation

To be eligible for participation in any extracurricular activity offered by the school, the student must be in school from 8:30 a.m. – 4:10 p.m. that day. The student must be in school for the entire day on scheduled half-days and early dismissal days. Attendance during the final school day before a weekend or a holiday break will be used to determine a student's eligibility to participate in an extracurricular activity during the weekend or holiday break. A student who does not attend school for the entire day prior to a weekend or a holiday break will not be allowed to participate in the practice, contest, and/or performance during that weekend or holiday break.

Extracurricular Activities = Any interscholastic athletic or school sanctioned activity

Military/College Interviews and Visits

Students are encouraged to schedule military/college visits during non-school hours. However, a student will be excused from school for military/college visits or interviews that cannot reasonably be scheduled outside of school time. Students can schedule no more than two days (2) of military/college visits or interviews during his/her junior and senior school year. Any visits or interviews beyond the allocated two (2) days will be recorded as absences for the purpose of determining perfect attendance. The two days include travel time.

Family Vacations and Trips

Parents and students are reminded that state law requires attendance for students. We strongly discourage family vacations while school is in session. Family vacations/personal trips interrupt the educational process. Completion of make-up work does not compensate for the impact of lost instructional time and classroom experience, regardless of the course or course level.

Alternative Education Program

Students are expected to attend class everyday even when enrolled in alternative programs. Heights High School will continue to monitor the student's attendance.

Substitute Teacher

If a substitute teacher is assigned to the class, the same attendance rules apply:

- Students should report to class on time.
- Students should remain in the classroom for the entire class period. Leaving the classroom will result in an unexcused absence.
- Students are responsible for the assigned work.

Notification of Absences

Automated attendance calls are made each school day. If a student is reported as "absent" for any class throughout the school day, the parent will receive an automated phone call and/or email concerning the absence the same day the absence occurred. Please contact the attendance office if you believe the call was made in error. All absences will be marked as unexcused until documentation supporting an excused absence is submitted. It is the parent/guardian's responsibility to keep contact numbers and email addresses current so appropriate communication can be made.

Attendance Appeal Policy Guidelines and Protocols

Heights High School's attendance policy follows the Texas Education Code (TEC), which places a limit on the number of absences (excused and unexcused) a student may have in order to receive credit for a class. All high school students must be in attendance for 90% of all class days each semester.

Denied Credit Due to Excessive Absences

The NG in a course indicates a student has not met the school's attendance expectations. Students are afforded the opportunity to recover a grade of NG with the students' earned grade.

Credit Appeal Policy

A student will be denied credit for a course when they reach the limit for absences in a class during the semester, regardless of the academic grade they hold.

If a student is denied credit for a course due to attendance, he/she may appeal to the Attendance Committee for a waiver. Appeal dates and times will be announced throughout the school year.

Credit Appeal Procedures

- A student is required to complete an attendance matters workshop and course related assignments equivalent to the number of hours he/she is recovering in a class due to absences. The hours are calculated as 1 hour for each day over the maximum number of days a student can be absent. The number of days vary based on the semester the student needs to recover and the academic calendar for the school year.

Example: If the maximum allowable for absences in the Fall semester is 5 and a student misses 11 days in the first period class the following calculation for attendance appeal would apply: (11 absences – 5 allowed absences = 6 absences over)

- 1-hour X 6 absences = 6 hours of recovery required (note: this is the recovery required for the first period only. If the student missed 11 days in all classes, the student would need to recover 6 hours for each class; i.e seven classes = 42 hours of recovery required)
- Credit for a course CANNOT be appealed until the credit has not been earned. Students cannot begin the attendance appeal process until the following semester.
- Students will complete assignments equivalent to the number of hours required to recover unearned credit. Keep in mind, students may take longer than the required recovery hours to complete the assignments.
- Students wanting to request a credit appeal should contact their grade level principal or counselor and complete the application process.
- Students who have been in attendance less than 80% of the time a class is offered in any semester will not be eligible for the credit appeal process until the student and parent have met with the grade level Principal and provided documented evidence that there was a valid reason for the absences. If the excuses are not deemed valid the student will be required to complete credit recovery to earn credit for the course.
- Please remember the importance of student attendance at school and that, even though absences may be excused or unexcused, all absences account for the 90 percent threshold regarding the state laws surrounding “attendance for credit or final grade.”

Incomplete Grade

Students who are absent for an extended period due to an illness and are able to make-up the work may receive an Incomplete (I) for the six-week grading cycle. All work must be made-up within two (2) weeks after the end of the grading cycle. Teachers must change the Incomplete to a grade within two (2) weeks after the end of the grading cycle.

Make-up Work after an Excused Absence

Students shall be allowed to complete, with full credit, all work missed during excused absences. Once a student returns to school, he/she will be allowed one day per each day of absence to make up work (weekends and vacation holidays count towards this allowance). In addition to their availability during the school day, teachers will establish and post times when they are available to assist students with make-up work. If a student is unable to meet with the teacher at the established time, it is the student’s responsibility to contact the teacher and establish a mutually agreeable time for assistance with make-up work. If a student is excused for an extended period, additional time to make-up work can be allowed at the discretion of the teacher. Teachers will make every reasonable effort to help students make up missed work. However, students and parents must understand that time lost from classroom instruction is irretrievable.

Semester Exam Exemption

- ◆ A student cannot retake a final exam to improve his/her grade.
- ◆ In HISD, a final examination will be required in all state and local credit courses, including PE and electives, except students who qualify for a second semester exemption. |

Final Exam Exemptions for College Level Courses

Schools may, under the following conditions, exempt students in grades 9 -12 from a final exam in college-level courses for which the students take an externally assessed national or international exam during that same semester.

College-level courses are defined as Advanced Placement (AP) courses with corresponding College Board AP exams, International Baccalaureate (IB) courses with corresponding International Baccalaureate Organization SL- and HL-level exams, and dual-credit courses that are appropriately assessed with a CLEP, AP, or similar externally assessed college-level content test. (Per the College Board, SAT Subject Tests are intended to test “knowledge of subjects on a high school level,” and therefore do not qualify as a college-level test for this exemption.)

To qualify for this exemption, a student must sit for the corresponding college exam during the same semester of course enrollment, and have in the course an average of 85 or better, three (3) or fewer absences, and an “S” or better conduct average. School Guidelines, 2020-21 Grading Requirements XV-38

- ◆ Under no circumstance will a student be allowed to retake a final examination to improve his grade.

- ◆ The grade averaging routines described at the beginning of this section and in the section on summer school will apply to all high school courses that are required to include a final examination grade.

- ◆ The HISD Code of Student Conduct indicates that it is a disciplinary infraction to cheat or copy another student's work in class. Therefore, students who are found to be cheating on their final exams should be given a zero on the exam.

The results of their cheating need to be very carefully explained to them. Present guidelines mandate the computation of the final examination grade into the final grade. If a student is found to be cheating on the final examination and given a zero, the zero will be averaged in as zero and will have a significant impact on the final grade in the course. This rule on cheating applies to all schoolwork. A student found cheating on any assignment or test will be given a zero.

Final Exam Exemptions – All High School Courses

To incentivize the daily attendance rate, eligible grade 9 students may be allowed one spring final exam exemption; two spring final exam exemptions may be allowed for eligible 10th and 11th graders. Eligible seniors can exempt final exams in all courses in the spring semester.

Eligible students are those with no more than three (3) absences in any one course for the duration of the semester. In addition, eligible students must have an 85 or higher semester average in the specific course(s) where the final exam exemption is applied.

Athletic Events

Students who attend athletic events on campus are subject to the same disciplinary rules as during instructional time. Students who violate the rules or exhibit unsafe behavior will be asked to leave.

Calculating GPAs

- The grade point values for classes will be based on a four-point system. For Advanced classes, an additional grade-point value will be given. Colleges and universities refer to this as a 4.0 weighted system.
- GPAs should be computed to the fifth decimal place and rounded off to the fourth decimal place.
- The following point values apply in the ranking of graduates:

General Classes	Advanced Classes	Modified
A (90-100) = 4	A (90-100) = 5	A (90-100) = 3
B (80-89) = 3	B (80-89) = 4	B (80-89) = 2
C (75-79) = 2	C (75-79) = 3	C (75-79) = 1.5
D (70-74) = 1	D (70-74) = 2	D (70-74) = 1
F (Below 70) = 0	F (Below 70) = 0	F (Below 70) = 0

- Advanced Classes are PreAP, PreIB, AP, IB and Local Honors.
- Modified Classes are courses in the HISD Master Course Catalog.
- Multiple-period courses or Career Preparation programs for which credit is received shall be calculated in the same manner as a single period multiplied by the number of periods per day that the class meets or represents.
- If a student repeats a course, either to make up a failure or to improve his grade, both courses and grades will be recorded on the Academic Achievement Record. Credit is awarded only once – the first time that a passing grade is achieved. In determining the student's GPA for class ranking, the courses and grades are computed as if each were a separate and different course. For example, if a student has taken Biology 1A twice with grades of 72 and 85, a total of 2 courses and 4 grade points are used to compute the GPA.

EXAMPLE A:

Alg 1A	60	0.00 Credits	
Alg 1A	77	0.50 Credits	Total grade points = 2
Total courses		= 2	
GPA		= 1.000	

EXAMPLE B:

Alg 1A	72	0.50 Credits	
Alg 1A	95	0.00 Credits	Total grade points = 5
Total courses		= 2	
GPA		= 2.5000	

Dress Code

The faculty and staff of Heights High School expect students to come to school each day dressed appropriately to ensure the health and safety of everyone on campus. Students are to present themselves dressed appropriately, according to the dress code, at all times, both 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.

NOTE: Apparel or accessories that depict gangs, drugs, alcohol, tobacco, profanity, sex, violence, death, any illegal or inappropriate acts or other design/s deemed inappropriate or distracting to the educational process will NOT be allowed.

- Shirts/Tops: Students may wear any color collared, button-down, polo, pull over, sweatshirt or T-shirt. Shirts DO NOT have to have the Heights HS logo or club/organization information on them.
 - o Sweatshirts may have hoods, but hoods may NOT cover the head while on campus, either inside or outside the building.
 - o Shirts and tops must be worn in such a manner that does not allow cleavage or mid-riff to be exposed and must not be so sheer as to allow undergarments to be visible.
 - o No crop tops, strapless, or spaghetti strap tops are allowed.
 - o No muscle T-shirts or shirts that expose the majority of the chest and underarms.
 - o No pajama tops or other shirts that are not intended to be worn in public.
- Pants/bottoms: Students may wear any color pants as long as the following applies:
 - o Pants must fit appropriately at the waist and inseam (no sagging pants).
 - o Skirts, shorts, skorts must be of appropriate mid-thigh length
 - o Athletic attire may be worn, as long as garments meet the additional criteria for pants and shirts.
 - o Pants may not have rips above mid-thigh that show the skin.
 - o Yoga pants or leggings may be worn as long as they are thick enough NOT to expose the skin or undergarments.
 - o No pajama bottoms or other pants that are not intended to be worn in public.
- Undergarments:
 - o Students must always wear appropriate undergarments.
 - o Undergarments must NOT be visible underneath clothing. T-shirts or undershirts are permitted underneath dress code approved shirts.

- Headwear:

- o No bandanas, skull caps, do-rags or hoods may be worn at any time on campus, unless approved by the administration for medical or religious reasons. (see cold weather provision below)

- o Hats may be worn during cold weather outside the building only. Once inside, all hats and caps must be removed (unless approved for medical or religious reasons).

- Footwear:

- o Shoes must be worn at all times on campus and all school-related events.

- o Tennis shoes and other closed toe designs are the preferred type of footwear. Footwear deemed unsafe or distracting to the educational process will not be allowed.

- Jewelry and Accessories:

- o Sunglasses are not allowed outside or inside the campus for security reasons.

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

- o Any jewelry deemed unsafe or distracting to the educational process will not be allowed.

- Jackets:

- o Jackets may be any design and color and do NOT have to have the Heights HS logo.

- o Jackets may have hoods, but hoods may not be worn inside or outside the building.

Heights Special Dress Days: Students are allowed to wear specific attire on designated days. Students who wish not to participate in the designated Special Dress Days MUST be in the approved HHS dress code. All other Dress Code guidelines as far as hats, headwear and footwear still apply.

Students are expected to follow the dress code each day on campus and while attending all school-related events. Failure to do so will result in disciplinary action by the grade level principal in accordance with the HISD Code of Student Conduct for level 1 and 2 offenses. Consequences will be determined by the grade level principal on a case by case basis.

Dress code sweeps/dress code infractions

Detention is an option for grade level Principals to use for any or all infractions. Dress code sweeps may be conducted randomly by HHS administration. Students identified in dress code sweeps will be subject to disciplinary action as deemed appropriate by grade level Principals.

Early Graduation

Students who wish to graduate early must still complete all district and state requirements. Additionally, students and parents must meet with the student’s academic

advisor, the college success advisor as well as the campus Principal. The parent and student must sign a consent form for early graduation.

Electronic Device Policy

An individual who brings his/her privately-owned electronic devices to school assumes full responsibility 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 devices while on school property.

- Students are required to follow the electronics policy posted in each classroom.
- Electronics must not interfere with staff member's/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. Failure to comply with this request is grounds for disciplinary action as deemed appropriate by the grade level Principal.
- 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 grade level office, and your child will be notified to relay your message.

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.

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. Grade level Principals reserve the right to limit students' participation in field trips due to discipline code infractions at the grade level principal's discretion.

Fire Drills

Fire Drills will be held once a month during the school year. Directions for passing are to be posted in each room.

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. Students are to utilize the official hall pass checked out to each teacher. Students out of the classrooms during instructional time without the proper authorization are subject to disciplinary action.

Leaving Campus Early

Students who need to leave campus early for a doctor or other appointment, MUST be cleared and sign out in the attendance office. Parent/guardian (or other approved representative) must be present to sign out the student and present proper identification. Students who fail to sign out in the attendance office risk not having the absence incurred during this time marked as excused.

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 8:30 am – 4:30pm.

Lockdown drills

Periodic lockdown and/or disaster drills will be held to practice procedures in the event of a campus intruder or natural disaster. Students MUST follow any and all directions given by school personnel, in order to ensure safety and order on campus. Students will NOT be allowed out of an assigned area during lockdown or disaster drills. ***Failing to comply with teacher and/or school personnel directives during such times will be grounds for disciplinary action as per the HISD Code of Student Conduct.***

Lunch (on campus)

When the dismissal bell rings for lunch, walk, do not run to the cafeteria. Form single lines in the cafeteria. Students are only allowed in designated areas during the lunch period. Unless an appointment has been pre-arranged, HHS does not allow visitors during lunch.

Lunch (off campus)

Juniors and seniors who meet the following criteria may apply for off campus/home lunch. Student must be classified as a junior or senior for the 2021-2022 school year.

- Student must be passing all classes on report cards.
- Student must have no outstanding credit appeals as indicated by a (*) on their current transcripts.
- Student must submit a completed Off-Campus Lunch/Home Lunch Consent Form, signed by the parent and notarized.
- Student must obtain a parking permit by showing a valid driver's license and proof of idea (if students will be driving). Otherwise, parents must indicate on the consent form that students will be walking home.
- Student must park in the student designated lot.
- Student must exit and return to the school through the designated doors, showing ID upon request and must be in appropriate dress code.
- Student must return to class on time following the off-campus period.
- The ID must be presented to leave campus.
- Students MUST surrender their off-campus badge to their grade level Principal or any other administrator upon request. Failure to do so may result in the off-campus lunch privilege being revoked for the remainder of the school year.

Loss of off campus lunch privileges results when ANY of the following occurs:

- Student has a failing grade or loss of credit on any report card. Privilege will be reinstated when the requirement is satisfied on the next grade report (report card).
- Student has excessive absences or tardies following lunch as determined by an administrator. Students are eligible for reinstatement on the next grade report (report card).
- Verified complaints from neighbors of students trespassing or causing disruption in the neighborhood.
- Student transports unauthorized students off campus; additional discipline will also occur.

NOTE: The administration reserves the right to revoke the off-campus privilege due to any violation of the Code of Student Conduct.

NOTE: Freshman and Sophomore students are NOT eligible for off campus lunch (even with sibling).

Lunch Deliveries

Students should bring lunch from home or avail themselves to the food provided in the cafeteria. This includes food brought to campus by parents/guardians. Any food requested from outside vendors **should be delivered to the Arlington side entrance ONLY for student pick up.** Vendors should NOT be directed to any other entrance due to safety reasons. Students will not be allowed to take food into the classrooms, unless approved by the classroom teacher.

Middle School Credit Courses

As of the 2017-2018 academic year, grades earned in high school credit courses taken in middle school may no longer be used by high schools when calculating a student's GPA and class rank.

Numeric Grade Conversion in Qualifying Electives:

Before opting into Qualifying Electives, HISD students must have earned 1.0 credit in both art and physical education. Moreover, these credits must appear on the Academic Achievement Record. Students entering grade nine in school year 2017-2018 and thereafter, may, after earning an overall course grade of 85 or higher in a qualifying elective course, request that the numeric grade be converted to a "pass". This applies to students earning credit in HISD.

Qualifying elective courses adhere to University Interscholastic League "No Pass, No Play" guidelines. Pass/fail grades do not affect grade point averages.

Guidelines

- The option to convert a numeric grade of 85 or higher to a "pass" applies only to high school students and only to qualifying elective courses.
- Once converted, a "pass" cannot be changed back to a numeric grade.
- Overall course grade averages that are less than 85
 - are not eligible for conversion to a "pass", and
 - will be included in the student's grade point average calculation.

- The option to convert a numeric grade of 85 or higher to a “pass” may be applied in up to four (4) qualifying elective courses (2.0 credits) during a student’s high school tenure.

Qualifying Electives

A numeric grade must be assigned to a high school student’s first full physical education credit (1.0) and fine arts credit (1.0) respectively. Any additional physical education and fine arts credits can be converted to a “pass” if the course grade average requirements are satisfied.

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Off Campus Course Pre-Approval

Off campus course pre-approval forms are available through the registrar’s office. Please see the registrar site on the Heights HS website.

PowerUp

A 1:1 laptop program, which allows 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. Visit Heights website for more info.

Excessive Damaged and Lost/Stolen laptops will result in an additional \$25 Fee, and privileges to take laptop off campus will be revoked.

Student Laptop Credentials are only available to parents with student consent

Payments can be made online using School Pay, found on the school website. Cash is also accepted, exact change please, to the Finance Clerk in the Main Office. No personal checks.

Senior Off-Campus

For senior off-campus privileges, the students must:

- o be classified as a senior
- o be on track for graduation.
- o have passed all portions of the state-required tests (i.e. STAAR EOCs).
- o submit a signed and notarized Off-Campus Consent Form.
- o pay \$5 for the Off-Campus ID. The ID must be presented to leave campus.
- o It is \$20 for a lost Off-Campus ID and there are no replacements for 2nd loss.
- o 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 last period athletics are NOT eligible for off-campus periods. 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.

Skateboard Policy

For safety reasons, skateboarding is not allowed on any part of the campus. If you're within the perimeter fence, you are NOT allowed to ride your skateboard. Students are not allowed to carry their skateboard with them as they move to their various classes throughout the day. If a student brings the skateboard on campus, the skateboard must be locked in the skateboard locker located next to the faculty parking lot. The rules apply to all those on campus 24 hours a day, 7 days a week. Students failing to comply with skateboard rules risk confiscation of the skateboard by an administrator.

Student Parking

Students should park in designated student parking lot on 13th 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.

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 Secretary's office.

Tardy Policy

The Heights HS tardy policy is designed to be a deterrent for student tardiness. We know that everyone is late at one time or the other, so we seek to deter only those who are habitually late. When students are late, teachers deny entry into their classrooms until they return with a "tardy pass". When a student receives a pass, the incident is recorded by our Tardy Tracking System. By tracking the students and their tardies, we can identify the students that are repeatedly tardy. Consequences for excessive tardies are assigned by each of the grade level

principals and include before/after school and/or lunch detention, lunch tutorials and other consequences as deemed appropriate by each grade level principal.

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 and HISD Code of Conduct Guidelines.

Telephone/Message Procedures

All emergency calls and messages to students will be delivered. Students may not come to the phone during class time.

Visitors to School

At this time, due to CDC guidelines and HISD guidance, campus visitors are limited to essential visitors only and must be by appointment. Parents should continue to utilize telephone and email to contact teachers and staff. Meetings will continue to be held via Microsoft teams or telephone. Parents who wish to participate in meetings in person need to make an appointment with the facilitating administrator to do so.

To ensure the safety of our students and staff, visitors must report to the main office upon entry to the building. Visitors must sign in, provide proof of identification, and always obtain a visitor's badge to be worn on the front of their shirt/top. All visitors are by appointment only.