

# *Kiltie*

## ***Student and Parent Information Guide 2017-2018***



**HIGHLAND PARK HIGH SCHOOL**

**4220 Emerson Drive, Dallas, TX 75205**

**214.780.3700**

**<http://hs.hpisd.org>**

**In the event of a conflict between the HPISD Student Code of Conduct and the *Kiltie*, the Student Code of Conduct shall prevail because it is adopted by the HPISD Board of Trustees, which gives it the force of District policy.**

HPISD Board Policy, available online at <http://pol.tasb.org/Home/Index/366>, supersedes all other sources of information. Although the *Kiltie* is updated, accurate, and consistent with District policy and state laws at the time of publication, information in the *Kiltie* is subject to change. Any such changes will be communicated to students and the community immediately via the HPHS website and/or other sources.

The Family Educational Rights and Privacy Act (FERPA) provides that school officials with legitimate educational interests may be allowed access to information from educational records of students. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. HPISD and HPHS allow students to serve on the Honor Council as a "school official with legitimate educational interest" to hear disciplinary cases regarding academic dishonesty.

### **Student Expression**

The District will treat a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject in the same manner the District treats a student's voluntary expression of a secular or other viewpoint on an otherwise permissible subject and will not discriminate against the student based on a religious viewpoint expressed by the student on an otherwise permissible subject. Please see HPISD Board Policy [FNA\(LOCAL\)](#) for additional information concerning student expression rights and responsibilities.

### **Nondiscrimination Statement**

In its efforts to promote nondiscrimination and as required by law, Highland Park ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, age, or any other basis prohibited by law, in providing education services, activities, and programs, including CTE programs, and provides equal access to the Boy Scouts and other designated youth groups. The following district representatives have been designated to coordinate compliance with these legal requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex, including sexual harassment or gender - based harassment: Girls Athletic Coordinator, 7015 Westchester Drive, Dallas, TX 75205, 214-780-3000.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Director of Special Programs, 4220 Emerson Avenue, Dallas, TX 75205, 214-780-3000.
- All other concerns regarding discrimination: Superintendent of Schools, 7015 Westchester Drive, Dallas, TX 75205, 214-780-3000.

See HPISD Board Policies See policies **FB**, **FFH**, and **GKD** for more information.

### **Directory Information**

Directory information for HPISD students is classified into two separate categories:

- Items for use only for school-sponsored purposes; and
- Items for all other purposes.

For the following school-sponsored purposes—all District publications and announcements—directory information shall include student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams.

For all other purposes, directory information shall include student name and grade level.

## **Providing Assistance to Students Who Have Learning Difficulties or Need Special Education Services**

If a student is experiencing learning difficulties, his or her parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation. For those students who are having difficulty in the regular classroom, schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts to meet the needs of all struggling students.

A parent may request an evaluation for special education services at any time. If a parent makes a written request to a school district's director of special education services or to a district administrative employee for an initial evaluation for special education services, the school must, not later than the 15th school day after the date the school receives the request, either give the parent a prior written notice of its proposal to evaluate the student, a copy of the *Notice of Procedural Safeguards*, and the opportunity for the parent to give written consent for the evaluation or must give the parent prior written notice of its refusal to evaluate the student and a copy of the *Notice of Procedural Safeguards*.

If the school decides to evaluate the student, the school must complete the initial evaluation and the resulting report no later than 45 school days from the day the school receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period must be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45 school day timeline. If the school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, the school must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completion, the school must give you a copy of the evaluation report at no cost.

Additional information regarding special education is available from the school district in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

The following websites provide information to those who are seeking information and resources specific to students with disabilities and their families.

- [Texas Project First](#)
- [Partners Resource Network](#)

For HPHS students, the designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is the ADA/504 Coordinator.

**Highland Park High School is a federal Drug-Free and Weapon-Free School.**

**The Highland Park Independent School District has zero tolerance for weapons, drugs/alcohol, assaults, and threats against students/employees.**

### **Student Searches**

Students on school property or at school-sponsored events are subject to being searched. Students will be held responsible for any prohibited items found in their possession on school property or at school-sponsored events. For additional information concerning student searches, please see HPISD Board Policy [FNF](#).

In accordance with Texas Education Code 37.006, "school property" includes the area within 300 feet of the Highland Park High School campus.

At the beginning of the school year, HPISD will inform students of the District's policy on searches, as outlined above, and will specifically notify students that:

- Lockers may be sniffed by trained dogs at any time.
- Vehicles parked on school property may be sniffed by trained dogs at any time.
- Classrooms and other common areas may be sniffed by trained dogs at any time.
- Students, purses, and backpacks may be sniffed by trained dogs if reasonable cause exists.
- If prohibited material of any kind is found, the possessing student shall be subject to appropriate disciplinary action in accordance with State law and the Student Code of Conduct.
- The District shall have a right to search a student's cell phone or other electronic device if there is reasonable cause to believe that the cell phone or electronic device contains information prohibited by the District or information related to an investigation of conduct prohibited by the District.

### **Health Notice**

The Texas Education Code 28.004 requires all public schools to establish a local school health advisory council. In accordance with this code, the Highland Park Independent School District School Health Advisory Council will meet each year according to a schedule to be published on the District website, <http://www.hpisd.org>.

In addition to HPISD School Board Policies [FNC\(LEGAL\)](#) and [FNCD\(LEGAL\)](#), the HPISD Student Code of Conduct prescribes penalties for the use of tobacco products by students and others on school campuses and at school-sponsored or school-related activities.

HPISD does not participate in the Federal Lunch Program outlined by the Child Nutrition Act and is not required to adopt policies on restricting student access to vending machines, but does operate by campus guidelines and access procedures for age-appropriate use of vending machines.

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## **BELL SCHEDULES**

### **Regular Schedule**

1 <sup>st</sup>	8:10 - 8:59
2 <sup>nd</sup>	9:05 - 10:00
3 <sup>rd</sup>	10:06 - 10:55
4 <sup>th</sup>	11:01 - 11:50
5 <sup>th</sup>	11:56 - 12:45
6 <sup>th</sup>	12:51 - 1:40
7 <sup>th</sup>	1:46 - 2:35
8 <sup>th</sup>	2:41 - 3:30

### **Early Dismissal**

1 <sup>st</sup>	8:10 - 8:49
2 <sup>nd</sup>	8:55 - 9:34
3 <sup>rd</sup>	9:40 - 10:18
4 <sup>th</sup>	10:24 - 11:02
5 <sup>th</sup>	11:08 - 11:46
6 <sup>th</sup>	11:51 - 12:31
7 <sup>th</sup>	12:37 - 1:15
8 <sup>th</sup>	1:21 - 2:00

### **Assembly Schedule – AM**

1 <sup>st</sup>	8:10 - 8:54
Assembly	9:00 - 9:40
2 <sup>nd</sup>	9:46 - 10:30
3 <sup>rd</sup>	10:36 - 11:20
4 <sup>th</sup>	11:26 - 12:10
5 <sup>th</sup>	12:16 - 1:00
6 <sup>th</sup>	1:06 - 1:50
7 <sup>th</sup>	1:56 - 2:40
8 <sup>th</sup>	2:46 - 3:30

### **Assembly Schedule - PM**

1 <sup>st</sup>	8:10 - 8:54
2 <sup>nd</sup>	9:00 - 9:44
3 <sup>rd</sup>	9:50 - 10:34
4 <sup>th</sup>	10:40 - 11:24
5 <sup>th</sup>	11:30 - 12:14
6 <sup>th</sup>	12:20 - 1:04
Assembly	1:10 - 1:50
7 <sup>th</sup>	1:56 - 2:40
8 <sup>th</sup>	2:46 - 3:30

### **Highland Park High School Principals**

1923 - 1928	Eugene Lawler
1928 - 1963	Ben Wiseman
1963 - 1966	C. D. Bowlby
1966 - 1973	Everett Hart
1973 - 1982	E. A. Sigler
1982 - 1986	Tom Munroe
1986 - 1990	Jim Gibson
1990 - 1994	Don O'Quinn
1994 - 1995	Linda Springer
1995 - 1998	Jean Rutherford
1998 - 2000	Robert Albano
2000 - 2002	Robert Jolly (interim)
2002 - 2010	Patrick Cates
2010 - present	Walter Kelly

## School Leadership

### Administrative Team

Principal		Walter Kelly
Associate Principal		Erica Castille
Assistant Principal	A – E	Dr. Kelly Moeller
Assistant Principal	F – Le	Dr. Ken Fox
Assistant Principal	Lf – R	Katie Mottram
Assistant Principal	S – Z	Evan Heckmann

### Counseling Team

Lead Counselor		Mindy McMinn
Personal/Social Counselor		Dr. Candice Conner
Counselor	A-CONK (9 <sup>th</sup> -12 <sup>th</sup> )	Dr. Thiago Oliveira
Counselor	CONL-GRI (9 <sup>th</sup> -12 <sup>th</sup> )	Jon Mamula
Counselor	GRO-KOR (9 <sup>th</sup> -12 <sup>th</sup> )	Stacey McNeely
Counselor	KOS-MOR (9 <sup>th</sup> -12 <sup>th</sup> )	Carolyn James
Counselor	MOS-SCHE (9 <sup>th</sup> -12 <sup>th</sup> )	Ronny Winford
Counselor	SCHI-WAS (9 <sup>th</sup> -12 <sup>th</sup> )	Taryn Knott
Counselor	WAT-Z (9 <sup>th</sup> -12 <sup>th</sup> )	Mindy McMinn

### Department Chairs

English	Becky Adams
Fine Arts	Linda Raya
Languages Other Than English (LOTE)	Maria Moises-Garcia
Math	Dr. Melynda Wright
Media Information & Technology	Jesse Cole
Science	Roseanne Leediker
Social Studies	Anne Patterson
Special Education	Sterling Hill

### Special Education Coordinator

Joshua Schilling

### Campus Instructional Technologist

Erika Burkhardt

### Community Service Coordinators

Lynne Kujawa & Brett John

## **Highland Park Independent School District Mission**

The Highland Park Independent School District, with an unyielding commitment to excellence, will provide an exceptional academic program that recognizes the unique potential of each student and integrates the intellectual, social, cultural, and physical aspects of learning.

This program will empower each student to become an eager lifelong learner committed to academic excellence, integrity, responsible citizenship, and service to others

## **Highland Park High School Mission**

Highland Park High School, upholding its tradition of excellence, exists to provide a learning environment that prepares students to serve as engaged global citizens in a complex and ever-changing world.

## **Our Commitment**

Because "the spirit of a people is disclosed by the education of its youth," each of us in our school community commits to enrich life by cultivating:

- Knowledge and a lifetime love of learning,
- Responsible citizenship and compassionate tolerance, and
- Self-disciplined confidence and integrity

So that they may "Enter to Learn - Go Forth to Serve."

## **Student Commitment Statement**

We, the student body, strive to surpass the standards of an exemplary school through exhibiting unity among diversity, demonstrating commitment to improving ourselves, and representing the highest degree of integrity to strengthen the future of Highland Park High school.

## **Highland Park High School Motto**

"Enter to learn; Go forth to serve."

## **Alma Mater**

All hail to thee, Dear High Park High  
The school we love so dear.  
We'll shout thy praise to all the world  
Which echoes far and near.  
Thy fame and splendor we'll uphold;  
Thy greatness we'll proclaim.  
We'll honor and we'll cherish thee--  
Dear High Park High.

## **Scots' Fight Song**

Hail to the fighting Scotties!  
Like the warriors of old  
They are brave and bold.  
Hail to the Scotties!  
All their foes they do defy.

Rah! Rah! Rah!

Fight, you Scotties! We're backing you.  
Through tradition we'll ever be true.  
Why don't you fight for the honor of your team  
and the glory of High Park High?

- The official emblem of Highland Park High School is the Highlander dressed in a kilt and carrying bagpipes.
- School colors are gold and dark blue.
- Students of Highland Park are referred to as Scots.

## Useful Phone Numbers

Athletics (Stadium)	214-780-3031
Attendance Office A – E	214-780-3723
Attendance Office F – Le	214-780-3710
Attendance Office Lf – R	214-780-3709
Attendance Office S – Z	214-780-3714
Bagpipe (School Newspaper)	214-780-3888
Band	214-780-3737
Textbook Room	214-780-4713
Campus Instructional Technologist	214-780-3770
Choir	214-780-4824
Clinic	214-780-3720
Community Service	214-780-4715
Registrar	214-780-3711
Debate	214-780-4786
Disciplinary Alternative Education Program (DAEP)	214-780-4747
English Department	214-780-3880
Fine Arts Department	214-780-3881
Food Service	214-780-3725
Languages Other Than English (LOTE)	214-780-3870
Guidance/Counseling	214-780-3740
Highlander (Yearbook)	214-780-3886
In School Suspension (ISS)	214-780-4799
Library	214-780-3760
Life Skills	214-780-3792
Maintenance/Custodian	214-780-3750
Mathematics Department	214-780-3840
Orchestra	214-780-4831
Planetarium	214-780-3858
Pool	214-780-3736
PTA Supply Room	214-780-4618
School Resource Officer	214-780-3729
Science Department	214-780-3850
Scot Shop (Stadium)	214-219-0487
Social Studies Department	214-780-3860
Special Education (District)	214-780-3091
Special Education (HPS)	214-780-4790
Student Council	214-780-4707
Talented & Gifted (TAG) Office (District)	214-780-3082
Seay Tennis Center	214-780-4031
Video Technology Studio	214-780-4774

## Emergency and Crisis Contacts

Alcoholics Anonymous	214-887-6699
Al-Anon/Alateen	214-363-0461
Chemical Awareness Resource & Education (C.A.R.E.)	214-526-8986
Children's Medical Center (emergency psychiatric services)	214-456-2000
Covenant House Nine Line (24 hour teen crisis line)	800-999-9999
Elisa Project (eating disorders)	214-369-5222
Families Anonymous	972-407-4420
HPHS Crisis Intervention (Candice Conner, Personal/Social Counselor)	214-780-3744
National Runaway Switchboard	800-621-4000
Suicide & Crisis Center	214-828-1000
Texas Commission on Alcohol & Drug Abuse	800-832-9623

# GENERAL SCHOOL POLICIES

## ACADEMICS

### **Academic Support Center (ASC)**

The ASC, in C212, is provided for students with special learning needs. A teacher & peer tutors are available each period of the day to assist students individually or in small groups with tutoring and assessments.

### **Academic Center for Talented and Gifted**

The Academic Center for Talented and Gifted Students in the TAG Room provides options for students to enrich their educational opportunities by utilizing their higher order thinking skills. Creative critical thinking is encouraged and supported through peer interaction.

### **Blue & Gold Academic Center**

Based on teacher recommendation and with administrator and counselor approval, students will have the option to attend the Blue & Gold Academic Center. This program will provide additional academic support for students with identified skill and content needs.

### **Library Media Center**

The Library Media Center is open Mon. & Tues., from 7:15 a.m. - 4:30 p.m.; Wed. & Thurs., from 7:15 a.m. - 5:00 p.m. and Fridays from 7:15 a.m. - 4:00 p.m. Students may use the Library Media Center before or after school or during class time with written permission of a teacher.

A valid student I.D. is required to check out materials from the library. Fines are 10 cents per day for items that are circulated for two weeks and 25 cents per period for items that are circulated overnight. The maximum late fee for any one item is \$5 or the cost of replacing the item.

For more information, please visit the HPHS Library Media Center website at <http://hpscotslibrary.org/>.

### **Conferences with Teachers**

Ongoing communication among teacher, student, and parent is essential to student success. Parents may communicate with teachers via phone or email or personal conference. Each classroom teacher has a period each day designated for conferences and/or teacher preparation. Parents may also contact the teacher to schedule an appointment for an extended conference.

## **Office Hours/Academic Help**

Teachers are available before and/or after school for student conferences and academic assistance. Office/tutoring hours are posted in teachers' classrooms, on class information sheets, and on teachers' Web pages. Specific office hours for all teachers may be found at <http://hs.hpisd.org>. On the school web page, select "Staff Directory," then the teacher's name.

## **Incomplete Grades**

Incompletes for extenuating circumstances must be approved by the appropriate administrator and will be considered on an individual basis. Students who have an Incomplete are ineligible to participate in any extracurricular activities until the "I" is replaced by a passing grade.

## SCHEDULE CHANGES

The master schedule of classes at HPHS is based on specific course requests by students. It is very important that students discuss course choices with their parents, teachers, and counselor because teachers are hired and assigned so that students have the opportunity to take the courses they request.

Every attempt will be made to schedule students into the courses they choose. Schedule changes will not be made unless a genuine mistake was made in the selection of courses that will affect the student's graduation plan. Students will not have their schedules changed merely because a subject is difficult or because they do not wish to have a certain teacher or to have lunch at a particular time of day. Such requests will be denied.

### **VALID CRITERIA FOR SCHEDULE CHANGES**

- 1. The student is a senior and is not scheduled in a course required for graduation.**
- 2. The student is misplaced in a course (no prerequisites, previously earned credit, etc.).**
- 3. The school may change student schedules in order to balance class sizes or to accommodate teacher workloads.**

Schedule changes must meet state attendance laws, District and campus policies, and UIL eligibility rules. All schedule change requests must be initiated by the student with the student's counselor. **Until the counselor has officially changed the schedule and both the student and the teachers involved have been notified, the student is required to attend all classes on the original schedule. Students are not allowed to miss classes in order to go to the Counseling Office to get a schedule change.**

## **Dropping or Adding Classes**

Requests to drop or add a class must meet the above criteria to be considered and may be granted or denied based on space



availability. General guidelines for dropping and adding classes are based on UIL eligibility rules.

**Course adds or drops must occur within the first 6 days of the semester.** Students must meet state laws and HPISD policy governing class attendance in order to receive credit for each course. Eligibility for extracurricular activities is also based on student attendance requirements in each course. Therefore, no drops or adds will be approved after the 6<sup>th</sup> day of the semester, in accordance with UIL eligibility rules.

### Level Changes

Students enrolled in PAP, AP or TAG classes may request a level change to the equivalent standard course with teacher recommendation. Level change request forms will be available in the 3<sup>rd</sup> week, 6<sup>th</sup> week and at the end of the first semester of a course. **No level changes will be permitted after 2 days following the posting of the 1<sup>st</sup> and 4<sup>th</sup> six weeks progress report grades until the end of the 1<sup>st</sup> and 4<sup>th</sup> six week grading periods.**

## ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

A student's eligibility to represent the school in any extracurricular event is determined by the eligibility rules of the University Interscholastic League (UIL) and the District's Code of Conduct. Additional standards of eligibility may be required by organizations such as the National Honor Society, the Student Council, the Highland Belles, and Cheerleading. Students must be passing ALL courses in order to participate in any extracurricular activity. Grades in audited courses have no impact on extracurricular eligibility.

### Definition of Extracurricular Activity

According to 19 TAC §76.1001, Subchapter AA, an extracurricular activity is an activity sponsored by the UIL, the District Board of Trustees, or an organization sanctioned by resolution of the Board of Trustees. The activity is not necessarily directly related to instruction of the essential knowledge and skills but may have an indirect relation to some areas of the curriculum.

### Determining Eligibility for First Six-Weeks of the School Year

These credit requirements are for extracurricular eligibility only; for grade classification credit requirements, see p. 18.

- **Grade 9:** Students must have been promoted from the 8<sup>th</sup> grade.
- **Grade 10:** Five accumulated credits.\*
- **Grade 11:** Ten accumulated credits or five credits during the previous 12 months.\*

- **Grade 12:** Fifteen accumulated credits or five credits during the previous 12 months.\*

\*All credits must count toward state graduation requirements; **credit by exam (CBE) does not count for UIL eligibility.**

### Course Loads

Students in grades 9-11 are required to be enrolled for a full 8-period day. Only seniors are allowed to have an open period. Lunch is considered one period. **Students in grade 12 are required to be enrolled in a minimum of six (6) credit-bearing classes both semesters.**

### Extracurricular Activities and Course Load

Any student who wishes to represent the school in any extracurricular activity, such as a UIL sport or scholastic event, must be enrolled in six credit-bearing courses and must pass all courses each six weeks to be eligible for extracurricular activities the following six weeks. **All students are academically eligible at the beginning of each new school year.**

### Losing Eligibility

**If a student fails any course with a grade less than 70, he/she will lose eligibility seven calendar days after the END of the grading period.** For example: if the grading period ends on Friday at 3:30 p.m., a student with a failing grade will lose eligibility the following Friday at 3:30 p.m. Ineligible students shall not travel with the school organization to a contest, sit with them, or wear uniforms during a contest.

### Incomplete Grades and Eligibility

**Students with an "incomplete" grade ("I") are ineligible to participate in extracurricular activities until the "I" is replaced with a passing grade.**

Students are expected to make up incomplete work **within two weeks after the end of the grading period.** Extensions for extenuating circumstances must be approved by the appropriate administrator and will be considered on an individual basis.

Eligibility restored: students with an incomplete in a course may regain their eligibility when the "I" is replaced with a passing grade, provided:

- The "I" was due to an excused absence.
- The work was made up in the amount of time specified by school District policy.

The only situations in which a student's originally recorded failing grade may be changed to passing and the student's eligibility restored are: a) there was a mechanical error in averaging or recording the original grade, or b) the teacher's grading procedure violated either local policy or state regulation,

and the student would have received a passing grade if the correct policy and procedure had been followed.

**Extra credit work or late work turned in after the grading or evaluation period is over, except for work to make up an excused absence, cannot be counted when determining a student's eligibility for extracurricular activities.**

### **Attendance and Disciplinary Restrictions from Extracurricular Activities**

Students must be present in school in order to participate in any school-sanctioned extracurricular activity, sport, or contest during the school day or in the evening. Students who are assigned full day In-School Suspension (ISS), Out-of-School Suspension (OSS), or placed in the Disciplinary Alternative Education Program (DAEP) are prohibited from attending or participating in a school-sponsored activity any day during the disciplinary assignment.

### **Regaining Eligibility**

Students may regain eligibility at the end of the seven calendar day waiting period following the last school day of the three-week evaluation/progress period if the Principal and teachers have determined the student is passing ALL courses (not just the failed course).

## **GRADE REPORTING / ELIGIBILITY CALENDAR 2017-2018**

Friday, October 6, 2017 – 1<sup>st</sup> Six Week Grading Period ends: Students lose eligibility on **Friday, October 13, 2017** at 3:30 pm.

Friday, October 27, 2017 – 3 week evaluation/progress period ends: Students may regain eligibility on **Friday, November 3, 2017** at 3:30 pm provided a passing grade was achieved in all courses on October 27, 2017.

Friday, November 10, 2017 – 2<sup>nd</sup> Six Week Grading Period ends: Students regain or lose eligibility on **Friday, November 17, 2017** at 3:30 pm.

Friday, December 1, 2017 – 3 week evaluation/progress period ends: Students may regain eligibility on **Friday, December 8, 2017** at 3:30 pm provided a passing grade was achieved in all courses on December 1, 2017.

Friday, December 22, 2017 – 3<sup>rd</sup> Six Week Grading Period ends: Students regain or lose eligibility on **Monday, January 15, 2018** at 3:30 pm.

***December Holidays – from the time school is dismissed on December 22, 2017 until classes resume on January 8, 2018, all students are academically eligible to participate in extracurricular activities.***

Friday, January 26, 2018 – 3 week evaluation/progress period ends: Students may regain eligibility on **Friday, February 2, 2018** at 3:30 pm provided a passing grade was achieved in all courses on January 26, 2018.

Friday, February 16, 2018 – 4<sup>th</sup> Six Week Grading Period Ends: Students regain or lose eligibility on **Friday, February 23, 2018** at 3:30 pm.

***Spring Break – from the time school is dismissed on March 9, 2018 until classes resume on March 19, 2018, all students are academically eligible to participate in extracurricular activities.***

Friday, March 9, 2018 – 3 week evaluation/progress period ends: Students may regain eligibility on **Monday, March 26, 2018** at 3:30 pm provided a passing grade was achieved in all courses on March 9, 2018.

Friday, April 13, 2018 – 5<sup>th</sup> Six Week Grading Period ends: Students regain or lose eligibility on **Friday April 20, 2018** at 3:30 pm.

Friday, May 4, 2018 – 3 week evaluation/progress period ends: Students may regain eligibility on **Friday, May 11, 2018** at 3:30 pm provided a passing grade was achieved in all courses on May 4, 2018.

### **Guidelines for Ineligible Students**

A student who receives, at the end of any grading period (after the first six weeks of the school year), a grade below 70 in any class may not participate in extracurricular activities for at least three weeks. The student regains eligibility when the Principal and teachers determine that he or she has (1) earned a passing grade (70 or above) in all academic classes and (2) completed the three school weeks of ineligibility and seven calendar day waiting period.

While ineligible, a student may practice (scrimmages are considered a practice) or rehearse, but may not participate in a contest or performance. Ineligible students may attend an athletic contest, but should be a spectator only. The ineligible student may not travel with the team, be in uniform, sit on the bench, or be assigned any team duties during the contest. Ineligible students cannot be required to attend a contest. Ineligible students may attend pep rallies and parades but cannot participate in the pep rally or parade. Ineligible students are permitted to be introduced during parent night activities as a member of a team or group. However, they may not be in uniform or seated with the student organization they represent during the event.

All activity coaches are responsible for the academic eligibility of the students who participate in their activity.

## GRADES

Academic grades at Highland Park High School reflect academic achievement of individual students. Campus grading standards require a minimum of six grades during a six-weeks grading period. Each department has established grading categories which are available on the HPHS website and teachers' syllabi. No one grade will reflect more than 40% of the total available points.

By law in the State of Texas, an examination or course grade issued by a classroom teacher is final and may not be changed unless the grade is arbitrary, erroneous, or not consistent with District grading policy as determined by the Board of Trustees. The Board's decision may not be appealed.

For additional information about academic grades and all related matters, please see the [HPHS Guidelines for Grading online](#).

### **Standards for Mastery [HPISD Board Policy [EIE\(LOCAL\)](#)]**

- Grade-level advancement for students in grades 9-12 will be earned by course credits.
- Course assignments and unit evaluation will be used to determine student grades in a subject. An average of 70 or higher shall be considered a passing grade.
- Mastery of the skills necessary for success at the next level will be validated by assessments that may either be incorporated into unit or final examinations or may be administered separately. Mastery of at least 70 percent of the objectives will be required.
- The District will not issue a certificate of coursework completion to a student who fails to meet all state and local requirements for graduation.
- A teacher has the discretion of deducting a maximum of ten percentage points as a penalty for failure to follow teacher-specified form and/or directions in completing an assignment, paper or test that is not directly connected to mastery of a concept.

### **Grade Classification**

Students are eligible to enter the 9<sup>th</sup> grade when they have successfully completed the 8<sup>th</sup> grade. Grade year classification at HPHS is based on a minimum number of accumulated units of credit, as follows:

**Tenth--6**

**Eleventh--12**

**Twelfth--15**

### **Grade Point Averages (GPAs)**

Grade point averages are calculated each semester to the third decimal place. At the end of the first semester of the sophomore year and every semester thereafter, the weighted grade point average representing the 10th percentile in a class will be

reported to that class. The cumulative grade point average is computed on the basis of final semester grades from the ninth grade through the twelfth. Transfer grades from accredited schools that students new to HPISD have previously attended will be calculated into the grade point average in accordance with HPISD Board Policy [EIC\(LOCAL\)](#).

Grades earned from non-accredited schools are not transferable. Credits may be earned by meeting the required standard of mastery with prior instruction through credit by examination (CBE) to replace transfer credits from non-accredited institutions. Grades earned through CBEs, to replace transfer credits from non-accredited institutions, will be calculated into the grade point average.

### **Grade Point System**

Numeric Value	*Category I	**Category II	***Category III
97-above	5	4.5	4
93-96	4.8	4.3	3.8
90-92	4.6	4.1	3.6
87-89	4.4	3.9	3.4
83-86	4.2	3.7	3.2
80-82	4.0	3.5	3.0
77-79	3.8	3.3	2.8
73-76	3.6	3.1	2.6
71-72	3.4	2.9	2.4
70	3.0	2.5	2.0
60-69	1.0	1.0	1.0
Below 60	0.0	0.0	0.0

\* Category I: AP courses and courses that require AP pre-requisite

\*\* Category II: Pre-AP, Honors, & TAG courses

\*\*\* Category III: All other courses

**For additional information concerning the HPHS Grade Point System and the characteristics of Category I, II, & III courses, please see the [HPHS Academic Planning Guide \(APG\)](#) and HPISD Board Policy [EIC\(LOCAL\)](#).**

### **Non-GPA Course Exemptions for Juniors and Seniors**

A student may choose up to two credits for numerical non-GPA weighted grading from courses designated as eligible for numerical non-GPA weighted grade status:

- Students having two years of program participation in athletics/P.E. courses, varsity cheer, Belles dance, the performing arts, debate or journalism and a GPA at or above 3.9 as determined by the three-semester transcript may elect a numerical non-GPA option for the third year of participation.
- Students having three years of program participation in athletics/P.E. courses, varsity cheer, Belles dance, the performing arts, debate or journalism and a GPA at or above 3.9 as determined by the five-semester transcript

may elect a numerical/non-GPA option for the fourth year of participation.

- **Students will not be allowed to drop courses with a year-long program commitment and retain the numerical non-GPA option.**
- Students are limited to not more than two numerical/non-GPA status credits, one in 11th grade and one in 12th grade. Students may not elect numerical/non-GPA status or receive Honors credit if electing technology credit for a journalism course.
- Students must declare intent to elect numerical/non-GPA option by the end of the tenth day of instruction each year. **Request forms must be delivered in person to the HPHS Registrar.**

Request forms for the non-GPA option are available under Forms and Publications on the Counseling page of the HPHS website (click [HERE](#)). Deadline and submission requirements can be found on the Request form for non-GPA Option for Eligible Courses. For additional information, please see HPISD Board Policy [EIC\(LOCAL\)](#).

### Class Rank

A student's class rank will not be calculated or reported except for the top 10 percent of a given class. Class rank will not appear on any student's transcript. A student in the top 10 percent will receive from the District a Certification of Class Rank containing the student's numerical class rank, but the class rank will not appear on the student's transcript. When the District provides the transcript of a student in the top 10 percent to a college, it will also provide the Certification of Class Rank.

The class rank will first be provided to the students in the top 10 percent of the class in the fall of their senior year. In the case of a tie for the top 10 percent, grade point averages shall be calculated to the number of decimal places necessary to break the tie. Final senior ranking shall be determined at the end of the student's senior year.

**Pursuant to HPISD Board Policy [EIC\(LOCAL\)](#), determination of grade point average shall not include the courses listed below:**

1. Local credit courses and any course classified as a local credit course prior to the 2009–10 school year.
2. Credit by examination for credit recovery.
3. Any courses taken outside the District.
4. Traditional correspondence and out-of-District electronic courses.
5. Summer school or summer programs taken outside the District.
6. For students who entered grade 9 prior to the 2013–14 school year, courses taken prior to grade 9 for high school credit. Beginning with students who entered grade 9 in the 2013–14 school year, only courses taken before grade 9 for high school credit that are not taken at the District high school from District faculty shall be excluded.

7. Up to two credits chosen by the student for numerical non-GPA weighted grading from courses designated as eligible for numerical non-GPA weighted grade status. The list of eligible courses in each category shall be included in the District's course catalog.

### Honor Graduates

Honors at graduation include the following:

- Valedictorian\*
- Salutatorian\*
- Top Ten Graduates\*\*
- Summa Cum Laude\*\*\*
- Magna Cum Laude\*\*\*
- Cum Laude\*\*\*

\*The valedictorian and salutatorian shall be the two students with the highest and second highest weighted grade point averages who have been enrolled in the District continuously for all four years of high school.

\*\* The Top Ten graduates shall be the senior students with the ten highest weighted grade point averages whether or not they have been continuously enrolled in the District throughout high school.

\*\*\* Summa Cum Laude, Magna Cum Laude and Cum Laude honors will be based on achieving the following weighted grade point average thresholds:

- Summa Cum Laude: 4.400
- Magna Cum Laude: 4.250
- Cum Laude: 4.150

### Grade Reports

Grade reports will be distributed online via [Skyward Family/Student Access](#) at the close of each six weeks period with numeric grades of 70 to 100 used to indicate the quality of passing work. Grades below 70 indicate failure. The grades of three six weeks periods are averaged with the semester examination grade to constitute the semester average. Each grading period will be one-fourth of the semester grade, and the final exam will count as one-fourth.

### Progress Reports

Progress reports also will be distributed online via [Skyward Family/Student Access](#) during the fourth week of each grading period. While these reports usually carry an approximate grade average, their primary purpose is to give the impressions of teachers as to specific attitudes, weaknesses, and strengths, scholastic or otherwise, which may influence a student's progress. It may be possible for a pupil to be passing at the end of the three weeks period and not be passing at the end of the six weeks.

## Re-teaching and Reassessing for Mastery

In accordance with HPISD Board Policy [EIA\(LOCAL\)](#), a student will be provided with a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade. The following criteria must be met for the student to be eligible to redo an assignment or retake a test:

- This policy applies only to initial major summative assignments, projects and tests. Daily assignments, quizzes and semester final examinations are excluded. Students are eligible for one retake per applicable assignment or assessment.
- Students will not be permitted to redo an assignment or retake a test if they received a grade of zero (0) on the original assignment or test.
- Students will not be permitted to redo an assignment or retake a test if they received a grade of zero (0) or a reduced grade on the original assignment or test because they violated HPHS expectations for academic honesty.
- Students will not be permitted to redo an assignment if they received a grade of zero (0) on any part of a longer assignment with multiple elements (for example, research papers).
- Students will not be permitted to retake a test if they received a grade of zero (0) for any relevant preceding assignment that assessed essential knowledge and skills included on the test they are seeking to retake.
- Students must participate in any reasonable re-teaching or review activities assigned by the teacher in preparation for redoing an assignment or retaking a test.
- Requests to redo an assignment or retake a test must be initiated by the student within 72 hours of the posting of the assignment or test grade on Skyward Family Access.
- Assignments or tests eligible to be redone or retaken must be scheduled and completed within five (5) school days from the date and time of the student's request. If the student fails to complete a redo or retake as scheduled, the student will lose his or her eligibility to redo the assignment or retake the test.
- Students will not be permitted to redo an assignment or retake a test on the final day of a progress report/evaluation period or a six week grading period.
- Students eligible for a redone assignment or assessment will earn the higher of the grades between the original assignment or assessment and any redone assignments or assessments. The maximum redone or retaken grade will be 70%.
- All current UIL and HPISD policies concerning the student's eligibility to participate in extracurricular activities will still apply.

## Graduation Requirements

**Under House Bill 5 (HB 5), passed by the 83rd Texas Legislature and signed by the governor, the State Board of Education adopted new rules relating to graduation requirements, and the HPISD Board of Trustees approved a graduation plan effective for all incoming freshmen beginning with the 2014-15 school year.**

HB 5 requires HPHS students to pass five State of Texas Assessments of Academic Readiness (STAAR) end-of-course (EOC) exams to meet graduation requirements: Algebra I, English I (reading/writing), English II (reading/writing), biology, and U.S. History.

To receive a diploma and to participate in graduation ceremonies, the student must:

- Complete the Highland Park High School graduation program;
- Complete at least 50 hours of community service;
- Meet passing requirements on the State of Texas Assessments.

The HPHS Class of 2018 will be the first group required to graduate under the new plan. **For complete information regarding graduation requirements for students entering HPHS in 2014–15 and beyond, including specific information about the Foundation program, Endorsements, and the Distinguished Level of Achievement, please see [Appendix A of the HPHS Academic Planning Guide \(APG\)](#).**

### Physical Education Credit for Graduation & GPA Calculation

Students may earn one credit per academic year for PE/Athletics, including off-campus PE, toward the 26 required credits for graduation. All PE/Athletics courses taken, including off-campus PE, will count in the calculation of the GPA, with the exception of up to two credits chosen by the student for numerical non-GPA weighted grading from courses designated as eligible for numerical non-GPA weighted grade status [see HPISD Board Policy [EIC\(LOCAL\)](#)].

### Off-Campus Physical Education

Students are given the option of earning PE credit by enrolling in an Off-Campus Physical Education program for activities that are **NOT** offered at HPHS. These programs include such activities as field hockey, lacrosse, crew teams and competitive horseback riding. **Off-Campus PE does NOT include programs such as tennis, gymnastics or golf. If a student tries out for a school team such as golf, tennis or volleyball, and does not make the team, the student can apply for an Off-Campus PE waiver. The HPHS coach must verify that a student tried out and was cut from the team.** Additional information and applications for off-campus PE can be found on the Counseling page of the HPHS website (click [HERE](#)).

## Community Service Requirements

All students are required to complete 50 hours of community service in order to graduate from Highland Park High School. In order to maximize student learning and community benefits, it is recommended that students complete 7 hours each of their first two semesters in attendance and 6 hours each semester thereafter to complete the minimum 50 hour requirement. Total hours recommended for completion by the end of each year are: Freshman 14, Sophomore 26, Junior 38, and Senior 50. Students are permitted to work on this requirement during the summer. Students may not receive credit for service hours completed prior to their enrollment as a student at Highland Park High School. Transfer students will be required to complete hours based on amount of time at HPHS, which will equate to 50 hours minus 6 hours for each semester not at HPHS. Entering freshmen may start work on their service hours beginning June 1, after successful completion of the 8th grade. Senior service hours must be submitted by 11:59pm April 30 of their graduation year to reduce the risk of not graduating.

### Community Service Requirements for Transfer Students:

Semesters Enrolled in HPHS	Hours to Complete
1	8
2	14
3	20
4	26
5	32
6	38
7	44
8	50

**Service hours must be recorded on the HPHSCSC website, [www.hphscsc.org](http://www.hphscsc.org), or the CSC database at [www.myx2vol.com](http://www.myx2vol.com) within two months after the completion of the project or activity in order to receive credit. The only exception to this rule is for hours completed between June 1 and the start of school. These hours must be submitted on to the CSC website by 11:59pm the last Friday of October.**

Volunteer work must be with a non-profit agency and must benefit those in need. Volunteer work to be credited to the community service requirement should be cleared through the community service coordinator prior to beginning the work if there is any doubt regarding its potential for acceptance. Appeals of the coordinator's decision may be made to the Community Service Council Executive Committee. Approved non-profit agencies will include, but are not limited to, hospitals, social service agencies, fundraising organizations for health causes, and fundraising organizations for low-income schools. Service opportunities will be posted on the Community Service website, [www.hphscsc.org](http://www.hphscsc.org) and [www.myx2vol.com](http://www.myx2vol.com). It is the student's responsibility to keep an accurate record of all service performed throughout his/her high school career. For events like applying for scholarships and college applications, transferring schools, ensuring accuracy of hours earned, etc. it is strongly recommended that the student maintains a paper

copy of their service hours throughout their high school career.

Students cannot earn service hours by volunteering to be aides on campus at HPHS. Students may not earn service credit for hours completed during school time even if their absences are excused. No hours earned during official school time will be counted except for those earned during students' off periods. Service opportunities through clubs/organizations do not get entered into the CSC database for the students. It is the responsibility of the student to submit club hours (i.e. NHS) for approval.

Students cannot receive service credit for teaching or leading any religious or faith discussion groups. Students may however, earn credit for assisting any secular activities the church engages in.

When calculating the creditable community service hours for an activity, students should not count meeting times, shopping, cooking, sleeping, travel, planning or free time, but they may count any time spent publicizing the activity, including stuffing envelopes, hanging flyers, and similar tasks. Typically, a maximum of 8 hours of service work a day is allowed unless very specific documentation is provided to validate a greater number of service hours per day. Students are only allowed **one hour** of service credit for direct donations. Service hours will be approved within 7 days of being entered into the system during the regular school year.

Login information and how to submit hours can be found on the CSC website, [www.hphscsc.org](http://www.hphscsc.org). Students may access the database by either going directly to, [www.myx2vol.com](http://www.myx2vol.com), or through Family Connection on Naviance. For issues regarding login and password problems, the student will need to contact myx2vol. All other questions may be directed to the Community Service Advisor(s). To encourage students to be accountable for their service hours, e-mails to the advisor(s) should come from the student, not the parent/guardian.

If you believe service hours have been improperly denied, a written request (email is acceptable) for review must be made to the Community Service Council Advisor within 30-days of denial. If an acceptable agreement cannot be made, the Community Service Council Executive Committee will review and make final decision regarding acceptance or denial of hours.

**Presidential Service Awards** are given at the end of each school year. All students are eligible each year to receive the Presidential Service Award. Students must earn at least 100+ service hours between May 1st and April 30th **each year** to be considered. Hours with a start or end date that lapses over the starting date of May 1 or end date of April 30 will not be included in the final tally. Therefore, it is important to enter hours on a regular basis. All hours must be entered and approved **by April 30** to be considered. Award levels are as follows: Bronze 100 – 174, Silver 175 – 249, Gold 250+ hours. For this award only, the accumulation of hours starts back at zero on May 1. Students may earn a Presidential Service Award each year.

**Servant Leadership Award** is given during Senior Honors Day to the senior(s) with the most service hours earned over their high school career. Awards are given to the top service hour earning students. The cut-off point for the number of hours will vary each year depending on the involvement of that year's graduating class. The cutoff for receiving the award will occur at the natural break in service hours.

Community Service Requirements are managed by the Community Service Council (CSC) faculty advisor(s). Contact information for CSC advisor(s) may be found on the CSC website, [www.hphscsc.org](http://www.hphscsc.org).

## Enrollment and Registration

Students entering high school should study the requirements for graduation and plan a course of study in line with occupational and college interests. Late planning restricts the availability of courses that may be required for college or that prepare students for a specialized occupational goal.

Students already enrolled in high school request their following year's schedule during the spring semester. All students prepare a schedule of the courses for the entire year.

Students completing their work at Highland Park Middle School meet with the guidance counselors from both middle school and high school early in the spring of their eighth grade year. Students are given information necessary to develop a graduation plan. Later in the spring semester, the guidance counselors again assist the students in making a selection of courses for the following year.

The high school's master schedule is built on the choices students make in the spring for the following year's courses. As a result of this master schedule formation, students are not likely to be able to change their course selection in the fall or spring; therefore, pre-planning is very important. This restriction is especially true of elective courses.

## Course Credit

One-half (.5) unit of credit will be given for successful completion of a course each semester. To successfully complete a course, a student must maintain a grade average of at least 70 on a scale of 100 and fulfill attendance requirements as specified by the state of Texas.

## Credit for Year-long Courses (Average Pass)

A student may earn a full credit for a year-long course by:

- Earning a grade of 70 or above for each semester, or
- passing the second semester of the course and earning a 70 or above when the first and second semester grades are averaged. **In this case, each semester**

**grade and the final average grade will appear on the student transcript.**

## Procedures for Crediting High School Courses Taken in Middle School

Course	Grade	Credit	Graduation Credit
Algebra 1	7 or 8	1.0	Math
Geometry	8	1.0	Math
Health	8	.5	Health
Com. Applications (Speech)	8	.5	Speech
Languages Other Than English	7 or 8	1.0	LOTE

## Pre-Approval of Selected Courses

For certain courses, students must secure permission to enroll from the appropriate department chair, teacher, or counselor. These courses are identified in the [HPHS Academic Planning Guide \(APG\)](#).

## Advanced Placement (AP) Program

Advanced Placement courses are open to any student who displays a demonstrated interest. Objective test data, teacher grades, and recommendations will be considered in the academic guidance process. Students should refer to the Academic Planning Guide or meet with their counselors for more information. **A student enrolled in an AP course is required to take the AP exam for the course [see HPISD Board Policy [EHBN\(LOCAL\)](#)], and students are required to pay for AP exams based on the AP courses for which they register. Students who fail to pay for their AP exams may not be allowed to participate in graduation exercises.** Financial assistance for AP exams may be available through the student's counselor if requested at the beginning of the course.

## Talented and Gifted (TAG) Program

HPHS classes for identified gifted students fulfill requirements for graduation. These courses focus on the utilization and development of higher order thinking skills, strategies that engage diversified thinking and reasoning, methodologies that enhance creativity, and problem solving. TAG courses are offered within the English, Math, Social Studies, Science, and Fine Arts departments. For more information about HPHS and HPISD TAG programming, please click [HERE](#).

## Credit by Exam

A student may earn credits toward graduation through credit by exam (CBE). Students wishing to apply for a CBE should see their counselor. Credit may be earned two ways:

### CBE with prior instruction

- A maximum of two credits may be earned through credit by examination.
- Student must have received a grade of at least 60 in the course.
- Student must not have lost credit due to excessive absences.
- Student must earn at least a 70 on the credit by exam. Grades earned will not be included in the student's GPA.
- Test dates are scheduled on Saturdays.
- A maximum of two opportunities to earn credit through credit by exam will be permitted. After failing two attempts to pass a specific exam, credit must be earned by retaking the course.
- The NCAA does NOT accept CBE's for course credit.

### CBE without prior instruction (Test for Acceleration)

- Student must receive a passing grade in accordance with HPISD Board Policy [EHDC](#). The passing grade earned will be included in the student's GPA when taken in 9<sup>th</sup> - 12<sup>th</sup> Grade. **The passing grade earned will not be included in the student's GPA when taken in 6<sup>th</sup> - 8<sup>th</sup> Grade. A student is considered a 9<sup>th</sup> grader upon graduation from 8<sup>th</sup> Grade.**
- Test dates are scheduled by the district testing coordinator.

## Distance Learning: Correspondence Courses, Concurrent Enrollment College Courses, Online Courses, and Other Out-of-district Courses

For high school graduation, no more than two full credits may be earned through a combination of correspondence courses, concurrent enrollment in college courses, and all other out-of-district courses. These two credits are limited to courses not offered on-line through HPHS Virtual Academy.

**The following courses must be taken by District-developed and District-supported courses: Algebra I, Algebra II, Geometry, English I, English II, English III, a fourth English credit, Biology, Chemistry, Physics, World Geography, World History, and U.S. History [see HPISD Board Policy [EHDE\(LOCAL\)](#)].**

For district students who take correspondence courses from TEA-approved colleges (University of Texas at Austin and Texas Tech), credit will be awarded for a grade of 70 or above but no grade points will be assigned. Out-of-district electronic courses offered by the State Virtual School Network are considered district-supported courses and will be included in

calculation of the GPA. HPHS does not award credit for out-of-state correspondence or for any coursework not approved by the student's counselor prior to beginning the off-campus instruction.

If a student takes a course required for graduation through one of these options, the out-of-district course must be completed prior to the student's last opportunity to enroll in the course at HPHS or the student will be enrolled in the course at HPHS.

## Repeating a Course

All grades earned in HPHS are recorded on the transcript. GPA is calculated averaging all grades earned for graduation credit. Courses with a passing grade may not be repeated for credit or GPA purposes.

## Transfer Students - Evaluation of Credits

Highland Park High School accepts credits from any public high school accredited in the State of Texas. Credits from high schools outside the State of Texas will be evaluated according to State and local graduation guidelines. For more information about transferring credits from other schools to HPHS, please see the [Guide for Transfer Students](#).

Transfer students who enroll after the beginning of the semester will be expected to meet Highland Park standards and requirements from the day of enrollment, including the final examination.

## FINAL EXAMINATIONS

### Exam Exemptions

**Seniors may be eligible each semester for exemption from final exams if they:**

- Maintain an 80 or above in each class (course average equals the average of the three six weeks averages);
- Have zero (0) unexcused absences per class;
- Have no more than four (4) excused absences per class for any reason other than those defined as "school-related absences" or the allotted four (4) official college visits;
- Have no more than 2 tardies per class per semester;
- Have not been assigned to full-time (all-day) In-School Suspension (ISS), Out of School Suspension (OSS), or assigned to the Disciplinary Alternative Education Program (DAEP) at any time during the current semester.

**Juniors and Sophomores in full year AP courses that culminate with an AP examination (for example, AP US History or AP World History) are eligible for exemption**



from final exams during the spring semester only if they meet the exemption eligibility criteria listed above for seniors.

In order to maintain exam exemption eligibility, students must provide documentation for attendance corrections for absences and/or tardies prior to the end of each six weeks grading period (please see the current HPISD school year calendar for specific dates). Requests to make attendance corrections for exam exemption purposes for absences and/or tardies during a previous six weeks grading period will not be honored.

Students who have documented extenuating attendance circumstances (for example, significant illnesses or health problems) may request an exception to regain exam exemption eligibility. Such requests will be considered on a case-by-case basis and must be made in writing to the student's assistant principal at least 15 school days prior to the first scheduled final exam.

Students may attend one state championship event each semester to support extracurricular and co-curricular activities such as UIL and other school-sponsored athletics or academics. In order to keep such absences from counting against exam exemption attendance, students must bring a note from a parent requesting the absence to their attendance office prior to the day of the state championship event. Students will also be required to present their school-issued ID cards to the HPHS administrator on duty at the event. Students who plan to be absent for state championship events must turn in assignments prior to the absence or make prior arrangements with their teachers for make-up work. The amount of time allowed for completion of make-up work will be left to the individual teacher. **Requests for students who are in danger of failing courses due to low grades or inadequate attendance will not be granted.**

#### Additional Exam Exemption Guidelines

- A student who wishes to take a final exam may waive the exemption.
- Exemptions are determined for each class separately; a student may be exempt in one class and not in another.
- Taking an AP exam is not an automatic exemption.
- All students in AP courses who are exempt from final exams but fail to take the required AP examination will receive a grade of zero for their semester exam grade.
- A student who causes an AP testing irregularity will lose his/her exam exemption in that AP course.
- **There are no "walks" or early release for any students, including seniors, during final exam days.** Students are not allowed to sign in and leave. Students who are not physically present in class must be counted absent.
- **Exam exemptions will not be honored for any student with a textbook or library book obligation,**

or any other obligations for school-issued property, materials, or fees.

#### Schedule of Semester Exams for 2017-2018

##### *Fall Semester Examinations*

*(times and periods subject to change):*

##### **Friday, December 15, and Monday, December 18:**

**Dead Days**--No new material introduced, no quizzes or tests, no "project or assignment" due dates, and no assignments for which grades will be given, with the exception of pre-approved performance-based assessments in some Fine Arts and LOTE courses. No field trips and activities that interrupt class time, and teachers should not remove students from classes other than their own.

##### Tuesday, December 19

8:10 - 8:50	8th Period Exam Tutorials
8:50 - 10:50	<b>EXAM 8th period</b>
10:50 - 11:00	Passing
11:00 - 12:10	Lunch
12:10 - 12:20	Passing
12:20 - 1:00	7th Period Exam Tutorials
1:00 - 3:00	<b>EXAM 7th period</b>

##### Wednesday, December 20

8:10 - 8:50	6th Period Exam Tutorials
8:50 - 10:50	<b>EXAM 6th period</b>
10:50 - 11:00	Passing
11:00 - 12:10	Lunch
12:10 - 12:20	Passing
12:20 - 1:00	5th Period Exam Tutorials
1:00 - 3:00	<b>EXAM 5th period</b>

##### Thursday, December 21 (no lunch served)

8:00 - 8:40	4th Period Exam Tutorials
8:40 - 10:40	<b>EXAM 4th period</b>
10:40 - 10:50	Passing
10:50 - 11:30	3 <sup>rd</sup> Period Exam Tutorials
11:30 - 1:30	<b>EXAM 3rd period</b>

##### Friday, December 22 (no lunch served)

8:00 - 8:40	2nd Period Exam Tutorials
8:40 - 10:40	<b>EXAM 2nd period</b>
10:40 - 10:50	Passing
10:50 - 11:30	1 <sup>st</sup> Period Exam Tutorials
11:30 - 1:30	<b>EXAM 1st period</b>

##### *Spring Semester Examinations Grades 9-11*

*(times and periods subject to change):*

##### **Thurs., May 24, and Fri., May 25 (Mon., 5/28: Holiday):**

**Dead Days**--No new material introduced, no quizzes or tests, no "project or assignment" due dates, and no assignments for which grades will be given, with the exception of pre-approved performance-based assessments in some Fine Arts and LOTE courses. No field trips and activities that interrupt class time, and teachers should not remove students from classes other than their own.

### Tuesday, May 29

8:10 - 8:50	1st Period Exam Tutorials
8:50 - 10:50	<b>EXAM 1st period</b>
10:50 - 11:00	Passing
11:00 - 12:10	Lunch
12:10 - 12:20	Passing
12:20 - 1:00	2nd Period Exam Tutorials
1:00 - 3:00	<b>EXAM 2nd period</b>

### Wednesday, May 30

8:10 - 8:50	3rd Period Exam Tutorials
8:50 - 10:50	<b>EXAM 3rd period</b>
10:50 - 11:00	Passing
11:00 - 12:10	Lunch
12:10 - 12:20	Passing
12:20 - 1:00	4th Period Exam Tutorials
1:00 - 3:00	<b>EXAM 4th period</b>

### Thursday, May 31 (no lunch served)

8:00 - 8:40	5th Period Exam Tutorials
8:40 - 10:40	<b>EXAM 5th period</b>
10:40 - 10:50	Passing
10:50 - 11:30	6th Period Exam Tutorials
11:30 - 1:30	<b>EXAM 6th period</b>

### Friday, June 1 (no lunch served)

8:00 - 8:40	7th Period Exam Tutorials
8:40 - 10:40	<b>EXAM 7th period</b>
10:40 - 10:50	Passing
10:50 - 11:30	8th Period Exam Tutorials
11:30 - 1:30	<b>EXAM 8th period</b>

### ***Spring Exam Schedule for Seniors:***

#### **Tues., May 22, and Wed., May 23: Senior Dead Days**

May 24: Periods 5 & 6 Exams

May 25: Periods 7 & 8 Exams

May 28: Holiday

May 29: Same schedule as grades 9 - 11

May 30: Same schedule as grades 9 - 11

May 31: Honors Day

June 1: Graduation Practice and Ceremony

### **Changing Exam Date**

Exams, except by special permission from the Principal, must be administered during the four assigned final examination days. All requests for changing the date of a semester exam from one final exam day to another are made directly to the teacher. Each teacher will report all exam date changes to the department chair.

Students who are absent during final exams must take the exams they miss within two weeks after the spring semester begins (for fall semester exams) or two weeks after the exam date (for spring exams). Exceptions for extenuating circumstances must be approved by the Principal.

### **Withdrawal from School**

A parent may withdraw a student from school through the Registrar's Office. Following state law and School District policy, the Administration may withdraw a student for non-attendance at its discretion.

### **Summer School at HPHS**

**Only students who are classified as freshmen or above for the fall semester immediately following summer school are eligible to attend HPHS Summer School.**

Prior to enrollment in summer school courses at HPHS or outside of HPISD, a student must make a written request to the counselor for approval to enroll in the course. If approval is not granted prior to enrollment, the student will not be awarded credit toward graduation.

A student may normally earn a maximum of two semesters of credit (one full course unit) in one summer.

As HPHS Summer School is self-funded, at least 12 students must register for each course to cover costs. Recruiting students for those courses you would like to run encouraged.

**Credit recovery** courses are available to students who have failed either an A (fall semester) or a B (spring semester) course section. **Non-sequence/original credit** courses are single-semester courses that have no prerequisites and only take one summer session to complete. **HPHS Summer School Minimester** courses provide one full year (two semesters' worth) of academic credit. Students who would like to open their schedules during the regular school year for advanced academic courses, elective courses, or participation in extracurriculars should take advantage of minimester offerings.

For HPHS Summer School courses that require an End of Course state assessment, students will be required to take the EOC assessment later in the summer, as scheduled by the Texas Education Agency.

**All information about HPHS Summer School programs, including financial assistance, can be found on the HPHS Summer School webpage published annually during the spring semester.**

### **Important Summer School Attendance Information**

**Students who miss more than one full day of their enrolled HPHS Summer School course (5.5 hours for semester courses or 8 hours for minimester courses), as well as students who miss the last day of a summer school semester or minimester course, will be administratively withdrawn immediately and NO refunds will be given.**

## Credit for Out-of-district Summer School Courses

Credit earned by students in summer school programs in state accredited school districts is transferable and must be accepted by all Texas school districts.

HPHS students are advised to attend summer school classes at HPHS rather than at other area high schools. Summer courses vary and the student may be placed at a disadvantage when continuing work at HPHS based on a summer course taken elsewhere.

**Course work completed at schools other than HPHS without prior written permission cannot be accepted.** To assure acceptance of credit, students must complete a "Request for Off-Campus Instruction," available under Forms and Publications on the Counseling page of the HPHS website (click [HERE](#)), prior to attending an off-campus school. Courses that are not regularly offered at HPHS must be approved individually by the student's counselor. **It is the student's responsibility to see that transcripts from other schools are mailed to HPHS.**

**The following courses must be taken by District-developed and District-supported courses during the regular school year, in HPHS Summer School, or in the HP Virtual Academy: Algebra I, Algebra II, Geometry, English I, English II, English III, a fourth English credit, Biology, Chemistry, Physics, World Geography, World History, and U.S. History [see HPISD Board Policy [EHDE\(LOCAL\)](#)].**

## ATTENDANCE

Good academic performance is closely related to regular attendance. Poor attendance usually results in poor academic performance. Absenteeism on a large scale impedes instruction and interferes with the entire teaching and learning process.

State law requires students to attend school daily during each full academic year until they reach the age of 18 or until they graduate.

**If a student must miss school, a parent or guardian should contact the appropriate attendance office on the morning of the absence before 9:00 AM.**

### Attendance Offices:

A – E	214-780-3723	Room C121
F – Le	214-780-3710	Room SC203
Lf – R	214-780-3709	Room SC203
S – Z	214-780-3714	Room C121

### **Reporting Absences to the Attendance Office**

For attendance audit and credit review purposes, on the day a student returns to school following an absence, the student must

bring a note to the attendance office signed by the parent that describes the reason for the absence, the date and time missed, and a telephone number for verification.

**A note signed by the student, even with the parent's permission, will be considered a forgery and will not be accepted unless the student is 18 or older and living independently from the parent or guardian.**

If the student begins classes or returns to school on the same day that he/she has a documented health care appointment, then the absence will not count for final exam exemption or 90 percent attendance purposes. Original documentation from a medical facility must include the name of the doctor or facility, an authorized original signature, and the specific dates and times for which the student is to be excused.

## **Minimum Required Attendance**

**To receive credit or a final grade in a class, a student must attend at least 90 percent of the days the class is offered.** A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit or a final grade for the class if he or she completes a plan approved by the principal that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit or a final grade for the class. If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the Attendance Review Committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade lost because of absences. (See HPISD Board Policy [FEC.](#))

If the faculty Attendance Review Committee finds that there are not extenuating circumstances for absences or if the student does not meet the conditions set by the committee to earn or regain credit, **the student will not receive credit for the class.** The student or parent may appeal the Attendance Review Committee's decision to the District Board of Trustees by filing a written request with the superintendent in accordance with policy [FNG\(LOCAL\)](#).

When a student is denied credit due to lack of attendance:

- The student may be assigned to ISS and/or Saturday School detention.
- **The student is ineligible to receive a TEA Verification of Enrollment (VOE) attendance form, which is necessary for driver's license and renewal.**
- The student must repeat the course in order to get credit toward graduation.

## Doctor's Note after an Absence for Illness

Upon return to school, a student absent for more than five consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school in order to determine whether the absence or absences will be excused or unexcused [See HPISD Board Policy [FEC\(LOCAL\)](#)].

## Driver's License Attendance Verification

Students under the age of eighteen who have not graduated from high school must be currently enrolled in school and meet minimum attendance requirements in order to be licensed to operate a motor vehicle in the State of Texas. A form to verify enrollment and attendance may be required in order for a student to obtain or to renew a driver's license. Verification of enrollment (VOE) forms are available in the student's attendance office.

In order to qualify for a TEA VOE form, students must not have more than 10% absences in any class in the semester immediately preceding the application for the form. Students with more than 10% unexcused absences are ineligible to receive the required form until the completion of a full semester with acceptable attendance.

## Excused Absences

Absences in these categories result in full make-up privileges.

- Extenuating Circumstances
- Religious Holiday: A student shall be excused for the purpose of observing holy days, including traveling for that purpose, if before the absence the parent, guardian, or person having custody or control of the student submits a written request for the excused absence. Tex. Educ. Code § 25.087.
- School-Related Absences: In accordance with the provision of the Texas Education Code (TEC), the number of times that a school District may allow a student to miss a class for extracurricular participation during a school year shall be determined by the school District Board of Trustees. Student involvement overlaps among clubs, sports, and other organizations, so students should remain aware of the total number of school-related absences. Students will have their school-related absences certified by the coach of their sport or by their sponsor prior to competition at the District level.

- College Visitations: Juniors and Seniors are allowed four days of college visitations per year. These visits are considered separately from excused or unexcused absences for determining final examination exemptions. The student must inform the Attendance Office prior to missing school to visit a college or university, and it will be the responsibility of the student to return with verification of the college visit.

## Make-up Work

**Students are required to do all work missed as a result of an excused absence, and full credit will be given for all assignments. Even though a student is given the opportunity to make up work missed by excused absences, it is impossible for him or her to regain the full benefit of the regular class; therefore, absences should occur only when absolutely necessary.**

When a student returns to school after an absence, he should check with his teachers before school concerning the work missed. If a student is absent for one day only and a test was announced prior to the day he was absent, he will be expected to take the test on the day he returns.

**Students who plan to be absent for school-sponsored events, scheduled medical appointments, or seniors and juniors who are making college visits, must turn in assignments prior to the absence or make prior arrangements with their teachers for make-up work.** The amount of time allowed for completion of make-up work will be left to the individual teacher.

**The burden of responsibility for obtaining and completing make-up work rests with the student.**

## Unexcused Absences

Students have a right to access assignments they miss due to unexcused absences, but credit for this make-up work cannot be assured.

## Tardies

Highland Park High School regards punctuality as essential to student success and to the smooth operation of the school. Persistent tardiness to school or to the individual classes causes distractions and interruptions to classroom which are detrimental to the individual student and to the class as a whole.

All students must report to their attendance office and sign in any time they enter the building after their first class has started.

**Each group of three (3) unexcused tardies to a given class within each semester equals one unexcused absence in that particular class.**

Every student is expected to be in the class when the tardy bell rings at the beginning of each period. Students are considered absent if they enter class after fifteen minutes of the period have passed. The absence will be counted against the 90% minimum required attendance law, which may be reviewed by the Attendance Review Committee. Students are subject to disciplinary action, including Saturday School detention and all-day ISS, for excessive tardiness.

### Leaving School During the Day

Please remember that student attendance is crucial to learning. We ask that appointments be scheduled outside of school hours as much as reasonably possible.

**State attendance regulations require that parental consent be obtained before any student is allowed to leave campus for any part of the school day, and no students may leave the campus without checking out through their attendance offices:**

<b>A – E</b>	<b>214-780-3723</b>	<b>Room C121</b>
<b>F – Le</b>	<b>214-780-3710</b>	<b>Room SC203</b>
<b>Lf – R</b>	<b>214-780-3709</b>	<b>Room SC203</b>
<b>S – Z</b>	<b>214-780-3714</b>	<b>Room C121</b>

A student planning to leave school during the day must bring a written request from a parent. **The request should give a reason, time of departure and time for return, and doctor's name and telephone number, if applicable. If the student's parent authorizes the student to leave campus unaccompanied, the written request note provided by the parent must be submitted to the appropriate attendance office in advance of the absence, no later than two hours prior to the student's need to leave campus.** Except for emergencies, notes for dismissal should be brought to the student's attendance office before 8:05 a.m. on the day of the dismissal. **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 appropriate attendance 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 appropriate attendance office and sign in upon his or her return, if the student returns the same day.

### Additional Guidelines for Leaving School During the Day

- **Seniors with a lunch and/or open period may leave campus without authorization from campus administration and without signing out through their attendance office.**
- If a student returns within the time stated on the written request from the parent, an additional written excuse is not necessary.

- 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. If a student is allowed to leave campus by himself or herself, the nurse will document the time of day the student was released.
- Students who leave and return to school during the school day must re-enter the building through the student entrance on Westchester Drive.

**Leaving the school campus without permission at any time after arrival is considered a Code of Conduct violation, and the student is subject to disciplinary action for nonattendance.**

### Absences for Extracurricular and Other Activities

By District and University Interscholastic League (UIL) policy, a student may not be permitted to miss a scheduled academic class to attend an extracurricular activity in which the student is not competing.

### Nonattendance

Students who are absent from school for any class or for the full day without permission from their parents or the school are considered nonattending and are subject to disciplinary action. Students who leave campus without signing out through their attendance office will also be considered nonattending.

If the student is absent without an excuse for 10 or more days or parts of days in a six-month period,

- 1) the student's parent is subject to prosecution under Section 25.093 of the Texas Education Code (TEC); and
- 2) the student is subject to prosecution under TEC Section 25.094.

An offense under TEC Sections 25.093 and 25.094 is a class C misdemeanor and is subject to fine of \$25.00 to \$500.00 per day for each absence.

### Attendance Review Committee

State law requires each campus to appoint an Attendance Review Committee to hear petitions for class credit by students who have been denied credit due to excessive absences. This committee, composed of classroom teachers, counselors, and administrators, is required to review the records of students who have been denied credit in order to determine whether there are extenuating circumstances that would justify awarding credit.

### Perfect Attendance

As part of the annual Academic Achievement Awards ceremony each spring, Highland Park High School is proud to recognize students who have achieved perfect attendance. Students must

meet the following criteria to be recognized for perfect attendance:

- No excused, unexcused, or unverified period absences;
- No tardies;
- No “parent request” absences;
- No college visits during school time (for juniors and seniors);
- No medical appointments or doctor’s visits during the school day.

Absences to participate in school-sponsored field trips, school-sponsored extracurricular activities, co-curricular activities approved by an administrator, and on-campus visits with college representatives will not disqualify students for perfect attendance recognition.

### **Assignments for Students with Prolonged Absences**

In case of prolonged absence, it may be necessary to ask that the teachers prepare special assignments that may be worked on while the student is recuperating from an illness. Such requests should be made by contacting the student’s assistant principal. Parents should give the assistant principal the dates for which assignments are needed. Advanced notice is required, after which assignments may be picked up in the student’s attendance office or as otherwise arranged.

## **BEHAVIOR**

Students at Highland Park High School are known for their maturity, mutual respect, compliance, positive attitude, and friendliness. HP Scots recognize that each student is responsible for his or her own behavior and that generations of HPHS students have set the standard for the highest level of student conduct of any high school in the nation.

The State of Texas had delegated authority to set behavior expectations and to manage student discipline to the Board of Trustees of the Highland Park Independent School District and its employees. Teachers, substitute teachers, and administrators are vested by state law with complete authority at all times.

### **Jurisdiction of the School**

In general, the District has authority to supervise students and administer discipline whenever the interest of the school is involved, both on or off school property, in connection with or independent of school-sponsored activities and/or classes. The District’s disciplinary authority applies:

- during the school day and while the student is going to or coming from school on District transportation;
- within 300 feet of District property;

- while the student is participating in any activity during the school day on District property or within 300 feet of school property;
- while the student is in attendance at any school-related event or activity, regardless of time or location;
- for any school-related misconduct, regardless of time or location;
- when the student retaliates or threatens retaliation against a District employee, regardless of time and location;
- when the student has committed a felony, as defined by the Texas Education Code;
- when the student is involved in criminal mischief on or off District property or at a school-related event.

See the HPISD Student Code of Conduct for a more detailed explanation of the school and District’s jurisdiction to discipline students. For a copy of the Student Code of Conduct, please go to the HPISD website, <http://www.hpisd.org>, or the HPHS website, <http://hs.hpisd.org>.

### **General Standards for Student Conduct**

Each student is expected to:

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District and campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of students, teachers, and other District staff and volunteers.
- Respect the property of others, including District property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Adhere to the requirements of the Student Code of Conduct.

All behavior problems are handled on an individual basis. Misbehavior, disturbance, or disrespect in a classroom will not be tolerated. Students and parents should see the HPISD Code of Conduct for specific information.

### **Expectations for Fan Behavior at Athletic Events**

The HPISD Athletic Department expects that all HPISD students conduct themselves with exemplary character and class at all athletic events. In particular, students must not chant or cheer anything negative or inappropriate to opposing players and fans, including students and parents. This includes never calling out names or jersey numbers. HPISD students

are expected to cheer only for our teams and players in a positive manner.

## **Bullying**

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or -related activity, or in a District operated vehicle, and the behavior:

- Results in harm to the student or the student's property;
- Places a student in reasonable fear of physical harm or of damage to the student's property; or
- Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student's education or substantially disrupts the operation of the school.

Bullying is prohibited by the District and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism. In some cases, bullying can occur through electronic methods, called "cyberbullying."

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another District employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The District will also contact the parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

Upon the recommendation of the administration, the District Board of Trustees may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the District. The parent of a student who has

been determined by the District to be a victim of bullying may request that his or her child be transferred to another classroom or campus within the District.

A copy of the District's policy is available in the principal's office, superintendent's office, and on the District's website (please see HPISD Board Policy [FFI](#)). Procedures related to reporting allegations of bullying may also be found online in policy [FFI](#).

A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy [FNG\(LOCAL\)](#).

## **Dating Violence, Discrimination, Harassment, and Retaliation**

The district believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect, to avoid behaviors known to be offensive, and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect. The Board of Trustees has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law. A copy of the District's policy is available in the principal's office and on the District's website, [policy FFH](#).

### **Dating Violence**

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults; name-calling; put-downs; threats to hurt the student, the student's family members, or members of the student's household; destroying property belonging to the student; threats to commit suicide or homicide if the student ends the relationship; threats to harm a student's current dating partner; attempts to isolate the student from friends and family; stalking; or encouraging others to engage in these behaviors.

## **Discrimination**

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law that negatively affects the student.

## **Harassment**

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property. In addition to dating violence as described above, two other types of prohibited harassment are described below.

## **Sexual Harassment and Gender-Based Harassment**

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited. Examples of sexual harassment may include, but not be limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact. Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature, such as comforting a child with a hug or taking the child's hand. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual. Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender. Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

## **Retaliation**

Retaliation against a person who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also

prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a District investigation, however, may be subject to appropriate discipline. Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

## **Reporting Procedures**

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, school counselor, principal, or other District employee. The report may be made by the student's parent. [See policy [FFH\(LOCAL\)](#) and [\(EXHIBIT\)](#) for other appropriate District officials to whom to make a report.] Upon receiving a report of prohibited conduct as defined by policy FFH, the District will determine whether the allegations, if proven, would constitute prohibited conduct as defined by that policy. If not, the District will refer to [policy FFI](#) to determine if the allegations, if proven, would constitute bullying, as defined by law and that policy. If the alleged prohibited conduct, if proven, would constitute prohibited conduct and would also be considered bullying as defined by law and policy FFI, an investigation of bullying will also be conducted. The district will promptly notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the District. In the event alleged prohibited conduct involves another student, the District will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy FFH.

## **Investigation of Report**

To the extent possible, the District will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated. If a law enforcement or other regulatory agency notifies the District that it is investigating the matter and requests that the District delay its investigation, the District will resume the investigation at the conclusion of the agency's investigation. During the course of an investigation and when appropriate, the District will take interim action to address the alleged prohibited conduct. If the District's investigation indicates that prohibited conduct occurred, appropriate disciplinary action, and, in some cases, corrective action, will be taken to address the conduct. The District may take disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful. All involved parties will be notified of the outcome of the District investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act (FERPA). A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy [FNG\(LOCAL\)](#).



## Expectations for Academic Honesty

### Students should

- consult the teacher if there are any questions regarding the honesty or appropriateness of any test preparation method.
- write the rough draft of a paper several days before the deadline, allowing time to consult with the teacher regarding any documentation problems.

### It is acceptable for students to

- use the ideas or works of others provided they are appropriately credited as outlined in one of the generally accepted documentation style manuals. Students should check with their teachers to determine which style (MLA or APA, for example) to use.

### It is unacceptable for students to

- communicate verbally or otherwise with other students during an assessment.
- communicate with other students about assessments that they have taken previously.
- sell review sheets for assessments.
- copy another student's work.
- steal another student's property in order to prepare for an assessment.
- present or represent someone else's ideas or work, including private tutors, as their own.
- engage in any other behavior that is judged by campus administrators to be academically dishonest because the behavior provides students with an unfair academic advantage.

## Plagiarism

Plagiarism occurs when a student, with intent to deceive or with reckless disregard for proper scholarly procedures, presents any information, ideas or phrasing of another as if they were his/her own and/or does not give appropriate credit to the original source. Proper scholarly procedures require that all quoted material be identified by quotation marks or indentation on the page, and the source of information and ideas, if from another, must be identified and be attributed to that source (from Duke University's *The Duke Community Standard in Practice: A Guide for Undergraduates*). Plagiarism is a form of academic dishonesty that HPHS students can easily avoid by following the standards for documentation of sources specified by their teachers. Students must not plagiarize or copy from others and present that work as their own. **Students should know that ANY information taken from ANY other source, other than the student him/herself, MUST be given proper credit.**

**All of the following are considered plagiarism** (source: <http://www.plagiarism.org/article/what-is-plagiarism>):

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit

- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

For everything you need to know about plagiarism and how to avoid it, go to [Plagiarism.org](http://Plagiarism.org).

## Student Honor Council

The Family Educational Rights and Privacy Act (FERPA) provides that school officials with legitimate educational interests may be allowed access to information from educational records of students. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The Highland Park Independent School District and Highland Park High School allow students to serve on the Honor Council as a "school official with legitimate educational interest" to hear disciplinary cases regarding academic dishonesty.

As an academic institution, Highland Park High School believes in the importance of honesty and integrity. Students are encouraged to set high goals and work toward their achievement. Academic goal attainment should only be realized through the practice of high ethical standards. All forms of cheating are strictly prohibited at HPHS.

Students judged by a teacher to have violated the expectations for academic honesty may be required to appear before the Honor Council. The teacher will report the student to the student's administrator. The reporting teacher, the student, or the student's administrator may then request a meeting of the Honor Council. Both the teacher and student are required to attend this meeting. No other persons may appear or be present at the meeting other than the members of the Honor Council, the referring teacher(s), the accused student, and designated administrators. After hearing testimony, the Honor Council will issue its finding concerning the accusation of academic dishonesty and recommend academic and/or disciplinary consequences to the student's administrator.

The Honor Council is only an advisory body; the final decision on guilt or innocence and the assignment of consequences rests solely with the administrator. Both the student and the teacher have the right of appeal to the Principal if not satisfied with the

recommendation of the Honor Council and the decision of the administrator in charge. In the case of an appeal, the decision made by the Principal will be final.

No mention of an infraction will appear on the record of any student found not guilty.

The Honor Council is composed of nine students. Three students from each class are nominated by the members of the Council representing each class. These nominees are then placed on the spring election ballot. Two students will be elected from the freshman class to serve on the Honor Council beginning the following fall semester. One student from the sophomore class and one student from the junior class will also be added to the Council.

Barring resignation or removal, students serve on the Honor Council until graduation. In the event a current Honor Council member resigns or is removed from his/her position on the Honor Council, the candidate from the same grade who received the next highest number of votes from the most recent election will be offered the vacant position.

### **In-School Suspension**

Administrators assign students to in-school suspension (ISS) for violations of the Code of Conduct. Students assigned to ISS all day must bring their own lunch at the time of arrival in ISS. Full-day ISS is from 8:10 a.m. to 3:30 p.m. Students may not participate in extracurricular activities while serving in-school suspension.

Students are not allowed to attend or to participate in extracurricular activities during the time they are assigned to ISS, out-of-school suspension (OSS), or the Disciplinary Alternative Education Program (DAEP).

Students may also be assigned to in-school suspension for one or more periods during the day.

Students having open-campus or open-building privileges revoked may be placed in ISS during any open period or during their lunch period.

### **School Dress**

The function of a dress code is to assist a student in becoming familiar with the types of dress that are appropriate for a variety of situations. All students should present a well-groomed and appropriate appearance at school.

Highland Park High School dress code guidelines are as follows:

- Dresses, skirts and shorts will be finger-tip in length, both front and back, measured while standing. Apply the “**Grandmother Rule**”: Am I revealing more than my grandmother would be comfortable seeing?

- Straps must be 2” in width. Tank tops, T-back tops, halter tops and spaghetti straps are not permitted.
- Undergarments, such as bras and boxers, must not be visible. Cleavage must be covered.
- Excessively tight or revealing clothing is not permitted. Leggings & jean leggings must be covered with a top that reaches finger-tip length.
- Students may not wear clothing that displays vulgar, lewd, or obscene writing and may not wear emblems that advertise or depict tobacco, alcohol, drugs, or weapons.
- Shoes must be worn at all times. Pajamas and slippers may not be worn at school.

**All final decisions on the appropriateness of school dress will rest with campus administrators.** If a student violates the dress code, the student will be given the opportunity to correct the problem. If a student cannot correct the problem, the student will be assigned to ISS for the remainder of the day or until the problem is corrected.

### **Standards for Conduct for Students Participating in Extracurricular Activities**

Student participation in extracurricular activities is encouraged. HPISD makes extracurricular activities available as an extension of the regular school program, with this important difference: participation in the regular curriculum is a right afforded to each student, while participation in the extracurricular program is a privilege that carries additional expectations for acceptable conduct. Because participation in extracurricular activities is a privilege and not a right, HPISD is authorized to set higher standards for participants of extracurricular activities than it would for those students who choose not to participate in these activities. Therefore, the HPISD Extracurricular Code of Conduct extends beyond the HPISD Student Code of Conduct not only in types of behavior prohibited, but also in corresponding consequences and jurisdiction for imposing discipline.

The term "extracurricular activities" as used in the HPISD Extracurricular Code of Conduct means all activities sanctioned by the Texas University Interscholastic League ("UIL") and for which the UIL conducts interscholastic competitions, including sports, music, and academic teams. In addition, the term "extracurricular activities" includes gymnastics, power lifting, cheerleading, Scotsmen, Belles, Student Council, Honor Council, Community Service Council, Principal's Advisory Committee, and Academic Decathlon.

The Extracurricular Code of Conduct will be enforced with all students grades 9<sup>th</sup> – 12<sup>th</sup> participating in extracurricular activities:

- regardless of whether school is in session;
- regardless of whether the student is directly involved with the extracurricular activity at the time the prohibited conduct occurs;

- regardless of whether the extracurricular activity is in-season; and
- regardless of where or when the conduct occurs.

All sources of information, including hearsay, rumor, anonymous tips, photographs, and information posted on the Internet, including social networking sites such as Facebook, will be investigated and may be considered by a student's assistant principal to determine if a violation of the Extracurricular Code of Conduct has occurred.

In case of a conflict between the Extracurricular Code of Conduct and any activity or sport specific campus handbook, the Extracurricular Code of Conduct will prevail.

For a copy of the HPISD Extracurricular Code of Conduct, please go to the HPISD website, <http://www.hpisd.org>, or the HPHS website, <http://hs.hpisd.org>.

## **CLINIC**

**It is the goal of the HPISD School Health Service to provide health counseling, screening, referrals, and follow-up in order to maximize health for academic success.**

The HPHS Clinic is designed to treat minor injuries and to act as a temporary "waiting room" for students who have become ill during the school day. Should a student become ill, only persons designated on the Health Information/Emergency Release Card will be contacted to pick up the student. All telephone numbers must be recorded on the Health Information/Emergency Release Card and updated immediately if changes occur during the school year.

Students will be required to have a pass from their teacher prior to coming to the clinic. Students who do not have a pass will be sent back to class.

## **Communicable Disease Control**

**If a communicable disease is suspected, the student will be sent home. Communicable diseases listed have mandatory exclusion from school until certain criteria are met. Please consult with the school nurse to ascertain the length of time your child must stay home from school. These include, but are not limited to chicken pox, head lice, viral hepatitis Type A, impetigo, measles, rubella, mumps, pink eye, ringworm of the scalp or body, scabies, strep throat and scarlet fever. Students with a temperature over 100.0F will be sent home.**

## **Health Screening**

**Texas law mandates vision, hearing, and scoliosis screening for all 9th grade students and those that are new to the District.**

## **Immunization**

Texas law requires that all students enrolled in public schools have a current record of their immunization against certain diseases on file in the school they attend. It is the responsibility of the parent or guardian of the student to provide the necessary immunization documentation. The parent or guardian will be notified of the need to update immunizations.

If for religious reasons immunization is not possible, a religious exemption form must be completed, notarized, and kept on file in the clinic. If there are medical contra-indications, an affidavit signed by the physician must be on file in the clinic. Unless specified by the physician, medical exemptions will be valid for one year only.

The law presently requires high school students to have the following immunizations on record in the school clinic:

- 3 doses of DPT with one dose on or after the 4th birthday.
- 3 doses Polio with one dose on or after the 4th birthday.
- 2 doses MMR received on or after the 1st birthday.
- 3 doses Hepatitis B for students born on or after September 1, 1988.
- 1 dose Varicella or date if child had chickenpox (NOTE: if Varicella vaccine is given after the 13 birthday, 2 doses are required to provide full immunity).

## **Medication Administration**

All medication should be given outside of school if possible. Most medications, even those scheduled for three times per day, can usually be given outside of school hours.

Texas state law does not permit public schools to provide Tylenol, Advil, cough preparations or other over-the-counter medications to students unless these are supplied from home (and have written parent consent). All prescription medications must be kept in the clinic and dispensed by designated school personnel. Written consent and specific instructions for administration must be provided for each medication. Parent permission forms for this purpose are available in the Forms/Notices section under "Health Services" on the HPISD website.

### **Medications must be:**

- In the original, properly labeled container (no baggies or envelopes),
- Up to date (check expiration date before bringing to school), and

- Age appropriate in dosage. (The nurse may not give aspirin or any aspirin-containing product without specific physician's orders.)

## Self Medication

Students are permitted to carry an over-the-counter remedy (such as a one day dose of Tylenol, Aleve or Midol) and only when accompanied by written parent permission (a special form is available in the school clinic). Medication must be in the original container and up to date. Aspirin may not be taken by students under 18 without a doctor's note.

**Inhalers** - Asthma inhalers may be carried by the students during the school day if they have physician authorization and written parent consent on file in the clinic. We urge all asthmatics to keep an extra inhaler in the clinic as back-up.

**Injectable medications** may only be given by the nurse or a trained designee and only in life threatening/urgent situations. There must be written authorization and instructions from the physician on file.

Prescription and non-prescription medication requests with parent/physician permission are to be renewed at the beginning of each new school year. At the end of each school year, students will be notified that medications must be taken home. Any medications that are not picked up will be disposed per District protocol.

## **GUIDANCE & COUNSELING**

Highland Park High School provides a comprehensive developmental guidance program. This program provides group as well as individual assistance in a proactive manner which emphasizes the response to students' expected developmental needs at a time when those needs can be most effectively met.

The Guidance Department consists of seven guidance counselors who work with students according to their last names, one of whom serves as lead counselor, as well as a personal/social counselor.

### **Academic Achievement Record/Transcript**

Each student has on file in the Registrar's Office an academic achievement record with grades, graduation credits, attendance, grade point average, and standardized test scores recorded from the beginning of the freshman year. This transcript is required for admission by most secondary and post-secondary institutions. A transcript may not be released without the student's or the parents' written request. Request forms are available on the Counseling webpage or in the Registrar's Office. Students must have met all school obligations and have a clear record in order to get a transcript.

An official transcript will be mailed to another educational institution at the request of the student or parent. An unofficial transcript is one delivered by written request to the student or the parent. The cost of each transcript is \$5.00.

### **College Entrance Test Code Number**

The Highland Park High School code number for College Board and American College testing is **441740**. This code number is used for school identification on the SAT and ACT college registration forms.

### **Transfers/Changes in Residency**

Nonresident students will not be permitted to attend HPISD schools, with the following exceptions:

- Resident students who become nonresidents during the course of a semester shall be permitted to continue in attendance for the remainder of the grading period. Resident students in grade 12 who become nonresidents during the course of the senior year shall be permitted to continue in attendance for the remainder of the school year (for additional information see HPISD Board Policy [FDA](#)).
- If a resident student temporarily becomes a nonresident student because of the renovation or construction of a residence within the District, he or she shall be permitted to continue in attendance at the student's school tuition-free for the remainder of the school year, in accordance with the procedures and requirements in HPISD Board Policy [FDA](#).
- Under limited circumstances, a nonresident student who is in the process of becoming a resident student shall be permitted to enroll in a District school in accordance with the procedures and requirements in HPISD Board Policy [FDA](#).

### **Eligibility for Commencement Exercises**

To be eligible to participate in the May graduation exercises, seniors must:

1. have completed all state and local graduation requirements (credits, state-mandated assessments, and service hours);
2. have been enrolled at Highland Park the entire second semester of their senior year;
3. have no obligations for school-issued property, materials, or fees.

**Exception:** Fifth-year students who have completed all graduation requirements by the end of the first semester need not be enrolled for the second semester.

### **Senior Classification**

At the beginning of the fall semester, students must have 15 completed credits appearing on the permanent record to be

classified as seniors and to be eligible for their picture to appear in the senior section of The Highlander yearbook. At the beginning of the spring semester, students who are in their fourth year of high school and who have 17 completed credits appearing on their permanent record may be reclassified as seniors.

### Senior Year Transfers from Other Schools

A student transferring to HPHS from another school at the beginning of or during the first semester of the senior year will be expected to meet all HPHS graduation requirements.

A student transferring to Highland Park High School from another school after the first day of the second semester of the senior year at HPHS is expected to receive a diploma from the school previously attended. The student should make the necessary arrangements with the former school to ensure enrollment at HPHS in the subjects required for graduation from the former school.

### HPHS Standardized Testing Schedule, 2017-2018

<u>Test Date</u>	<u>Test</u>	<u>Reg. Regis.</u>	<u>Late Regis.</u>
Sept 9	ACT	Aug 4	Aug 18
Aug 26	SAT	July 28	Aug 15
Oct 28	ACT	Sept 22	Oct 6
Oct 7	SAT	Sept 8	Sept 27
Nov 4	SAT	Oct 5	Oct 25
Dec 9	ACT	Nov 3	Nov 17
Dec 2	SAT	Nov 2	Nov 21
Feb 10	ACT	Jan 12	Jan 19
March 10	SAT	Feb 9	Feb 28
April 14	ACT	Mar 9	Mar 23
May 5	SAT	April 6	April 25
June 2	SAT	May 3	May 23
June 9	ACT	May 4	May 18

<u>Test Date</u>	<u>Test</u>
Oct 11	PSAT/NMSQT
Dec 4	STAAR EOC English I
Dec 6	STAAR EOC English II
Dec 19-22	Fall Final Exams
April 3	STAAR EOC English I
April 5	STAAR EOC English II
May 7-11	STAAR EOC Algebra I, Biology, & US History
May 7-18	Advanced Placement Exams
May 29-June 1	Spring Final Exams ( <b>finals for seniors begin May 24</b> )
June 25-29	STAAR EOC English I, English II, Algebra I, Biology, & US History

## ADDITIONAL IMPORTANT INFORMATION

### Announcements

Announcements will be made on the PA system during 2<sup>nd</sup> period following the Pledge of Allegiance and moment of silence. **Activity and event sponsors should submit their announcements via email only to Mr. Heckmann and Ms. Courtney Nevil, in the C121 Assistant Principal's office at least two days in advance of the activity or event.**

Announcements on the PA will be limited to school-wide activities or events of interest. Announcements for specific activity groups will be broadcast on HPHS HDTV message boards and HPHS Media. **These announcements must be submitted by activity and event sponsors to Mr. Vasquez in SC211 at least 5 school days in advance of the activity or event.**

### Appeal Procedure

If a student or parent/guardian has a classroom concern, the following appeal procedure should be used:

- Step 1:** The student consults directly with the teacher involved and his/her counselor. If the problem is not resolved,
- Step 2:** The parent/guardian consults directly with the teacher and/or the student's counselor via telephone or email. If necessary, the parent/guardian request a personal conference. The counselor will help schedule the conference if requested. If the problem is not resolved,
- Step 3:** The parent/guardian may consult with the teacher's department chair and/or the teacher's administrative supervisor via telephone or email. If necessary the parent/guardian may request a conference with the department chair and/or the teacher's administrative supervisor. If the problem is not resolved,
- Step 4:** The parent/guardian may request a conference with the principal or designee.

Complaints brought by students and parents are addressed with HPISD Policy [FNG\(LOCAL\)](#). Members of the public having complaints regarding the District's policies, procedures, or operations may present their complaints or concerns to the Board after following the procedure defined in this policy. The Board intends that, whenever feasible, complaints shall be resolved at the lowest possible administrative level

Public complaints regarding instructional and library materials are addressed at HPISD Board Policy [EFA\(LOCAL\)](#); information regarding other kinds of complaints is available in [Policy GF](#).

## **Athletic Commitment to Excellence (ACE) Fee**

The fee for participation in athletics is \$250. If a student participates in more than one sport per school year, the athletic fee is paid one time only.

## **Cancellation of School Due to Weather**

In case of extreme weather conditions when transportation to and from school poses a threat to the safety of students, it is advised that students listen to local radio and television stations, the school phone system, the Park Cities Cable Television's Channel 16, the HPHS website, or e-mail groups for special announcements regarding closing of the school. The days missed due to cancellation will be rescheduled. The hotline for weather information is 214-780-3333. The HPHS website is <http://hs.hpsid.org>.

## **Cell Phones & Other Electronic Devices**

Students are permitted to have cell phones in their possession at school and school-related activities or events.

**The use of cell phones, iPods, or similar electronic devices is not permitted in HPHS classrooms during the school day except as expressly allowed by teachers for clearly specified learning activities.**

## **Changes of Address and Telephone Number**

A student's change of address or telephone number must be reported to the Counseling Office immediately. Any changes in parents' employment or telephone numbers should be reported immediately so that school records are always accurate. This is especially important in case of an emergency. In addition, to ensure timely and accurate communications, addresses, phone numbers, and emails should always be kept up to date in the HPSID Skyward information system.

## **Clubs**

Highland Park High School strongly encourages club participation; we feel it provides opportunities for school involvement, service hours, and leadership. Club participation is voluntary. Please go to [HPHS Extracurriculars](#) for the current list of clubs.

## **Closed Campus**

School officials have supervisory authority and responsibility for students from the time they arrive on school property until they are dismissed at the end of the day. With the exception of seniors who meet the requirements for an open period, all students are required to remain on campus all day. Students who need to leave campus during the day must have authorization from an administrator through their attendance office. Parents may call, send a note, or come to the attendance

office to check students out of school. Students who leave campus without permission are subject to disciplinary action. Seniors or other students who take unauthorized students off campus are also subject to disciplinary action, including possible suspension of parking privileges on campus.

**Senior students must show their school-issued ID card for the current school year in order to leave campus during open periods and lunches.**

## **Conflicts between Extracurricular Activities**

The key to preventing and resolving conflicts between extracurricular activities is open communication among students, coaches, sponsors, and parents. **Before signing up to participate in more than one sport and/or activity, the student must review the potential for conflict with both coaches/sponsors. If a review of schedules shows a pattern of conflicts or a major unbreakable conflict, students will need to choose the activity they will participate in.** Coaches and sponsors are responsible for providing students and parents with a schedule of the group's activities. Coaches and sponsors will resolve scheduling conflicts, and students will not be intimidated or penalized for any decision made to resolve scheduling conflicts. The relative importance of each event, the importance of each event to the student, the contribution the student can make, and how long the event has been scheduled are all important factors in this decision making process.

**It is the responsibility of the student to notify the coach and sponsor immediately when a conflict in scheduling becomes known.**

In the event of a conflict between two groups, teams, sports, or activities, these general rules will guide the decision making. Academics take precedence over extracurricular activities, and actual competition and public performances take precedence over rehearsals or practices. This means that a classroom-required activity where attendance is mandatory for a grade will take precedence over all other activities (field trip, science project fair, choir or band performance). If one of the activities provides the student with credit in a class and the other doesn't, the student and his/her parent must be informed of the possible consequences of not participating.

If a practice occurs at the same time in two activities, the practice time may be divided equally between the two activities. Students who commit to and who have rehearsed with a performing group or athletic team will be expected to perform/play unless other arrangements are worked out agreeably between the coaches/teachers/sponsors.

Participation in a playoff or championship meet, District, or state tournament activity, including regional, state, and national levels, will take priority over other activities. If a student should choose not to participate in the playoff, championship, regional, state, or national activity, he/she will not be permitted to participate in any activity on that date.

## Dances

School dances are occasionally held after home sporting events or other special occasions. These dances conclude at 11:30 p.m. The Homecoming Dance is held on a Saturday from 8:30 p.m.-11:30 p.m. with no admittance after 10:00 p.m. Prom is held at an off-site location on Saturday from 8:00 p.m. -12:00 p.m., with no admittance after 10:00 p.m. No student may leave a school dance and later return.

**All standards for student behavior contained in the HPISD Student Code of Conduct, including those relating to the possession or use of drugs, alcohol, and tobacco products, apply at school dances. Rules relating to appropriate school dress and grooming also apply at all school dances.**

School dances are designed to provide our students with a safe environment where they can have fun with their friends and peers. The type of dancing acceptable for these events is to be kept in styles that are fun and non-offensive. Inappropriate, violent, sexual or “dirty dancing” movements will not be permitted. If a student does not respond to a faculty chaperone’s request to change her/his style of dancing, she/he will be escorted off the dance floor. Continued inappropriate behavior will result in the student being asked to leave after contact has been made with the student’s parents.

## Deliveries and Messages

Due to Texas Education Agency restrictions intended to prevent disruption of teaching and learning, deliveries cannot be made to HPHS students during class, nor will classes be interrupted for notification of deliveries. Items for delivery to students (for example, textbooks, money, and clothing) should be taken to the student’s attendance office. Food, flowers, invitations, gifts, balloons, medicines will not be accepted. **All medications must be taken to the HPHS Clinic for students to pick up.**

Any food or beverage deliveries for students’ lunches should be placed in the food and beverage cabinet next to the attendance office by the HPHS Cafeteria stage. Students’ names should be on the delivery and the parents should notify students to pick up during their lunch period. Items left in the food and beverage cabinet at the end of the lunch periods will be disposed.

**Emergency messages should be delivered to the student’s attendance office.**

## Distribution or Display of Materials

The Principal and/or his designee must approve the distribution or display of materials on campus.

All aspects of school-sponsored newspapers and yearbooks are completely under the supervision of the activity sponsor and the Principal.

Written materials, signs, posters, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, posted, circulated, or distributed on campus by a student or any other person without the approval of the Principal. Materials sold, posted, and/or distributed without prior approval may be removed and/or confiscated.

## Fire, Severe Weather, and Building Evacuation

All students and personnel will exit the building upon hearing the emergency alarm for fire or a building evacuation announcement. Students will follow the evacuation and severe weather procedures outlined in the HPISD Basic Emergency Protocols, as directed by their teachers and other building personnel.

## Guidelines for Responsible Use of HPISD’s Technology Resources

HPHS students are given access to the District-provided technology resources listed below. With this educational opportunity comes responsibility. It is important that students and their parents read the applicable District policies, administrative regulations, and agreement form and contact the Director of Instructional Technology at 214-780-3070 if they have questions. Inappropriate use of the District’s technology resources may result in revocation or suspension of the privilege to use these resources, as well as other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.

The following guidelines apply to all District networks, e-mail accounts, devices connected to the District’s networks, and all District-owned devices used on or off school property, whether connected to the District’s network or connected through a personal data plan or other means of access.

Additionally, the District prohibits bullying or harassment through electronic means regardless of the device used, the network used, or the location of use (see District policies [FFH](#) and [FFI](#)).

HPHS students are given access to the following technology resources:

- Access to cloud-based (online) document storage and collaboration space (Google Apps for Education).
- District computer hardware, software, and printers on your school campus.
- District networks, including document storage space.
- Access to District-owned technology resources for use at home.
- District-filtered Internet access.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across areas of adult content and some material you (or your parents) might find objectionable. While the District will use filtering technology to restrict access to such material, it is

not possible to absolutely prevent such access. It will be your responsibility to follow the rules for responsible use.

### **Rules for Appropriate Use**

- District technology resources are primarily for instructional and educational purposes.
- Limited personal use is allowed only if the rules in this agreement are followed, and the use does not interfere with school work.
- If you are issued your own account and password, you must not share your account information with another person.
- You must remember that people who receive e-mail or other communication from you through your school account might think your message represents the school's point of view.
- You must always keep your personal information and the personal information of others private. This includes name, address, photographs, or any other personally identifiable or private information.
- Students will not download or sign up for any online resource or application without prior approval from their teacher or other District administrator.
- Students age 13 or younger will not sign up for individual accounts, but will use a District or classroom account, as applicable.
- When communicating through e-mail or other electronic means, you must use appropriate language and etiquette as you would when communicating face to face. Always be respectful.
- You must be sure to acknowledge the work and ideas of others when you reference them in your own work.
- You must immediately report any suspicious behavior or other misuse of technology to your teacher or other campus administrator.
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.

### **Inappropriate Uses**

The following are examples of inappropriate uses of technology resources that may result in loss of privileges or disciplinary action:

- Using the resources for any illegal purpose, including threatening school safety.
- Accessing the resources to knowingly alter, damage, or delete District property or information, or to breach any other electronic equipment, network, or electronic communications system in violation of the law or District policy.
- Damaging electronic communication systems or electronic equipment, including knowingly or intentionally introducing a virus to a device or network, or not taking proper security steps to prevent a device or network from becoming vulnerable.
- Disabling or attempting to disable or bypass any Internet filtering device.
- Using someone's account without permission.

- Pretending to be someone else when posting, transmitting, or receiving messages.
- Attempting to read, delete, copy, modify, or interfere with another user's posting, transmittal, or receipt of electronic media.
- Using resources to engage in conduct that harasses or bullies others.
- Sending, posting, or possessing materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including material that constitutes cyberbullying and "sexting."
- Using inappropriate language such as cursing, vulgarity, ethnic or racial slurs, and any other inflammatory language.
- Posting personal information about yourself or others, such as addresses, phone numbers, or photographs without permission, or responding to requests for personally identifiable information or contact from unknown individuals.
- Making appointments to meet in person people met online. If a request for such a meeting is received, it should be immediately reported to a teacher or administrator.
- Violating others' intellectual property rights, including downloading or using copyrighted information without permission from the copyright holder.
- Wasting school resources through the improper use of the District's technology resources, including sending spam.
- Downloading unauthorized applications or software or gaining unauthorized access to restricted information or resources.

### **Consequences for Inappropriate Use of Personal Telecommunications**

- Suspension of access to the District's technology resources;
- Revocation of permission to use personal electronic devices for instructional purposes while on campus; or
- Other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.
- The District is not responsible for damage to or loss of devices brought from home.

### **Reporting Violations**

- You must immediately report any known violation of the District's applicable policies, Internet safety plan, or acceptable use guidelines to a supervising teacher or the technology coordinator.
- You must report to a supervising teacher or the technology coordinator any requests for personally identifying information or contact from unknown individuals, as well as any content or communication that is abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.



**For a copy of the HPISD Student Agreement for Acceptable Use of the District's Technology Resources, please click [HERE](#).**

## **Hallway Traffic**

Students are not permitted to be in the hallways during class time or lunchtime without teacher permission. Although students may go to an academic support center during their lunch periods, students should not be in any other part of the building without permission. Students must have a pass from the teacher to be excused from class to go to the Clinic.

## **ID Cards**

Students are issued ID cards to identify them as HPHS students, and these ID cards must be carried at all times when students are on campus or at school-sponsored or school related activities and events. While on campus or at school-sponsored or school related activities and events, students are required to display their IDs at all times when requested to do so by HPHS administration, faculty, or staff.

ID cards are also required to check books out of the library, to check out textbooks, and to enter school events. Senior students must show their ID in order to leave and return to campus at lunch or during their open periods. Replacement ID cards cost \$20 and are made in the Textbook Room, C104.

## **Inclement Weather**

Monitor the front page of the HPHS website, <http://hs.hpisd.org>, watch Cable Channel 16, and listen to local radio and television stations for announcements concerning the possible changing of start or dismissal times in case of inclement weather.

## **Lockers**

Freshmen and sophomores will be assigned a locker at the beginning of the year. Upperclassmen will have the option of having an assigned locker. **To ensure the security of the contents of their lockers, all students must use combination locks provided by HPHS.**

## **Lost and Found**

Lost and found textbooks are held in the Textbook Room, C104. Other items that are not immediately identifiable, such as jackets or shirts, will be held only until the end of a semester in the C121 Assistant Principals' Office.

## **National Honor Society**

A candidate for National Honor Society (NHS) must be at least a junior. The application process is held during the fall and

spring semesters after the registrar releases the cumulative GPAs for the previous semester. If a candidate is not inducted in the fall of the junior year, he or she may apply again in the spring of the junior year, fall of the senior year, or spring of the senior year. The keystone values of the NHS are scholarship, leadership, character, and service.

To fulfill the scholarship requirement, a junior or senior must have a 3.6 cumulative GPA at the end of the semester immediately preceding his or her application. The service requirement for application includes the completion of at least 30 of the service hours required for graduation from HPHS. Students who wish to be considered must complete an application form describing their contributions to the school in the areas of leadership and service. Membership in the NHS is by the invitation of the faculty and simply meeting the qualifications above does not ensure the student's acceptance.

It is expected that NHS inductees will have exhibited exemplary behavior at HPHS. Serious disciplinary offenses (those resulting in ISS or DAEP placement) or Honor Council offenses may preclude a student's being inducted or may result in the dismissal of a member from the society. It is also expected that inductees be able to give evidence of service to the school and the community, and that they demonstrate character and positive leadership in the groups, organizations, teams, and classrooms of which they have been a part. The final decision of who will be inducted comes from a Faculty Advisory Council of five members appointed annually by the Principal.

As per the NHS national constitution, it is an expectation that any member of the National Honor Society will be expected to maintain his or her GPA and exemplary behavior as well as participate in the school-wide chapter service project and any ceremonies held by the NHS. If the student fails to attend required meetings or complete the required service hours for the chapter, the student will be dismissed from membership. If the member fails to abide by other organizational regulations, he or she will fall out of good standing. If the student's membership is not returned to good standing by the time of graduation, the member will not be allowed to wear the NHS stole during the graduation ceremony.

At the Senior Awards Assembly at the end of each school year, the HPHS chapter of the National Honor Society presents the Blanket Award to one senior boy and one senior girl for outstanding student achievement and service to the school. Students must apply to be considered for the Blanket Award; students do not have to be members of NHS to apply. In choosing the award recipients, the NHS Faculty Advisory Council evaluates each applicant's qualifications in each of the four "cornerstone" values of NHS: Scholarship, Leadership, Character, and Service.

## **Parking**

Seniors have the privilege of purchasing parking spaces prior to the beginning of the school year. Parking spaces for juniors will be allotted through selection by lottery. Sophomores and

freshmen are not allowed to park anywhere on HPHS or HPISD property. Oversized vehicle parking is very limited due to our lack of space and must be approved by the student's assistant principal. Students must have a valid driver's license in order to purchase a parking permit and drive to school.

Individual sale or trading of spaces is strictly prohibited and can result in parking permits being revoked. Parking violations will result in disciplinary action by the student's assistant principal. ***Repeated violations will result in the student's vehicle being towed at the student's expense.***

- **Faculty parking spaces** are assigned, numbered and marked with blue curb paint. Students and parents must refrain from parking in faculty spaces throughout the school day.
- **Visitor Parking Spaces** are located at the front of the school on Emerson Avenue. They are clearly marked for Visitors Only. Students are never allowed to park in front of the school on Emerson. Students who do may have their vehicles towed at the owner's expense.
- **Handicapped parking spaces** are available on Douglas, Westchester, and in the HPHS Parking Garage. These spaces are always subject to the parking laws of the State of Texas and the City of University Park, and may be ticketed as such. School officials have no jurisdiction over these handicapped spaces. Please leave them available for drivers who have handicapped permits.
- **Visitor and volunteer parking** for parents and others visiting HPHS is available in clearly marked spaces on the first floor of the HPHS Parking Garage. **Students are never permitted to park in these spaces, and student vehicles may be towed from these spaces in the HPHS Parking Garage at the student's expense.**
- School officials, garage attendants, and the school resource officer will assist any student involved in an accident on campus with the exchange of insurance information.

Permission to park on the HPHS campus is granted subject to all rules and regulations of the school District. **By parking on campus, the person driving any vehicle is giving consent to a search of the vehicle by school officials or police.** If any person in the car other than the driver is the current custodian of the vehicle, consent to search is deemed given by the custodian also. Searches may include, but are not limited to, the entire interior of the vehicle as well as compartments, trunk, undercarriage, and all containers therein, locked or unlocked.

**Student parking is a privilege and not a right.** Violations of HPHS parking guidelines are subject to disciplinary consequences and could lead to the loss of student parking privileges for the year as well as having the student's vehicle towed at their expense. Students may **NOT** go to their vehicles during the school day without a pass from their assistant

principal. Open campus privileges are for seniors only. Underclassmen will not be permitted to leave the garage without a pass from their attendance office. Students should always lock their vehicles and store personal belongings out of sight.

## **Personal Property**

Students are at all times responsible for their personal property and are strongly encouraged to use hallway and locker room lockers to protect their personal property. **Students should not bring valuables or large sums of money to school.**

## **Pledge to the Flags and Moment of Silence**

Texas law requires students to recite the pledges to the United States and Texas flags once each school day. The legislation also requires schools to provide for a minute of silence following the pledges during which students may reflect, pray, meditate, or engage in another silent activity that is not distracting to other students. The law requires school employees to ensure that students remain silent and do not distract other students. Students may be excused from reciting a pledge on written request of the student's parent or guardian. Such requests must be made in writing to the student's assistant principal or to the Principal.

## **Posters and Signs**

Posters for clubs or organizations must be approved by the sponsor (signature and date required on each poster). Posters not affiliated with outside groups must be approved by an administrator. Posters displayed without authorization may be removed. Posters and signs for athletic events must, by UIL District policy, be positive in nature promoting or supporting the Scots and may not be negative or denigrating the opponent team.

## **Public Displays of Affection**

Public display of affection is prohibited on the campus of Highland Park High School. Students are subject to disciplinary action for public displays of affection

## **Questioning of Students by Law Enforcement Agencies**

When law enforcement officers or other lawful authorities wish to question or interview a student at school, administrators will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

In other circumstances:

- Administrators will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- Administrators ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.

- Administrators ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

## School Security, Safety, and Searches

Students must be under the direct supervision of an HPHS staff member while in the school building. Because of security, safety, and liability concerns, students are not permitted to be in the building, gyms, pool, stadium or other athletic facilities by themselves. Anyone loitering/gathering in the building, in the parking garage, and or in other areas of the campus after hours and/or without supervision may be subject to campus disciplinary action and/or arrest by police.

In the interest of school security and safety, all outside doors to the building will be locked. Students and parents should use the Student Entrance on Westchester and the main entrance on Emerson. After 8:10am, the front entrance will be closed to students, who can only enter after that time through the Student Entrance. All building entrances will be monitored by security cameras throughout the day. Students may be subject to disciplinary consequences if they prop open doors, open doors for anyone from the outside seeking entrance, try to enter the building through a locked door, or otherwise take actions that compromise building security.

Lockers and similar items are the property of the Highland Park Independent School District and are provided for student use as a matter of convenience. Lockers and similar items are subject to blanket searches or inspections by District administrators. Searches or inspections may be conducted at any time and without notice. Students shall be fully responsible for the security and contents of lockers and similar items assigned to them. Students shall make certain that lockers are locked and that the keys or combinations are not given to others. Material prohibited by law, District policy, or the HPISD Student Code of Conduct shall not be kept in a locker or similar item. Students shall be held responsible for any prohibited items found in their lockers or similar items.

Use of district-owned equipment and its network systems is not private and will be monitored by the district (see HPISD Board Policy [CQ](#) for more information). Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed [see HPISD Board Policy [FNF\(LEGAL\)](#) for more information].

Students shall be fully responsible for the security and contents of vehicles driven or parked on school property or at school-sponsored events. Students shall make certain that their parked vehicles are locked and that the keys are not given to others. Students shall not have in a vehicle on school property or at any school-sponsored event, any article or material prohibited by law, District policy, or the HPISD Student Code of Conduct.

Vehicles on school property or at school-sponsored events are subject to being searched. Students shall be held responsible for any prohibited items found in their vehicles on school property or at school-sponsored events. If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses, the District shall contact the student's parents. If the parents also refuse to permit the vehicle to be searched, the District will contact local law enforcement officials and turn the matter over to them.

Students on school property or at school-sponsored events are subject to being searched. Students shall be held responsible for any prohibited items found in their possession on school property or at school-sponsored events. Searches may include the use of specially trained dogs to sniff out and alert officials to the current presence of concealed prohibited items, alcohol, illicit substances, or other prohibited items [see HPISD Board Policy [FNCG\(LEGAL\)](#) for additional information].

Trained dog visits to schools shall be unannounced. The dogs shall be used in classrooms, common areas, the areas around student lockers, in the areas around vehicles parked on school property, and with individual students if reasonable cause exists. School officials may conduct a search if a dog alerts to a student, a locker, a vehicle, or an item in a classroom. Searches of vehicles shall be conducted as described above.

## School Trips

All students who make school-sponsored trips must be accompanied by a teacher/sponsor and must have the written permission of parents on file before making the trip. Negligence in attending sessions, meeting curfew requirements, or maintaining standards of conduct acceptable to Highland Park High School may justify sending the student home at the family's own expense. In the event of all trips, students are bound by the HPISD Student Code of conduct, The Kiltie, and rules of the school sponsor.

***Attendance on School Trips If Failing:*** A student may miss a class in which he/she is failing if the trip is part of the curriculum. A student may not miss a class in which he/she is failing to participate in an extracurricular event.

## Selective Service Registration

By federal and state law, all 18 year-old males must register with the Selective Service System. Registration is a requirement for federal employment, and failure to register can be very serious for students, including the loss of student loans, grants, scholarships. Selective Service System registration forms may be obtained in the counselors' office, in the main office, from teachers of Government classes, and from the United States Post Office. Young men may also register online at <http://www.sss.gov>.

## Sexual Harassment

HPISD and HPHS strictly prohibit sexual harassment of any type. Whether the conduct is by word, gesture, or any other sexual conduct, students must not engage in unwanted and/or unwelcome verbal or physical conduct of a sexual nature directed toward any student or school District employee.

All reports of student-student, student-adult, and/or adult-adult sexual harassment will be promptly and thoroughly investigated. Sexual harassment of any form will not be tolerated at school or school-related activities.

## Sportsmanship

All school discipline policies and rules apply to HPHS students at school activities whether on school property or away from school. Students or spectators who fail to exhibit good sportsmanship may be asked to leave the event and may face further disciplinary action.

By virtue of our Student Commitment Statement, our School Mission Statement, and our membership in the Texas University Interscholastic League, HPHS students agree to abide by the Good Sportsmanship Code:

- maintain pride in self and school.
- strive to keep high standards of conduct.
- cheering is always encouraged for one's own team.
- no taunts, chants, noises, cheers, jeers, songs, profanity, signs, or motions directed to the opposing team, coach, school, or officials. Treat everyone with respect.
- positive signs may be displayed for one's own team.
- no disrespect will be shown to the opposing team during introductions.
- no noise makers
- abide by the decisions of officials.
- accept victory or defeat graciously.

According to the UIL Sportsmanship Manual, **sportsmanship is character displayed through athletic competition.** The UIL further defines sportsmanship with their "Six Pillars of Character":

- trustworthiness
- respect
- responsibility
- fairness
- caring
- citizenship

The UIL Sportsmanship Manual lists these expectations for acceptable behavior by student groups and by spectators:

- always provide positive support for your team, rather than intimidating or ridiculing the other team.
- assist cheerleaders with yells, chants, etc. and be a working part of pep rallies with preparation, organization, and involvement.

- treat opposing players, coaches, spectators, and support groups with respect and enthusiasm.
- conduct yourself in an exemplary manner. Remember that you represent your school both at home and away.
- respect the integrity and judgment of the game officials. Treating them with respect, even if you disagree with their judgment, will reflect positively on your team and school.
- be an exemplary role model by positively supporting teams in very manner possible, including content of cheers and signs.
- remember that school athletics are a learning experience and that mistakes are sometimes made.
- a ticket is a privilege to observe the contest, not a license to verbally assault others or be generally obnoxious.
- learn the rules of the game so that you may understand and appreciate when certain situations take place.
- recognize and show appreciation for an outstanding play by either team.
- refrain from the use of any controlled substances before, during, and after the game on or near the site of the event.
- be a positive role model at events through your own actions and by censuring those around you whose behavior is unacceptable.

## Student Code of Conduct

Copies of the Highland Park Independent School District Student Code of Conduct are available for review at the Principal's office. The Code of Conduct is also posted on the HPISD website, <http://www.hpisd.org>, and the HPHS website, <http://hs.hpisd.org>.

## Students Taken Into Custody by Law Enforcement Agencies

State law requires the District to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.
- To comply with a properly issued directive to take a student into custody.

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student. The principal will immediately notify the superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact (please see HPISD Board Policy [GRA](#) for additional information).

## Textbooks

The HPHS Bookroom, C104, is open each school day from 8:00 a.m. to 4:00 p.m. Each student is issued textbooks using a bar coding system. Students are responsible for maintaining and turning in the textbooks they are issued by the last day of the school year. A late fee is assessed after the due date. If students turn in books barcoded to other students, they are still responsible for finding and turning in their own textbooks to prevent being assessed a fine for a lost book. Students also are responsible for damage to books they are issued, even if the book is returned by another student.

Textbook policies are posted in the Bookroom and on the HPHS website under the Student tab. Bills will be mailed to the student's address of record no later than ten (10) business days after the last day of final exams. **Until students take care of their obligation to maintain and turn in textbooks previously issued, they forfeit the right to check out additional textbooks.** Since Texas requires that all textbooks be covered, the Bookroom supplies free textbook covers. **Use of commercially available, stretch-fabric book covers is prohibited, as these cause considerable damage to the book when removed.**

Students can view textbooks that are checked out in their name:

1. Go to [destiny.hpsid.org](http://destiny.hpsid.org)
2. Choose "High Schools," "Highland Park High School"
3. In the upper right corner, click "Login"
4. Use your HPHS network login (first.last)
5. In upper left corner, choose "My Info"

## Transcripts and Student Records

Students may request an official transcript in writing from the Registrar in the Counselors Office.

Highland Park High School complies with current Texas law that requires schools to forward student academic and Special Education records to other schools upon formal request.

## Visitors

Parents are always welcome to visit Highland Park High School. Specific appointments with teachers, counselors, administrators, or other staff members may be scheduled through phone calls or email.

All visitors, including parents, social service workers, invited speakers, maintenance and repair persons not employed by the District, vendors, representatives of the news media, and former students, must first report to the campus office.

Passes must be worn by visitors at all times. Visits to individual classrooms during instructional time will be permitted only with the principal's and teacher's approval, and such visits will not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

Because of crowded conditions on this campus and in the interest of school safety, HPHS students are not permitted to bring visitors on campus during regular school hours without prior approval of the principal or an assistant principal.

To visit and tour the HPHS campus, prospective students and parents should make an appointment by calling the HPHS Counseling Office at 214-780-3740.

Former HPHS students may visit only during lunch periods, only in the HPHS Cafeteria, and only if they have made prior arrangements with an assistant principal.

## Waivers for School-Sponsored Travel

Students making a trip sponsored by HPHS are required to turn in notarized waiver forms. The waiver forms may be obtained from the teacher sponsoring the trip.

## Websites

**Highland Park High School:** <http://hs.hpsid.org>; **Highland Park Independent School District:** <http://www.hpsid.org>.