



# Booker T. Washington High School And The High School For The Engineering Professions



4204 Yale Street - Houston, Texas 77018

(713) 696-6600 ph; (713) 713-696-6657 fax

Dr. Carlos R. Phillips II, Principal

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## SCHOOL POLICIES

The faculty and staff of Booker T. Washington 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 dress code, at all times on campus and while representing Booker T. Washington High School at school-related activities. The following guidelines include, but are not limited to, what is considered appropriate dress for all Booker T. Washington High School students.

**Uniform Tops:** Students are required to wear royal blue, white, or gold solid polo-style shirts as approved uniform tops. Tops must cover the top of pants. Shirts must be worn in such a manner that allows no cleavage, or mid-riff, to be exposed. No alcohol or drug related, weapons, or profanity logos may be work on shirts.

**Pants:** Denim/Jeans are not allowed. Khaki, Black or Navy pants, skorts, skirts, and capris pants will be allowed. Pants must not be torn or ripped. Pants must fit appropriately at the waist and crotch (no sagging pants). Skirts, skorts must be of appropriate length (to the knee). No jogging pants, sweatpants, athletic pants, biking shorts, leggings, work out or athletic attire may be worn at any time unless directed to do so by a coach during athletic or P.E. class.

**Undergarments:** Students must wear appropriate undergarments at all times. Undergarments must NOT be visible, including underneath clothing. T-shirts or undershirts permitted underneath polos may only be solid.

**Headwear:** No hats, caps, bandanas, skull caps, do-rags, hoods or any other head covering may be worn at any time while on campus, whether inside or out.

**Footwear:** Tennis shoes and other closed-toe designs are the preferred footwear. Footwear deemed unsafe or distracting to the educational process will not be allowed. Open-toe shoes are not approved to be worn in labs. All shoes must have a closed back or strap.

**Jewelry and Accessories:** No jewelry or other illegal/inappropriate acts will be allowed. Sunglasses are not allowed on campus, whether inside or out.

**Jackets and Outerwear:** NO hoodies allowed. NO designs that incorporate gangs, drugs, sex, violence, death, or any other design deemed inappropriate or distracting to the educational process will be allowed.

**Free Dress:** On every Friday, there will be a free dress standard policy enforced. The free dress attire will only be allowed at the Administrators discretion. However, no shorts, jeans revealing skin, spaghetti strap tops, revealing tops, hats, du-rags, flip-flops or any attire not allowed on a uniform dress day will be allowed for this day

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## Related School-Wide Policies

- All students are required to have the following four items at all times:
  - **Booker T. Washington High ID badge on a lanyard**
  - **Uniform**
  - **HISD PowerUp Laptop in the case**
- **Visitors to School:** To ensure the safety of our students and staff, all visitors shall report to the main office upon entry to the building, and visitors must have some form of identification. Visitors must sign –in and receive a badge
- **Hall Passes:** Students are not permitted in the halls during class periods unless accompanied by a teacher or have a hall pass from an authorized staff member.
- **Library Procedures:** Students may not use the Library during unscheduled times, unless have a pass to check-in and out with the Librarian.
- **Lunch:** When the dismissal bell rings for lunch, walk; do not run to the cafeteria and form single lines in the cafeteria when retrieving food items. Students are not allowed in the halls during the lunch periods.
  - **BOOKER T. WASHINGTON HIGH SCHOOL IS A CLOSED CAMPUS FOR LUNCH!**
  - **Students will not be allowed to order meals from Grub Hub, Uber Eats or any other type of delivery service. However, Parents are allowed to bring lunch for their students but may not have lunch with their child unless they have been approved by Volunteers in Public Schools (VIPS).**
- **Activities:** All, after school or weekend activities sponsored by a school organization, class, club, etc., must be cleared by the principal. Students will be supervised by a sponsor until the last student has left the property or activity. All school-related activities must end by 6:30pm, no students will be permitted in the building after this time.
- **Conduct and Courtesy:** Students enrolled at Booker T. Washington High School are expected to demonstrate high standards of courtesy and good manners continually. Students should strive to develop and consistently practice a sense of honesty, fairness, loyalty, reliability, and promptness in all matters
- **Field Trips:** Field Trips are an educational experience; however, they do not exempt a student from being accountable for information covered in the missed classes during the absence. Students must also be in good academic standing to be able to participate.
- **Fees, Fines, and Charges:** Students are expected to pay all financial obligations in a timely manner. Failure to do so will result in the student being placed on the debt list.
- **Student Vehicle Registration:** Students must register any vehicle that they may drive to school, either daily or occasionally. Necessary permit & forms can be obtained from the School Business Manager's office. There is a \$15 fee to park for the school year.

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- **Drills:** Fire Drills will be held once a month during the school year. Directions for passing routes are to be posted in each room.
- **Technology Use/Code of Conduct:** Students are responsible for their behavior while using all computer software and equipment in Booker T. Washington High School. Any inappropriate behavior with campus or district technology will be subject to disciplinary actions as stated in the Student Code of Conduct.
- **Telephone/Message Procedures:** All emergency calls and messages to students will be delivered from the main office. Students may not come to the phone during class time.
- **Electronic Device Policy:** BTW/HSEP has established a school-wide system for teachers to collect all cell phones by the first five minutes of the instructional period and return the phone to the student during the last five minutes of the class period. All phones will be properly identified and secured in the teachers' locked cabinet. Any student who fails to turn in their phone, and it goes off in class will be subject to disciplinary action. In addition to disciplinary action, the unauthorized use of electronic devices will result in the device's confiscation. The principal or another administrator will notify the parent and service provider of the serial number and of intent to dispose of the device after 30 days. A \$15 administrative fee payable to HISD will be charged if the device is not claimed within 30 days. All devices not claimed will be sent to Property Management for disposal.
- **Headphones can ONLY be used before school, during lunch, and after school.**

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