Kiltie

Student and Parent Information Guide
2012-2013

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://www.hpisd.org, supersedes all other sources of information. Although the *Kiltie* is updated, accurate, and consistent with District policy and state laws at the time of printing, 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 School Board Policy FNA(LOCAL), available on the District website at http://www.hpisd.org, for additional information concerning student expression rights and responsibilities.

Nondiscrimination Statement

In its efforts to promote nondiscrimination, HPISD does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including CTE programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Title II of the Americans with Disabilities Act of 1990 (ADA), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

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 gender: Director of Women's Athletics, 7015 Westchester Drive, Dallas, 214-780-3000.
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Director of Special Programs, 4220 Emerson Avenue, Dallas, 214-780-3000.
- All other concerns regarding discrimination: see HPISD policies FB(LOCAL) and FFH(LOCAL) or contact the Superintendent at 7015 Westchester Drive, Dallas, 214-780-3000.

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.

Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education

If a child is experiencing learning difficulties, the 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 referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for 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 school districts to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the District must decide if the evaluation is needed. If the evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The District must complete the evaluation and the report within 60 calendar days of the date the District receives the written consent. The District must give a copy of the report to the parent.

If the District determines that the evaluation is not needed, the District will provide the parent with prior written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights, if they disagree with the District. The District is required to give parents the ***Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities***. Additional information regarding the Individuals with Disabilities Education Act (IDEA) is available from the District in a companion document, ***A 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, http://www.texasprojectfirst.org/
- Partners Resource Network, http://www.partnerstx.org/howPRNhelps.html

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is the student's counselor.

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.

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 Policy FNC(LEGAL) and FNCD(LOCAL), available on the District website at http://www.hpisd.org, 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

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

Early Dismissal

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

Assembly Schedule – AM

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

Assembly Schedule - PM

1st	8:10 - 8:54
2nd	9:00 - 9:44
3rd	9:50 - 10:34
4th	10:40 - 11:24
5th	11:30 - 12:14
6th	12:20 - 1:04
Assembly	1:10 - 1:50
7th	1:56 - 2:40
8th	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
Assistant Principal for Academic Affairs		Marta Gott
Assistant Principal for Instruction		Erica Castille
Assistant Principal	A - G	Emily Bowers
Assistant Principal	H - N	Ken Fox
Assistant Principal	O - Z	Evan Heckmann

Counseling Team

Lead Counselor		Micah Lyles
Personal/Social Counselor		Candice Conner
Counselor	A - CON	Beth Irwin
Counselor	COO - G	Jon Mamula
Counselor	H - LA	Greg Rico
Counselor	LE – N	Carolyn James
Counselor	O - SL	Micah Lyles
Counselor	SM - Z	Mindy McMinn

Department Chairs

Media Information & Technology	Brenda McGurgan
English	Anne Balden
Fine Arts and TAG	Linda Raya
Languages Other Than English (LOTE)	Maria Moises-Garcia
Math	Melynda Wright
Science	Roseanne Leediker
Social Studies	Larry Jackson/Janis Knott
Special Education	Sandye Cox

Community Service Coordinator	Scott McClanahan
Campus Instructional Technologist	Shelly Venable

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-G	214-780-3723
Attendance Office H-N	214-780-3710
Attendance Office O-Z	214-780-3714
Bagpipe (School Newspaper)	214-780-3888
Band	214-780-3737
Bookroom	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	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 (HPHS)	214-780-4790
Student Council	214-780-4707
Talented & Gifted (TAG) Office	214-780-3881
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 G127, 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.

Academic Center for Talented and Gifted

The Academic Center for Talented and Gifted Students, in G124, 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.

Library Media Center

The Library Media Center is open from 7:30 a.m. - 4:00 p.m. Monday through Thursday and from 7:30 a.m. - 4:00 p.m. on Friday. 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 on the following website: http://destiny.hpisd.org/common/servlet/presenthomeform.do?l2m=Home&tm=Home&l2m=Home.

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.**

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 9 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 9th day of the semester, in accordance with UIL eligibility rules.

Level Changes

Students enrolled in Pre AP, TAG or AP classes, **with teacher recommendation and administrator approval, may be granted a change to a regular class during the first six weeks grading period or at the end of the semester.**

Schedule change guidelines 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.

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 various organizations, such as the National Honor Society and the Student Council. Students must be passing ALL courses in order to participate in any extracurricular activity. Grades in audited courses have no impact on extracurricular 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.**

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. 17.

Grade 9: Students must have been promoted from the 8th grade.

Grade 10: Five accumulated credits. *

Grade 11: Twelve 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 does not count for UIL eligibility.

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 Restrictions from Extracurricular Activities

Students who are assigned full day In-School Suspension (ISS), District Alternative Education Program (DAEP), or Out-of-School Suspension (OSS) are prohibited from attending or participating in a school-sponsored activity any day during the disciplinary assignment.

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.

Regaining Eligibility

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

GRADE REPORTING / ELIGIBILITY CALENDAR 2012-2013

1st SIX WEEKS
Progress Report Grades
Last day of progress period is Fri., Sept. 14, 3:30 pm
Grades due: Mon., Sept. 17, by 8:00 am
Eligibility: N/A
Report Card Grades
Last day of grading period is Fri., Oct. 5, 3:30 pm
Grades due: Tues., Oct. 9, by 8:00 am
Eligibility: lose on Fri., Oct. 12, at 3:30 pm

2ND SIX WEEKS
Progress Report Grades
Last day of progress period is Fri., Oct. 26, 3:30 pm
Grades due: Mon., Oct. 29, by 8:00 am
Eligibility: regain on Fri., Nov. 2, at 3:30 pm
Report Card Grades
Last day of grading period is Fri., Nov. 9, 3:30 pm
Grades due: Mon., Nov. 12, by 8:00 am
Eligibility: regain or lose on Fri., Nov. 16, 3:30 pm

3rd SIX WEEKS
Progress Report Grades
Last day of progress period is Fri., Nov. 30, 3:30 pm
Grades due: Mon., Dec. 3, by 8:00 am
Eligibility: regain on Fri., Dec. 7, at 3:30 pm
Report Card Grades
Last day of grading period is Fri., Dec. 21, 3:30 pm
Grades due: Sat., Dec. 22, by 10:00 am
Eligibility: regain or lose on Mon., Jan. 14, 3:30 pm

4th SIX WEEKS
Progress Report Grades
Last day of progress period is Fri., Jan. 25, 3:30 pm
Grades due: Mon., Jan. 28, by 8:00 am
Eligibility: regain on Fri., Feb. 1, at 3:30 pm
Report Card Grades
Last day of grading period is Fri., Feb. 15, 3:30 pm
Grades due: Tues., Feb. 19, by 8:00 am
Eligibility: regain or lose on Fri., Feb. 22, 3:30 pm

5th SIX WEEKS
Progress Report Grades
Last day of progress period is Fri., March 8, 3:30 pm
Grades due: Mon., March 18, by 8:00 am
Eligibility: regain on Mon., March 25, at 3:30 pm
Report Card Grades
Last day of grading period is Fri., April 12, 3:30 pm
Grades due: Mon., April 15, by 8:00 am
Eligibility: regain or lose Fri., April 19, 3:30 pm

6th SIX WEEKS
Progress Report Grades
Last day of progress period is Fri., May 3, 3:30 pm
Grades due: Mon., May 6, by 8:00 am
Eligibility: regain on Fri., May 10, at 3:30 pm
Report Card Grades
Last day of grading period is Fri., May 31, 3:30 pm
Grades due: Sat., June 1, by 10:00 am

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.

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.

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.

Grade Classification

Students are eligible to enter the ninth grade when they have successfully completed the eighth grade. Grade year classification 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 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.

Numeric Value	AP*	Pre-AP* Honors*	State-Approved, State-Approved Modified, and Locally Developed Courses
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	3.5	3
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	2.5	2
60-69	1	1	1
Below 60	0	0	0

* TAG designated courses in these areas carry the same weighted grade points.

According to Texas Education Agency policy, student transcripts will include a final course average for all courses requiring a state-mandated STAAR End Of Course (EOC) exam. **The EOC exam score will comprise 15% of the final course grade, but this final course grade will not be included in the student's cumulative grade point average.**

Numerical Non-GPA Option for Juniors and Seniors

Junior and senior students who have completed the physical education graduation requirement will have the option to elect a numerical non-GPA option status for athletics/P.E. courses, varsity cheer, or Belles dance courses. **Students must declare their intent in writing by 4pm on the first day of instruction or, for newly enrolled students, by 4pm on the first day of enrollment.** Eligible students may utilize the option for up to two credits.

Junior students in the performing arts and journalism will have the option to elect a numerical non-GPA option for the third year of participation in those programs. The option is limited to students who have two years of program participation and GPAs at or above 4.0 as determined by the three-semester transcript issued by Highland Park High School. **Students must declare their intent in writing by 4pm on the first day of instruction.** Eligible students may utilize the option for up to two credits. The option would not extend to the fourth year of these programs, since an honors course option currently exists.

These options are available to students beginning in the fall of 2012. There will be no retroactive change in policy.

For additional information about courses not included in the calculation of a student's grade point average, please see the HPHS Academic Planning Guide and 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 2009-2010 school year.
2. Credit by examination.
3. Any courses taken outside the District.
4. Correspondence and out-of-District electronic courses.
5. Summer school or summer programs taken outside the District, except for concurrent enrollment.
6. District or out-of-District courses taken in middle or junior high school for high school credit.
7. Credits transferred from other Districts prior to the 2007–08 school year.
8. 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.

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 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 will be mailed to parents 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.

Guidelines to Retake a Failed Test or Redo a Failed Assignment

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 will not be permitted to redo an assignment or retake a test if they received a grade of zero 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 or a reduced grade on the original assignment or test because they were found to have committed an act of academic dishonesty.
- Students will not be permitted to redo an assignment if they received a zero 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 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 reteaching 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 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/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 (see the 2011-2012 HPISD Grade Reporting and Eligibility Calendar for specific dates).
- All current UIL and HPISD policies concerning the student's eligibility to participate in extracurricular activities will still apply.
- The maximum grade for a redone assignment or retaken test will be 70%.

Graduation Requirements

To receive a diploma and to participate in commencement exercises, the student must successfully:

- Pass all sections of the exit-level TAKS test.
- Complete the 50 hours of community service required by HPISD policy.
- Complete one of the Highland Park High School graduation programs.

Recommended High School Program

Academic Core	
English	4.0
Mathematics	**4.0***
World Geography	1.0
World History	1.0
United States History	1.0
United States Government	.5
Economics	.5
Languages Other Than English	**2.0****
(1 credit earned at the middle school may count)	
Science	**4.0*****
Health	.5
Physical Education (or equivalent)	**1.0******
Technology Credit	1.0
Fine Arts (Art, Music, Theatre, Dance)	1.0
Communication Applications	.5
Electives	**4.0******
TOTAL	**26.0**

***Four years of math are required.** Algebra I and Geometry taken at the middle school may count as high school credit.

****Two credits of the same language other than English are required by the State for the Recommended Program.** Highland Park High School recommends three for selective college admissions. The Distinguished Achievement Program requires three (3) credits of the same foreign language.

*****Students completing the Recommended High School Program are required to take Biology, Chemistry, Physics, and one other higher level science course.**

******One credit of Physical Education (or equivalent) and four credits of Electives are required for graduation.**

An exception to the Recommended High School Program may be granted only through the approval of an ARD or SST Committee.

Distinguished Achievement Program

The Distinguished Achievement Program recognizes students who demonstrate levels of performance equivalent to college work. Professionals in the arts, sciences, business, and industry or in community service must judge other measures.

Requirements: Students must complete the Highland Park High School Recommended Graduation Plan, earn 3 credits of the same language other than English, and receive any combination of four of the following advanced measures (examples: 2 AP examinations, 1 college course, 1 research project or 4 AP examinations). Beginning with the class of 2015, in order to receive a diploma under the Distinguished Achievement Program, students must also meet Level III: Advanced Academic Performance, the post-secondary-readiness performance standard, on the Algebra II and English III End-of-Course assessments. Distinguished Achievement Program advanced measures include:

Original Research/Project:

- judged by a panel of professionals in the field that is the focus of the project; or
- conducted under the direction of mentor(s) and reported to an appropriate audience;

Test Data:

- a score of 3 or above on the College Board Advanced Placement examination;
- a score of 4 or above on an International Baccalaureate examination;
- a score on the PSAT that qualifies a student for recognition as a Commended Scholar or higher by the National Merit Scholarship Corporation; as part of the National Hispanic Scholarship Program of the College Board; or as part of the National Achievement Scholarship Program for Outstanding Negro Students of the National Merit Scholarship Corporation. The PSAT score may count as only one advanced measure regardless of the number of honors received by the student;

College Courses:

- a grade of 3.0 or higher on courses that count for college credit, including tech prep programs;

License:

- a license awarded by a professional board or association. (This item may count for only one advanced measure, regardless of the number of licenses received.)

The PSAT may count as one advanced measure regardless of the number of honors received from the PSAT score.

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)].

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 completed by April 30 of their graduation year.

Service hours must be recorded on the HPCSC website, www.hphscsc.org, within 30 days after the completion of the project or activity in order to receive credit.

Volunteer work must be with an approved 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 to 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.

Students must secure a supervisor's signature from the non-profit agency to receive credit for the work. Forms will be available on the Community Service website at www.hphscsc.org. It is the student's responsibility to keep an accurate record of all service performed throughout his/her high school career.

Students cannot earn service hours by volunteering to be aides on campus at HPHS, nor can they earn service hours for fundraising for campus or District groups. 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 while participating in a CSC or club activity. School service work for HPISD will be limited to 10 of the first 50 cumulative hours. After the 50 hour graduation requirement has been fulfilled, there is no limit to the number of hours a student may earn through the school District. A faculty member or community sponsor of the service work activity must submit a list of students earning service hours through the event to the Community Service Coordinator.

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 for students is available through the Community Service Council Coordinator. **Login for the CSC website is the same as HPHS computer network login, as follows: Username: first five letters of last name, first letter of given first name, and last two digits of student identification number. Password: student identification number.**

Hours may be entered as a range, but the range may not exceed 30 days. For service projects that may extend over 30-days (such as Boy / Girl Scout projects) hours should be entered every 30 days. Ranges of greater than 30 days for entering service hours will not be accepted. Documentation may be requested and reviewed at any time for any service activity entered into the CSC system.

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 years 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 sponsor. Contact information for CSC sponsor may be found the on the CSC website, 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.

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 Academic Planning Guide.

Advanced Placement (AP) Courses

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. **Students enrolled in an AP course will be required to take the AP exam for the course, and payment for an AP exam will be required when the student registers for the AP course on which the exam is based.** Financial assistance for AP exams may be available through the student's counselor if requested at the beginning of the course.

Talented and Gifted

The high school 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.

Credit by Exam

With the prior recommendation of the appropriate administrator, a student may use credit by examination (CBE) to earn credit in any academic course at the secondary level.

A maximum of two credits may be earned toward graduation through CBE. This maximum does not apply to a CBE taken in accordance with HPISD policies applicable to transfer students.

Students passing an upper-level examination (Level II, III, IV, or V) in LOTE will be given credit for the upper-level course and the course prerequisite to that upper-level course.

Students passing the Algebra II examination also will be given credit for Algebra I.

To be eligible to earn credit by examinations, a student shall have had prior instruction in the subject or course, as determined by a review of the student's educational records.

When taking an examination to earn credit for a failed course, a student must have received a grade of at least 60 in the course failed.

To receive credit for the following courses, students must pass HPISD-approved competency examinations:

1. Summer high school programs administered at colleges or universities.
2. Homeschool courses.
3. Courses from schools whose accreditation is not recognized by the Texas Commissioner of Education.
4. Foreign exchange programs.

The credit-by-examination grade recorded will be the competency test score. The grade awarded will appear on the student's transcript

Transfer students from a non-accredited school taking CBE for credit verification will be assigned grade points for the competency test score.

Students new to HPISD who have completed high school coursework in middle school but who have not received high school credit documented on a high school transcript may:

1. Retake the course for credit, or
2. Take the competency examination and pass with a 70 or above to earn credit, in accordance with local policy for transfer students.

On recommendation of the attendance committee, a student who has excessive absences may be permitted to earn or regain course credit through credit by examination.

Credit by examination will not be used to gain eligibility for participation in extracurricular activities.

To receive credit, students must score a grade of 70 or above on the examination.

Distance Learning Courses

Distance Learning Courses include correspondence courses, on-line courses, electronic courses, or other courses delivered by providers out of HPISD.

All high school students will be eligible to take Distance Learning Courses and earn credit toward graduation.

Prior to enrollment in a Distance Learning Course, 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.

The 80th Texas Legislature established a state virtual school network to provide online courses for Texas students and created a state virtual school allotment to fund courses provided through the Texas Virtual School Network (TxVSN). Courses provided through TxVSN are considered HPISD programming and thus are not considered out-of-District. Students interested in finding out more about TxVSN should see their school counselor.

No more than two full credits for high school graduation may be earned through a combination of concurrent enrollment in college courses, Distance Learning Courses, and any other out-of-District courses, including out-of-District summer school courses. Credit may not be earned from an out-of-District online or electronic course if the course is offered by HPISD.

The Superintendent or designee may waive limitations on an individual basis for extenuating circumstances.

As a general rule, students must have completed the credit for a Distance Learning Course <u>by the end of the semester in which the student started or enrolled in the course.</u>

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.

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.

<u>FINAL EXAMINATIONS</u>

Exam Exemptions

<u>Seniors</u> 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.

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.

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.

Juniors and Sophomores may be eligible for exemption from final exams during the spring semester only if they are enrolled in an Advanced Placement course that culminates with an AP examination (for example, AP World History or AP US History) and meet the exemption eligibility criteria listed above for seniors. Juniors and Sophomores are not eligible for fall semester exam exemptions in single semester AP courses such as AP Psychology and AP Human Geography.

Additional Exam Exemption Guidelines

- 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 2012-2013

Fall Semester Examinations (times and periods subject to change):

Friday, December 14, and Monday, December 17:
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 18

8:10 - 8:50	1st Period Exam Tutorials
8:50 - 10:50	**EXAM 1st period**
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	**EXAM 2nd period**

Wednesday, December 19

8:10 - 8:50	3rd Period Exam Tutorials
8:50 - 10:50	**EXAM 3rd period**
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	**EXAM 4th period**

Thursday, December 20 *(no lunch served)*

8:00 - 8:40	5th Period Exam Tutorials
8:40 - 10:40	**EXAM 5th period**
10:40 - 10:50	Passing
10:50 - 11:30	6th Period Exam Tutorials
11:30 - 1:30	**EXAM 6th period**

Friday, December 21 *(no lunch served)*

8:00 - 8:40	7th Period Exam Tutorials
8:40 - 10:40	**EXAM 7th period**
10:40 - 10:50	Passing
10:50 - 11:30	8th Period Exam Tutorials
11:30 - 1:30	**EXAM 8th period**

Spring Semester Examinations Grades 9-11 (times and periods subject to change):

Thurs., May 23, and Fri., May 24 (no school Mon., 5/27):
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 28

8:10 - 8:50	8th Period Exam Tutorials
8:50 - 10:50	**EXAM 8th period**
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	**EXAM 7th period**

Wednesday, May 29

8:10 - 8:50	6th Period Exam Tutorials
8:50 - 10:50	**EXAM 6th period**
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	**EXAM 5th period**

Thursday, May 30 *(no lunch served)*

8:00 - 8:40	4th Period Exam Tutorials
8:40 - 10:40	**EXAM 4th period**
10:40 - 10:50	Passing
10:50 - 11:30	3rd Period Exam Tutorials
11:30 - 1:30	**EXAM 3rd period**

Friday, May 31 *(no lunch served)*

8:00 - 8:40	2nd Period Exam Tutorials
8:40 - 10:40	**EXAM 2nd period**
10:40 - 10:50	Passing
10:50 - 11:30	1st Period Exam Tutorials
11:30 - 1:30	**EXAM 1st period**

Spring Exam Schedule for Seniors:

Tues., May 21, and Wed., May 22: Senior Dead Days

May 23: Periods 1, 2, 3, and 4 Exams
May 24: Periods 1, 2, 3, and 4 Exams
May 28: Same schedule as grades 9—11
May 29: Same schedule as grades 9—11
May 30: Honors Day
May 31: 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 Highland Park High School

All high school students will be eligible to take summer school courses and earn credit toward graduation.

Prior to enrollment in summer school courses at HPHS or outside of HPISD, a student will 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 is encouraged.

Each of the two summer school sessions represents one of the regular school year semesters. 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 take five weeks to complete and provide one full year (two semesters' worth) of academic credit. Students who would like to free up time during the regular school year to complete the "4X4" math and science graduation requirement, participate in extracurriculars, or take elective courses should take advantage of minimester offerings. Also, the small class size (typically half the size of a regular semester class) ensures a more personalized learning environment for students. Minimester courses have an extended day schedule (7:30am to 2:30pm) Monday through Thursday.

Summer School Schedule for 2013 (these dates and times are subject to change):

First Session (semester course credit):
June 3 – June 20, 2013
Hours: 7:30 am – 12:45 pm, Mon. - Thurs.

Second Session (semester course credit):
June 24 – July 11, 2013
Hours: 7:30 am – 12:45 pm, Mon. - Thurs.
July 4th Holiday

Minimester (full year credit):
June 3 – July 3, 2013
Hours: 7:30 am – 2:30 pm, Mon. - Thurs.

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. Students must complete a "Request for Off-Campus Instruction" form prior to attending an off campus school to assure acceptance of the credit. Courses that are not regularly offered at Highland Park High School must be approved individually by the student's counselor. Summer school permission forms are available on the HPHS Counseling webpage or in the Counseling Office. It is the student's responsibility to see that transcripts from other schools are mailed to Highland Park High School.

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:	**214-780-3723**	**A - G**
	214-780-3710	**H – N**
	214-780-3714	**O - Z**

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 be eligible to receive credit in a class, a student must attend at least 90 percent of the days the class is offered. **Students should not construe this 90 percent rule to mean that they have any "free" absences in any class before penalty.** By state law and School District policy, a student who attends fewer than 90 percent of the days the class is offered **cannot receive credit** for the class unless the Attendance Review Committee finds that the absences are the result of extenuating circumstances. 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.

If the faculty Attendance Review Committee finds that there are not extenuating circumstances for the absence 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**. If a petition for credit is denied, the student or parent may appeal the decision by submitting a written request with full information and supporting documentation to the Principal within 30 days of the end of the semester.

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 [See 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 G100. Students needing a VOE form should sign up in G100 by 1:45pm. Forms will be ready for pick up after 2:30 that same day.

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 the 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

When students arrive on campus, they are considered in attendance for the entire day under the supervision of the school and may not leave the campus without authorization from campus administration. Students who leave for any reason without proper authorization and/or without signing out through the Attendance Office will be considered nonattending.

No students may leave the campus without checking out through their Attendance Offices:

214-780-3723	**A - G**
214-780-3710	**H - N**
214-780-3714	**O - Z**

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, doctor's name and telephone number if applicable. All notes for dismissal should be brought to the student's Attendance Office before 8:05 a.m. on the day of the appointment.

- Without a note from home, a student will not be permitted to leave school unless a parent comes in person to the Attendance Office and requests the dismissal of the student at a specific time. Students may not be dismissed by a phone call from the parent except in the case of an emergency.
- If a student returns within the time stated on the written request from the parent, an additional written excuse is not necessary.
- Students who leave and return to school during the school day must re-enter the building through the student entrance on Westchester Drive.
- In case of school illness, the student must check out through the Clinic. The student is permitted to leave only if contact with parent or specified alternate adult is made.

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 or 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 the 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; and
2) the student is subject to prosecution under section 25.094.

An offense under 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 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" or "co-curricular activity" absences;
- No college visits during school time(for juniors and seniors).

Absences to participate in school-sponsored field trips, school-sponsored extracurricular activities, 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.

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 Code of Conduct for specific information.

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/Cheating

Plagiarism is a significant form of academic dishonesty that 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.** Other sources may include Internet documents, other classmates' work, online translators, and/or any published piece. In classes of languages other than English, using an electronic translator, tutor, or native speaker to aid the student in completing an assignment at a level beyond the current or student's ability will be considered cheating.

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 9th – 12th 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.

THE GUIDANCE PROGRAM

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 (7) guidance counselors who work with students according to their last names. The Director of Guidance for Highland Park chairs the high school guidance department and directs the K-12 guidance program throughout the District.

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 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.

Transfer Students

Non-resident students will not be permitted to attend HPISD schools, with the following exceptions:

- Resident students who become nonresidents during the course of a semester will be permitted to continue in attendance for the remainder of the semester.

- Students in grade 12 who become nonresidents during the course of the senior year will be permitted to continue in attendance for the remainder of the year.
- Upon submission of appropriate documentation, nonresident students who will become residents during the course of the first semester will be permitted to be in attendance at the beginning of the school year.

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.

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.

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 Highland Park from another school at the beginning of or during the first semester of the senior year will be expected to meet all Highland Park High School graduation requirements as well as pass (or provide evidence of already having passed) the Texas Assessment of Knowledge and Skills (TAKS) test. TAKS is a high school exit-level test given to all juniors (11th grade) in the spring. Students who do not receive a passing score on the test taken in the spring of their junior year have four more test dates on which to take the test: October and March of the junior year, and October, March, and May of the senior year.

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, 2012-2013

Test Date	Test	Reg. Regis.	Late Regis.
Oct 6	SAT I&II	Sept 14	Sept 26
Nov 3	SAT I&II	Oct 5	Oct 19
Dec 1	SAT I&II	Nov 6	Nov 20
Jan 26	SAT I&II	Dec 28	Jan 11
March 9	SAT I only	Feb 8	Feb 22
May 4	SAT I&II	April 5	April 19
June 1	SAT I&II	May 7	May 21

Test Date	Test	Reg. Regis.	Late Regis.
Sept 8	ACT	Aug 17	Aug 24
Oct 27	ACT	Sept 21	Oct 5
Dec 8	ACT	Nov 2	Nov 16
Feb 9	ACT	Jan 11	Jan 18
April 13	ACT	March 8	Mar 22
June 8	ACT	May 3	May 17

Test Date	Test
Oct 10	PSAT
Dec 18-21	Fall Final Exams
March 4	TAKS ELA
April 23-26	TAKS Math, Science, & Social Studies
May 6-17	Advanced Placement Exams
May 28-31	Spring Final Exams (Finals for seniors begin May 23)

ADDITIONAL IMPORTANT INFORMATION

Announcements

Announcements will be made on the PA system during 2nd period following the Pledge of Allegiance and moment of silence. **Activity and event sponsors should submit their announcements via email only to Mr. Heckmann, Ms. Davila, or Mrs. Scott in the G150 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. Other announcements, such as those for a specific group, will be broadcast on HPHS HDTV message boards. **These announcements must be submitted by activity and event sponsors via the HPHS Moodle Announcements webpage 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 Policy EFA (Local) and complaints against peace officers are addressed at HPISD Policy CKE (Local).

Athletic Commitment to Excellence 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.hpisd.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 attendance 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.

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. The following listing of clubs is subject to change:

Academic Decathlon	HP Crew
AFS	HP Hockey
ASTRA	HP Lacrosse
Astronomy Club	HP Rock Paper Scissors
Bagpipe	HP TV
Best Buddies	Highlander
Bowling Club	Hi-Lites
Brains for Autism	Honor Council
Business Club	ISI
CASA Club	JW Ray Elementary
Cheerleading	Junior Classical League
Chess Club	Kilts
Clean Team	Latin Club
Community Service Council	Mu Alpha Theta
Cool Kids Club	National Honor Society
Debate Club	O Ambassadors
Dream Big	Operation Smile
English NHS	Powerlifting Club
Fashion Club	Robotics Club
Fishing and the Outdoors	Rodeo Club
FCA	Roots
Financial Investment Club	Roots and Shoots
French Club	65 Roses
French NHS	Science NHS
Gay-Straight Alliance	Spanish NHS
Habitat For Humanity	Spirit Club
Heart to Heart	Student Council
Hearts for Hunger	Teenage Republicans
Helping Hands	Thespian Club
Helping Hearts	Ultimate Frisbee

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 the 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.-ll: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 regarding class interruptions and to prevent disruption of teaching and learning, deliveries cannot be made to HPHS students during class. All medications must be taken to the HPHS Clinic for students to pick up. Except for food, flowers, balloons, and gifts, items may be dropped off at the Emerson Avenue reception office, G100, for students to pick up during the day. 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, Tornado, and Building Evacuation

All students and personnel will exit the building upon hearing the emergency alarm for fire or building evacuation. Students will follow the evacuation procedures outlined in the fire drill chart or tornado drill chart as directed by their teachers and other building personnel.

Guidelines for Responsible Use of Technology

As a student at HPHS, you are given access to the District's electronic communications system. The electronic communications system includes, but is not limited to, use of electronic email, computers, the Internet, the network, videoconference system, television broadcasting, closed circuit television, telephones, fax machines, wireless network and printers. Our goal in providing these resources is to promote educational excellence in HPISD by facilitating resource sharing, innovation, communication, and collaboration.

Through this system, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries, and computer services all over the world. It is possible that you may run across areas of adult content and some material you (or your parents and teachers) might find objectionable. While the District will take reasonable steps to restrict access to such material, it is not possible to absolutely prevent such access. HPISD believes that the valuable information and interaction available on this network far outweighs the possibility that you may discover material that is not consistent with the educational goals of the District. Highland Park Independent School District supports and respects each family's right to decide whether or not to allow access to any part of the electronic communications system.

With this educational opportunity comes responsibility. It is important that you read the District policy, administrative regulations, and agreement form, and ask questions if you need help in understanding them. The smooth operation of a network relies upon the proper conduct of the users who must adhere to strict guidelines. The guidelines below are provided so that you are aware of the privileges and the responsibilities related to your use of the network.

The District expects efficient, ethical, responsible and legal utilization of the network. Inappropriate system use will result in the suspension or cancellation of the privilege to use this educational tool, and you will also be subject to disciplinary action listed in the HPISD Student Code of Conduct. Deliberate attempts to degrade or disrupt system performance, or vandalism are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Criminal mischief includes any malicious attempt to harm or destroy equipment, data of another user, the HPISD network, or other networks that are connected to the HPISD servers. Local law enforcement will be involved when criminal acts have been committed. Additional disciplinary action will be taken which may include placement in a mandatory alternative education program or expulsion.

It will be your responsibility to follow the rules for appropriate use.

Netiquette: The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not write or send abusive message to others.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Do not reveal personal addresses or phone numbers, or those of other students or colleagues.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the appropriate administrator.
- Do not use the network in such a way that would disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be private property and subject to copyright regulations.

Responsible Use: Student use of the electronic communications system must be in support of education and research and be consistent with the educational objectives for the Highland Park Independent School District. Proper behavior, as it relates to the use of computers, is no different than proper behavior in all other aspects of HPISD activities. You are expected to use the computers and computer networks in a responsible, ethical, and polite manner.

Your use of the computers, computer network, and other parts of the electronic communications system is only allowed when supervised or granted permission by a staff member.

Your participation in chat rooms, email accounts, newsgroups, blogs, social networks (like MySpace or Facebook), forums, wiki, or listservs accessed on the Internet is permissible only during a curriculum-related activity and then only under direct supervision and monitoring by your teacher or other District staff. Participation in any outside site, as directed by a school official, should be conducted as if in a classroom environment. As a user of an external educational site you are expected to abide by the generally accepted rules of school network etiquette.

You are expected to follow existing copyright and fair use laws, copies of which may be found in each campus library.

If you gain access to inappropriate material on the District's network, you are expected to discontinue the access immediately and to report the incident to your supervising teacher immediately.

If you have knowledge that someone else is attempting to or has vandalized the network or has brought prohibited materials into the electronic environment, you are to report the incident to your supervising teacher immediately.

You must remember that your work and communication on the network are not private and may be monitored or reviewed at any time.

Improper use of District technology resources is prohibited, as well as improper use of personal electronic devices at school. This includes, but is not limited to, the following:

- Attempting to log on or logging on to a computer or email system by using or sharing another's password
- Accessing the network/wireless network with personal telecommunications or other electronic device for purposes not related to instruction
- Downloading or installing unauthorized software or external data on any District computer, whether stand-alone or networked to the District's system
- Illegally copying software or unauthorized data or files
- Using the system to send, post, create, or intentionally access messages, images, or other electronic information that is abusive, obscene, vulgar, sexually oriented, racially offensive, threatening, harassing, damaging to another's reputation, or illegal
- Attempting to or vandalizing District equipment, materials, data, files, or webpages
- Knowingly placing a computer virus on a computer or the network
- Bringing prohibited materials into the District's electronic environment
- Gaining or attempting to gain unauthorized access to resources or information on the District's electronic communications system
- Accessing information resources, files, and/or documents of another user without permission
- Forgery of electronic mail messages
- Using the District's system for commercial or political use, or advertising
- Attempting to or sending anonymous messages of any kind or spamming
- Using the network to provide addresses or distribute personal information about yourself or others
- Providing unauthorized access to school materials such as blog, podcast, or wikis
- Using proxy server or any other attempt to work around content filters.
- Playing or downloading games that are not used expressly for educational purposes and without permission.

Reliability: Highland Park Independent School District offers no warranties of any kind, whether expressed or implied, for the services provided. HPISD will not be responsible for damages suffered, such as loss of data resulting from equipment and/or software failures, delays, non-deliveries, mis-deliveries, or service interruptions caused by the District's negligence, user errors, or omissions. Use of any information obtained via the HPISD network is at the user's own risk. HPISD is not responsible for the accuracy or quality of information obtained through network services.

Updating User Information: The HPISD network may occasionally require new registration and account information from users to continue providing services. Users must notify the HPISD network of any changes in account information. Currently, there are no user fees for these services.

Exception of Terms and Conditions: All terms and conditions as stated in this document are applicable to the Highland Park Independent School District. The terms and conditions reflect the entire agreement of the parties and supersede all prior oral and written agreements and understandings of the parties. Terms and conditions shall be governed and interpreted in accordance with the laws of the State of Texas and the United States of America.

Notification of Restricted Access: Parents who wish that their child/children have limited or no access to the District's electronic communications system must communicate this to their child's/children's campus principal in writing on a yearly basis. This information will be kept on file at the campus for one school year.

Hallway Traffic

Students are not permitted to be in the hallways during class time or lunchtime without teacher permission. Although students may go to the Library or ACAT 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 Room G241.

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 locks. Students must provide their own locks**

Lost and Found

Lost and found textbooks are held in the Bookroom, G130. Other items that are not immediately identifiable, such as jackets or shirts, will be held only until the end of a semester in the G150 Attendance 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 and juniors are allowed to purchase parking spaces prior to the beginning of the school year. Sophomore permits will be sold on a space-available basis, while freshmen do not have parking privileges. Oversized vehicle parking is very limited due to our lack of space and must be approved by the student's assistant principal.

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 available at the front of HPHS and are marked as such with yellow curb paint. **Student vehicles are never considered as visitors.** Student vehicles may be towed from visitor parking at the student's expense.
- ***Handicapped parking spaces*** are available on Douglas, Westchester, and in the 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.
- ***PTA volunteer parking*** in clearly marked spaces is available on the north end of the first floor of the parking garage. Student vehicles may be towed from PTA volunteer parking 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. Violators are subject to disciplinary consequences up to and including the loss of their parking privileges for the current and/or the next school year. 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.

Personal electronic devices may not be used in the hallways, the cafeteria, or the classroom (without specific permission from the teacher of that class).

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 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 Display 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 interests of school security and safety, all students, including seniors with off-campus privileges for lunch and open periods, may enter the school building only through the two main entrances (the Westchester entrance near the Main Gym and the Emerson entrance at the front of building) after classes begin in the morning. All other building entrances will be locked and monitored by security cameras throughout the day. Students may be subject to disciplinary consequences if they prop open doors, open doors for other students seeking to enter the building through a secure entrance (all entrances other than the two main entrances), 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.

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 defined in HPISD Board Policy FNCG (LEGAL) available online at http://www.hpisd.org, or other prohibited items.

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 extra-curricular 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

The Highland Park Independent School District and Highland Park High School strictly prohibits 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 and the rules of District 10-AAAA list 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.

Textbooks

The school Bookroom, located in G130, 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 books issued to them. If a student turns in a book bar coded for another student, he or she is still responsible for finding and turning in his or her own textbook to prevent being assessed a fine for a lost book. Students are also responsible for any damage done to a book issued to them, even if the book is returned by another student.

Lost and damaged textbooks are returned to the Bookroom. Students will be assessed fines for losing or damaging textbooks. A list of fines is posted in the Bookroom. Fines are due and payable when billed. Bills will be mailed to the address of record no later than ten (10) business days after the last day of final exams. If a student fails to pay for a lost or damaged book, he or she forfeits the right to have textbooks issued. Upon request, a textbook will be provided for use in the classroom during each school day.

Since the State 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.**

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

The official website for Highland Park High School is **http://hs.hpisd.org**. The official website for Highland Park Independent School District is **http://www.hpisd.org.**