

Parent/Student Supplement



Principal, John Montelongo
*High Standards, High Expectations, High
Performance, and High Achievement!*

Hightower High School

3333 Hurricane Lane
Missouri City, TX 77459

281-634-5240

2017-2018



**High Standards, High Expectations
High Achievement, High Performance!**



2017-2018

Principal	Phone Number	Email address	Grade Level	Administrative Assistant	Phone Number
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To our students and parents.

This handbook is designed to help you understand the policies, procedures, and practices of L.V. Hightower High School of Fort Bend ISD. We will foster a caring, respectful learning environment conducive to optimal student academic achievement. We want you as a valued stakeholder to take ownership and collaborate with campus instructional leadership to make Principal Frederick Richardson's vision a reality for *our* students. The students of L.V. Hightower High School deserve the ***BEST*** and as a school community, we must work as a T.E.A.M. to accomplish the goal of academic excellence.

This booklet contains instructions and information that will answer most of your questions concerning the policies and practices of L.V. Hightower High School of Fort Bend ISD. Please be aware that the specifics of certain policies may not be listed, but you can always contact school personnel for more details.

It is through HHS parents' shared values that high expectations, life-long learning, and parental involvement are supported and encouraged. Parents are always welcome to visit L.V. Hightower High School. *Open House and Texas Public School Week* are special times for teachers, students, and parents to share their school experiences, and we strongly urge you to participate.

Conferences are also a great time to obtain information about your child. Since teachers have various conference periods, parents are encouraged to utilize Skyward Family Access to schedule appointments with classroom instructional leaders.



NOTE: If there are any discrepancies between the contents of this supplement and the contents of the FBISD 2017-18 Student/Parent Handbook, the aforementioned handbook will supersede this supplement. In addition, if there are any discrepancies between the contents of the FBISD 2017-18 Student/Parent Handbook and approved FBISD Board Policies and/or Procedures, the aforementioned policies/procedures will supersede the noted handbook.

This supplement is intended to provide information specific to L.V. Hightower High School. ***It is a supplement to the Fort Bend ISD 2017-18 Student/Parent Handbook.*** Please read the contents of this supplement carefully and keep it in a place where it can be easily accessed as a reference to you during the school year as you deem necessary.

**2017-2018 SCHOOL YEAR WE LOOK FORWARD TO
INCREASED STUDENT ACHIEVEMENT!**

Twitter: [twitter@HHS_Canes](https://twitter.com/HHS_Canes)
HHS Website: www.fortbendisd.com/hhs

ALMA MATER

Our school, the harbor through days of our youth.
For character and wisdom the search for the truth.
Art, sports or knowledge whatever we face
To win every challenge to measure the pace.
Black, green, and silver our banners we fly
For our Alma Mater our Hightower High

HIGHTOWER HURRICANE FIGHT SONG

Down the field to victory,
Hightower High.
Fight, through all adversity,
Standing ever tall.

Give it your best, always driving,
Score on mounting score.
Give it your best, always striving.
Hear that Hurricane roar!

Down the field to victory,
Onward to our goal.
True to the test,
Always the best,
Down the field to victory!

COLORS

Black, Hunter Green, Silver

SCHOOL MASCOT

Hurricanes



**High Standards, High Expectations
High Achievement, High Performance!**

2017-2018

WE WILL ALL STAND AND UNITE TO DISPLAY SOLIDARITY AND RESPECT FOR OUR CAMPUS!!!

GENERAL INFORMATION THINGS TO KNOW FROM A to Z

ATTENDANCE

- Fort Bend I.S.D. has implemented a parent call out system that will place a phone call if a student is absent. These calls will be made on a regular basis between 6:30 pm and 9:30 pm.
- Official time for taking attendance each period is 10 minutes after tardy bell rings. If a student enters class after 20 minutes without an excuse, the student can be marked absent.
- On the day, you return to school, you must bring a note written or typed on an 8 1/2 X 11 sheet of paper signed by one of your parents/guardians. The note must have the following information: your full name, Student ID number (a 6-digit number), date, and reason for absence, parent's signature, and a contact phone number.
- If you do not bring a note within two (5) days, your absence will automatically be counted as unexcused and the truancy referral process will begin.
- Students who are 18 years of age and older must have a parent note to obtain an excused absence.
- Parents are encouraged to call the attendance office as early as possible whenever a student is unable to attend classes.
- As a reminder, **students must attend school on a regular basis in order to obtain the Verification of Enrollment/Attendance (VOE) form that enables them to apply for a driver's license.** Suspensions count as missed days. In addition, a student must not have any truancy's if the student wishes to obtain a parking permit in order to drive to school.

ARRIVING AT SCHOOL

When students arrive to school on buses, they are to enter through the commons doors and remain in the commons area until the 7:20 am bell rings. Parents who drive their children to school must drop the students off at the commons entrance on the west side of the school near the field house. Those students must enter the commons as well and remain there until the 7:20 am bell. Students must have a pass to enter the classroom areas before 7:20 am. External doors at the end of the hall are to be used only in case of emergency or to exit after 2:45 pm.

ARRIVING LATE TO SCHOOL

The district will provide bus transportation to and from L.V. Hightower HS. **Parents please note:** Students arriving by car are expected to arrive to school on time. Students arriving to school after 7:30 a.m. should immediately report to the designated tardy stations and receive a pass to their class. After 7:50 a.m., late students must report to the attendance office. This will count as an unexcused tardy or absence to first period depending on the arrival time. There will be no excused passes given under any circumstances for students arriving late to school on their own accord.

Late Buses: In the event that a bus arrives on campus after the 7:20 a.m. bell, the student(s) riding that particular bus should report immediately to a tardy station to receive a "blue" pass into class.



Failure to report to a tardy station or the attendance office when arriving late may result in a tardy or absence and/or disciplinary action.

- Leaving School Early
 - Students may leave school early for the following reasons:
 - Dental or Doctor's appointment
 - Excused by campus administration
- Students **MUST** adhere to the following procedures:
 - 1) Bring a note with the following: full name, Student ID number, date, time to be excused, parent signature, and a contact phone number.
 - 2) Submit note to the attendance office by 9:00 am.
 - 3) Once the note is received by the attendance office, someone will call your parent/guardian to verify your note. If we are unable to verify the note, you will not be allowed to leave campus. If you do not sign out, no record of your leaving school will exist and an unexcused absence will result.
 - 4) Pick up your early dismissal notice from the attendance office before the appointed time during passing periods. You will not be released to pick up an early dismissal notice during class time.
 - 5) At the release time, show your notice to your teacher and go to the attendance office to sign out. Parents must come to the attendance office and show valid identification if they are picking up students.
 - 6) All students must be picked up at the front entrance when leaving early.
- If a student has an emergency and feels that he/she has to leave the campus, he/she must get permission from a principal (or, in case of illness, the nurse in writing) and then follow the sign-out procedures stated above.
- Failure to follow this procedure will result in an unexcused absence. Unexcused absences may result in denial of credit, truancy charges and disciplinary action. Students who drive may lose driving privileges for a period of time, or permanently.

Truancy

- Truancy is defined as missing either part of a day or all day without an excusable reason. Truant students will have an unexcused absence from school and will be assigned a disciplinary penalty. Excessive absences from school could result in action being taken against you by the state. Students 18 years of age or older may be withdrawn from school due to excessive absences/non-attendance. Driving privileges will be suspended for a specified period of time, or permanently, if the student is found truant.

BELL SCHEDULES (PLEASE SEE ATTACHED COPY OF CURRENT BELL SCHEDULE)

BUS PASS

- If you plan to ride on a school bus other than your own, a note from your parents must be provided to their assistant principal no later than **7:30 am**. Please be sure that a good parent contact number is included in the note. If we are unable to verify the note, permission will not be granted to ride the other bus.



CAFETERIA PROCEDURES

Eating in the food court will be more pleasant for all if each of us will remember to:

- **Hightower High School students are NOT allowed to leave campus during lunch.**
- Enter the food court in an orderly fashion: *Do Not Run! Students are expected to be on time to the food court area for their lunch periods.*
- Before getting in line all students must take a seat at the designated table to await instruction from a staff member to enter a lunch line.
- Keep your place in line. Do not save places for friends.
- Any student who decides to leave the lunch line automatically forfeited their place in line and must report to the end of the line.
- Students are not allowed to bring any backpacks and/or bags in the lunch line.
- Utilizing another student's ID number will result in disciplinary action.
- While eating, maintain an orderly and clean eating area; put all trash in the trashcans provided.
- Students are to eat in the commons area unless otherwise instructed. The bus ramp and patio areas are off limits during lunch hours.
- **Students are to remain in the commons during their lunchtime. They are not to wander through the halls, upstairs, the bus ramp, or the student parking lot.** If a teacher has arranged lunch tutorials, the student must have a pass. Failure to follow these procedures will result in disciplinary action.
- During their designated lunch period, students are to use the restrooms near the auditorium in the commons area. All other restrooms are **OFF LIMITS** at this time. Failure to follow these procedures will result in disciplinary action.
- Do not take food or drinks into the academic areas on the way back to class. Finish eating all items before leaving the commons.
- Parents who wish to eat in the cafeteria with their child are welcomed; *however, no outside food may be shared with other students.*

CLINIC

- When a student feels ill and wants to go to the clinic, the student must get a pass from the current teacher. The student is to go directly to the clinic. Stops at lockers, telephones, restrooms, etc. are not allowed.
- If a student feels ill between classes or during lunch, the student must get a pass from his/her next period teacher or from campus administration.
- For accurate attendance records, every student must sign in upon arrival at the clinic, and he/she must sign out when leaving the clinic. If students do not sign in or out, there will be no record of their presence in the clinic and will result in a tardy or an unexcused absence. Disciplinary action will be taken if students falsify times on the sign in/out sheet.

CLOSED CAMPUS

Once students arrive to school, they are not permitted to leave the campus without proper authorization. Failure to follow the procedure for leaving school will result in an unexcused absence and disciplinary action. An accumulation of unexcused absences may result in denial of credit, a referral to truancy court, and additional disciplinary action.



CONFISCATED PROPERTY

Students may not bring to school any items which are inappropriate or specifically against school rules. If those items are brought to school, that property will be confiscated. The following rules apply to confiscated property:

- Head gear, radios, video games, cameras, video cameras, and other electronic devices that have been operated in a prohibitory manner, will be returned to the parent at a time determined by the administrator. At the administrator's discretion, the item(s) may be returned to the student at the end of the instructional day. Students who drive to school are to leave these items in their vehicle. We will dispose of any property not picked up by the end of the school year.
- Flowers, balloons, stuffed animals, cakes, etc. will be confiscated and sent to the appropriate assistant principal. Deliveries of any such kind will not be accepted to prevent disruption of the educational environment.

COUNSELING DEPARTMENT

The counselors are available to help students with course selection, college information, parent conferences, and for general assistance. Please make an appointment with the counselors' assistant outside of class time, unless it is an emergency. Students will be called to see the counselor, usually during elective class periods, as soon as possible.

Schedule Changes-Your counselor will be happy to discuss your concerns about your schedule at any time. Our goal is to place students in the course and level in which they will be most successful. However, there are some limits on availability due to class size, computer timetables, and state requirements.

Course Changes and Dropping Course Deadlines

1ST Semester:

September 08, 2017– Last day to change to a new course. Note: These changes will only occur if:

1. There is an error in the student schedule.
2. The student took the course in summer school, which constitutes a change.

2ND Semester:

January 19, 2018 – Last day to change to a new course. Note: These changes will only occur if:

1. There is an error in the student schedule.
2. The student took the course in summer school, which constitutes a change.

COLLEGE AND CAREER READY CENTER

Each FBISD traditional high school has a well-equipped College & Career Resource Center staffed by a fulltime CCR Advisor. All students are welcome any time to explore careers, research postsecondary institutions and scholarships, and other activities to insure they are ready for post-high school careers. Parents are welcome too! Contact the CCR Advisor to set up an appointment and to gain access to your Naviance account. The CCR is located in room H-1.

Every Wednesday, we encourage students to wear a college T-Shirt of their choice.



DAEP (DISTRICT ALTERNATIVE EDUCATION PROGRAM)

The FBISD Alternative Education Program is held at Ferndell Henry Center for Learning. The District DAEP is for serious code of conduct violations that result in a student's mandatory removal from the home campus (examples: alcohol, fighting, drugs and weapons).

- Students violating the code of conduct that results in mandatory placement in the DAEP will be assigned to Ferndell for a *minimum of 45 days*.
- Students placed in the DAEP will be withdrawn from Hightower and enrolled at Ferndell Henry.
- Teachers at Ferndell Henry will provide classroom instruction, assessment, and grading for the students while the student is enrolled at the DAEP campus.
- Students are NOT allowed on campus while enrolled at the DAEP. Students that are caught on campus will be considered Trespassing and consequences shall arise, including FBISD Police involvement.
- Students assigned to DAEP are not allowed to participate in any extracurricular activities/practices during their assignment.
- Students awaiting their orientation date for DAEP will be assigned In-School-Suspension (ISS)
- ***Parent(s) must attend a MANDATORY conference with his or her child's Administrator upon return to campus after completion of DAEP placement.***

DAILY ARRIVAL TO SCHOOL

- Between 6:50 a.m. and 7:20 a.m., students may enter through the Commons area entry doors only. After 7:50 a.m., all students must enter through the main entry of the school building and sign in as a tardy student. Failure to meet these expectations will result in disciplinary action.

DRESS CODE

Students are expected to be dressed and groomed in a manner that is neat, clean, non-distracting, appropriate, and promotes high self-esteem as well as aligned with Fort Bend ISD expectations. **We highly encourage all parents/guardians, as well as students, become familiar with the FBISD Dress Code Policy.**

- **Brightly** colored hair, frayed or torn clothing that is too revealing, pajamas, and shoes comparable to shower footwear do not promote high esteem and a positive learning environment and is a violation of the Discipline Management Plan.
- Head gear including CAPS, HATS, "DO RAGS", AND BANDANNAS WILL NOT BE ALLOWED IN THE BUILDING OR ON BUSES. ROSARY BEADS ARE NOT PERMITTED. **PANTS MAY NOT BE EXCESSIVELY BAGGY AND MUST BE WORN AT THE WAIST WITH A BELT.**
- Clothes that promote violence, sex or advertise or relate to drug or alcohol use will not be worn. No student shall wear or display any type or form of dress, emblem, or symbol that, in the judgment of campus administration, is gang related or may create or present a view contrary to the standards of Fort Bend ISD.
- No clothing that has been ripped, torn, or cut in a way as to reveal undergarments, midriff, or cleavage.



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EXTRA-CURRICULAR ACTIVITIES/AFTERSCHOOL EXPECTATIONS

HHS believes not only should students be academically challenged, but also well-rounded and versatile; therefore, all students are encouraged to participate in some form of extra-curricular activity. Recruitment for clubs and organizations will begin at the start of the school year so that students may sign up for activities that interest them. Please note that students are not allowed to loiter after school. Any student who fails to meet this expectation can/will be issued a trespassing violation by campus police officers. If a student is participating in an after-school activity, they will need to report to their sponsor no later than 2:45 pm. The building will be closed to all students that are not supervised by a Fort Bend ISD employee. Students found wandering the building without a pass after 2:45 pm will be subject to campus disciplinary actions and/or trespassing citation issued by campus police officers.

FEES AND FINES

Please be advised that each student or his/her parent or guardian shall be responsible to the school for all fees or fines incurred by the student. Payments must be made in the form of **CASH OR MONEY ORDERS.** Student privileges will be suspended for extracurricular activities until debts are cleared. Students eligible for final exam exemptions will be required to take their exams unless the fees are cleared before the exam date(s).

FIGHTING

Fighting is unacceptable at Hightower High School or any school sponsored events/activities. A student who participates in a fight or incites a fight may be subject to all of the following actions:

- Emergency removal
- 3 days of Out-of-School Suspension (OSS)
- Additional days of In-School Suspension (ISS)
- Placed on a Behavior Contract by alpha or grade level administrator
- Parent/Student/Admin. Signatures are required
- Citation issued by police officer
- Consideration of Alternative Placement (DAEP)
- Expulsion (District Hearing and Approved)

HALL PASSES (15/15 Rule)

Students will not be allowed out of class during the first and last 15 minutes of any instructional period. To leave class, students must obtain a hall pass from their teacher. When using the pass, students are expected to go directly to the location named on the pass and only to that location. Once finished with their business at the assigned location, they are to return directly to class. There are to be no added stops, i.e. locker, restroom, telephone, etc. Failure to meet this expectation will result in immediate disciplinary action.

HALL MONITORS

Our hall monitors are here to assist with the safety and well-being of our students here at Hightower High School. Each hall-monitor will receive the same respect as any other Fort Bend ISD employee receives and most important will respect all students and campus visitors with the same respect. Any student who fails to follow Fort Bend ISD policy and Hightower High School expectations when encountering any of our staff members will face the appropriate disciplinary action.



ISS

ISS is a behavioral consequence for students based on the Fort Bend ISD code of conduct. Students should expect to learn but not expect comfort or ordinary school behavior. There are many restrictions outlined below. Please read them carefully:

Students who are assigned to ISS must abide by the following rules and Policies:

Check-In/ Check-Out:

- Students must report to ISS location, room P-6 before 7:25 a.m.
 - Failure to report on time will lead to additional disciplinary action
- The ISS Instructor must sign students in and out of ISS.

School day start and dismissal:

- ISS will begin at 7:25 a.m. and end at 2:45 p.m.
- Students will be dismissed and must be signed out by the ISS instructor at 2:45 p.m.
 - Suspended students may not stay in the building for any afterschool activities; go to their locker or any other place in the building. They must leave when ISS is dismissed for the day.
- The ISS monitor will schedule bathroom breaks.
- There is no reason for students to leave this room during the day.
 - Students should expect to be in the ISS room for the day.
 - Failure to meet this expectation will result in additional disciplinary action.

Supplies:

- All supplies required for ISS will be provided by the school including textbooks, calculators, writing materials, etc. Students are not permitted to bring anything into the ISS room.
 - This includes book bags, purses, etc. Lunch bags are permitted but will be locked in a closet until lunchtime.
- All electronic devices will be collected and stored in a secure location between the hours of 7:30 am. and 2:45 p.m.
 - Any student who fails to meet this expectation will result in additional disciplinary action
- Students will not be allowed to wear coats or have access to their coats while in the ISS. Any coat will be locked into a closet when students arrive and unlocked at dismissal. Students should plan on dressing in accordance to the weather.
- Computers are available in ISS but will not be allowed for non-Scholastic work. Network access will be blocked and only unblocked if the ISS instructor feels it will be a benefit to instruction.
 - Students are not allowed to email and may not use jump drives or other devices to listen to any music.
 - Students may log in only after permission is granted. Permission may be revoked for any reason.

Meals:

- Lunch will be served in the ISS room.
- Students will not be given a choice and will not be allowed to visit the lunch room for any reason
- Students must use their lunch number or bring food from home.
 - Students who eat at the school may use the same food program (including free and reduced) they use during regular lunch period.
- Students will be allowed to eat breakfast in the commons before 7:20 a.m.



- Students may not have candy, gum or carbonated beverages even if they are brought from home in the lunch bag.

Daily program:

- Our goal is to never see the student again in this setting. Therefore, the day is designed to have students improve behavior and get them back on track with regular classes. Class work will be given as well as assignments to improve judgment and build character.
- The ISS instructor will gather assignments for the student to work on and return to the teacher.
- Students will be assigned a seat and expected to remain in the seat with chair and desk legs remaining on the floor. *Breaks to stand up may be given at the discretion of the ISS teacher.

Student Activity restrictions

- Students should not expect the same behaviors they may be allowed in the traditional classroom setting.
- It is not a regular class and should not be treated that way. It is a punishment for students. They should expect consequences.
 - Students may not talk without permission.
 - Students may not talk to other students.
 - Students may not get up from their seats without permission.
 - Students may not sleep or rest their head on the desk.
 - Profanity or disrespect is not tolerated.

Failure to meet any of the aforementioned expectations will result in additional disciplinary action.

- STUDENT RESTRICTIONS ARE NOT LIMITED TO THIS BRIEF SUMMARY.
- STUDENTS MUST FOLLOW THE DIRECTIONS OF THE ISS TEACHER.

ISS records: Each student assigned to ISS will be given a folder into which a written record is placed. A written record of each day in ISS will be kept by the ISS instructor. Parents may view this record upon request. Other school officials, court authorities or other persons may also view the record.

FAILURE TO FOLLOW ISS RULES AND THE DIRECTION OF THE ISS INSTRUCTOR WILL RESULT IN ADDITIONAL DAYS ADDED TO ISS, OSS, and/or DAEP placement.

THE AMOUNT OF TIME ADDED WILL BE DETERMINED BY THE ISS STAFF AS WELL AS APPROVED BY THE GRADE LEVEL OR ALPHA ADMINISTRATOR BASED ON THE POLICY VIOLATED AND PERSISTENCE OF THE STUDENT VIOLATOR.

LATE WORK/CHEATING

Late work is work that was assigned while a student was present in the class but was not turned in on the assigned date and/or time (i.e., homework, in-class assignment, project).

Students may turn in work late with a *10 point penalty* for each day late up to 5 days, earning a possible maximum score of 50. If after that time the work is still not turned in, teachers are to make parent



contact. (See Skyward Family Access for emailed notification of your student(s) current academic performance)

Cheating

Classroom disruptions of any kind (including talking) during a testing period will not be permitted and will result in disciplinary action. Students who cheat or plagiarize on homework, class work, projects or tests will be given:

- | | |
|--|---|
| <ul style="list-style-type: none">• a zero on the assignment• notice to counselor | <ul style="list-style-type: none">• teacher/parent conference• will not be allowed to make up assignment |
|--|---|

LIBRARY

*If you have any questions about the operation of the library or need assistance with resources, please feel free to ask our **librarian**.*

- **Hours/Checkout**

The library will open Monday through Friday from 7:00 am to 3:00. **With a valid student ID card, books may be checked out for 14 days, Dewey number 800 books for 3 days, and Reference books for overnight use only.**

- **Periodicals**

Periodicals are not to be checked out, but they may be used in the library for research or recreational reading. Any exception to this rule must be made by special permission from the librarian.

- **Lost Books**

Students must pay for lost books as part of the end of the year exemption process.

- **Regulations**

- Students must always use a **LIBRARY PASS** when coming from a teacher's class. No pass is needed before school, after school, or during your lunch period
- You must sign-in during lunch
- School ID cards are required to check out any materials.
- An AUP (Acceptable Use Policy) signed permission sheet must be on file in order to access the Internet---*No Exceptions*.
- Students are expected to use proper etiquette when using computers. Any abuse/misuse will result disciplinary action which will include suspension of library computer privileges.
- Good behavior is expected at all times. No food or drinks are allowed in the library at anytime.

LOCKERS

- **Parents must request lockers through the campus administrator in office 108.**
- If you have trouble with your combination, see the administrator in charge of lockers.
- Lockers are school property and may be inspected by the administration at any time.
- If items are stolen from your locker, report the theft to the POLICE OFFICER and/or to your ADMINISTRATOR.
 - Efforts will be made to retrieve your property; however, **ULTIMATE RESPONSIBILITY FOR MATERIAL LEFT IN LOCKERS RESTS WITH THE STUDENT.**
- Do not share lockers or books. If you are found in violation of locker assignment, all involved students will lose locker privileges for the remainder of the school year.
- Do not put food or drinks in your locker.



- At the end of the year, announcements will be made for students to remove all items from their lockers. Anything left after this time will be removed by L.V. Hightower High School staff and discarded at the end of the school year.
- Failure to follow procedures will result in disciplinary actions.

OFF-CAMPUS STUDENTS

Seniors who have off-campus periods are expected to leave campus at the appropriate time. If students loiter around campus, they are subjected to be placed in ISS during the time of the off campus period. If the student is a student driver, loitering on campus after dismissal will result in loss of driving privileges. If the violation continues, students will be transferred to another on-campus required class in order to ensure their attendance and whereabouts.

PUBLIC DISPLAY OF AFFECTION (PDA)

Students are to refrain from kissing and/or any type of sexual misconduct at school and/or school related activities. Violation will result in disciplinary action.

SECURITY-CAMPUS POLICE

The police officer and security personnel are on duty to assist in maintaining the safety and security of the students, visitors, and Fort Bend ISD employees as well as the building and surrounding area. Should you have any reason to suspect certain individuals are present on our campus for illegal reasons, please contact the police officer or one of the assistant principals. The number for Crime Stoppers is 281-491-TIPS.

SEMESTER EXAMS

All semester exams will be taken at the time scheduled. Do not make dental and doctor's appointments or plans to leave town during the semester exam days. Please be aware that exceptions will not be made because of expensive airfare, non-refundable reservations, etc. Please be an informed parent when making travel reservations. *District policy allows a student the same number of days to make up an exam as the number of days the student has been absent.* Arrangements to take semester exams must be made within ten days of the last day of the semester. A student who has proper documentation of an extended illness will be given additional time. Failure to meet any of the aforementioned time-lines can result in a zero for the assignment.

STUDENT IDENTIFICATION CARD

All HHS students **will be required to wear (visibly)** a current L.V. Hightower High School issued student ID badge at **ALL** times while on school grounds, and **must carry** them to all school activities. These badges are used for checking out books from the library, admission to certain school dances, admission to certain athletic events, admission to certain assembly programs, identification for students who leave school early, bus identification, proof that you are a Hightower student, any reason deemed necessary by the principal. If a student's ID card is lost or stolen, he/she must get a new ID badge in office 108 for \$6.00. Lanyards are \$2.00 each. A student's failure to wear the proper ID badge may result in an after/Saturday detention and/or denial of privileges or activities.

Any defacing of school issued proper (including student IDs) will result in disciplinary action.



STUDENT PARKING

Students who would like to park a vehicle on the L.V. Hightower High School campus are required to apply for a permit. The student must complete an application form that can be picked up from office 107. Students also have the option to apply for a permit online through family access. Students applying for a permit must present a valid driver's license, current proof of insurance, and a license plate number, to be reviewed for permit issuance. Permits cost \$35.00. You must pay in **cash if applying in person. You will need to have a credit card if paying online.** Students will be allowed to purchase specific parking spots for an additional fee. **STUDENTS NOT IN COMPLIANCE WILL LOSE PARKING PRIVILEGES, MAY BE STICKERED, ISSUED A TICKET BY THE POLICE OFFICER, BOOTED, AND MAY BE TOWED AT THE OWNER'S EXPENSE.** *Full guidelines/expectations...see application.*

TARDIES

Students are expected to be in class and prepared to begin work when the tardy bell rings. Any student who reports late to class will report to a designated tardy location. At this time each student will use their ID card to scan and document their tardy. **Students then will be given a tardy pass and report to their scheduled class immediately.** Students with excessive tardies are subject to disciplinary actions.

TELEPHONES

During school hours, student office telephone usage should be limited to emergency calls only. A student needing to make an emergency call must report to his/her assistant principal's office. Students must have a pass from a teacher to request permission to use the phone. Parents/Guardians that need to contact their student may do so by calling 281-634-5240 or their AP office. The message will be **delivered** to the student. Students will **not** have access after school to office phones; therefore, please make arrangements prior to school.

Cell phones usage during the school day is limited to designated areas of the building, i.e., the commons and the main hallway.

TEXTBOOKS

Lost/Damaged Textbooks

Please be advised that each student and his/her parent /guardian will be held financially responsible to the school for all books not returned or damaged by the student. Any student shall forfeit his right to free textbooks until he returns or pays for previously issued books. Payments must be made in **CASH OR MONEY ORDER.** A student's records may be withheld if a book is not returned and payment is not made in full. Student privileges can be suspended for extra-curricular activities until debts are cleared. A student will be charged for the full price of any textbook that has the bar code removed.

TUTORING

Tutoring will be available to all students in all content areas. Schedules will be posted in classrooms and on the Teacher's webpage. Should you need extra help in your subjects, please check the posted schedules.



VISITORS

- **All visitors must enter through the front doors and immediately report to the reception area.**
- All visitors are expected to present a valid Texas ID or Driver's License to receive a visitor's badge.
- Parents are invited to visit the school at any time; however, appointments to visit teachers should be made in advance. Please ask for visitors' permit upon arrival.
- We will not issue visitors' permits to visitors such as friends and former students.
- Please do not bring younger children to school with you. We do not have appropriate accommodations for them.
- Parents who would like to observe their child in a classroom must contact their child's teacher or assistant principal to arrange the classroom visit with **48 hour notice.**



“...We Believe in 100% Student Success”

Parent Acknowledgment Form

Student's Name _____
Please Print

Student ID # _____

Campus: L.V. HIGHTOWER HIGH SCHOOL

I agree to read the handbook and abide by the standards, policies and procedures defined or referenced in this document.

The information in this handbook is subject to change. I understand that changes in District policies may supersede, modify, or eliminate the information summarized in this booklet. *As the campus provides updated policy information, I accept responsibility for reading and abiding by the changes.*

Failure to sign and return this receipt does not take away the responsibility to abide by the contents of the Student Code of Conduct, Student Handbook, or Acceptable Use Policy.

I acknowledge receipt of the student handbook.

Student's Signature

Date

Parent/Guardian Signature

Date

Please sign and date this page. remove it from the handbook and return it to your child's school.

Thank you.