

STUDENT
HANDBOOK



Highlands High School

San Antonio, Texas



Highlands High School
Student Handbook

First Edition
September, 1960

3118 Elgin Avenue
San Antonio, Texas

DEDICATION

This handbook is dedicated to you, the students of Highlands High School. It is designed to acquaint you with the activities, regulations, and customs of the school. We hope that it will help you to understand and honor your school.

CONTRIBUTORS TO HANDBOOK

The following organizations have provided for the publishing of this handbook:

ATHENA LITERARY SOCIETY

BRIGADE

BRIGADOON

CHIROANES

FUTURE NURSES

JUNIOR HIGH STUDENT COUNCIL

LOS ESPANOLES

MODERN DIANAS

NATIONAL HONOR SOCIETY

SENIOR HIGH STUDENT COUNCIL

WELCOME

We are happy to welcome you as a member of the student body of Highlands High School. We trust that your experiences here will be pleasant and profitable.

The record which you make in high school will go with you to college, will follow you into your profession, and will remain with you for life. Be certain that yours will be one in which you can have pride.

I trust you will learn and remember our school philosophy which is as follows:

It is a privilege to attend Highlands High School. For each of the many privileges students have, there is a definite responsibility.

It is our purpose to create high ideals in our youth, to increase proper respect for law and order, to assist our students in being more tolerant of others, and to have students believe that things worthwhile are worth working for.

A. E. Lehmborg,
Principal

HISTORY OF HIGHLANDS

Highlands High School is located on a 23 acre site in the edge of a city park of more than 200 acres. This modern plant was designed to house 2,400 students. The auditorium will seat 1,392, the cafeteria 960 and the library 400 or more.

This is the largest public school ever built in San Antonio. In the fall of 1958, the first classes were held in the new high school.

SCHOOL SONG

HAIL TO OUR HIGHLANDS

Hail to our Highlands

All hail to thee

Long may thy worth increase in
thought and deed

May passing years find us still true to
they great creed . . .

With wisdom, honor, truth . . .

Highlands, Hail to thee.

FLAGS

The United States and Texas flags are raised each morning before school and are lowered each afternoon at the close of school. Each student, teacher and by-stander stands at attention until the ceremony is completed. Any violation of the regulation is a matter of disrespect to our flags and to our country.

Should any students be approaching the building when the flag is being raised they are asked to stand at attention until the flag has been raised.

A victory flag is displayed when Highlands wins an athletic contest.

PRAYERS AND PLEDGE

Morning: Each morning at 8:30 all activity at Highlands stops while everyone stands for the morning prayer and the pledge of allegiance to the flag.

Noon: At each lunch period, after the tardy bell has rung in the cafeteria, a blessing is given by a student over the public address system.

Morning		
	Inside	Outside
Activity Begins	8:00	7:45
Morning Advisory	8:15	8:15
Warning	8:25	8:25
Period I	8:30	8:30
Warning		9:20
Dismissal	9:30	9:30
Period II	9:35	9:35
Warning		10:20
Dismissal	10:30	10:30
Period III	10:35	10:35
Warning		11:20
Dismissal	11:30	11:30

Noon		
	Inside	Outside
1st Advisory	11:35	11:35
Dismissal	11:55	11:55
Overlap	12:05	12:05
2nd Advisory	12:10	12:10
Dismissal	12:30	12:30

Afternoon		
	Inside	Outside
Period IV	12:35	12:35
Warning		1:20
Dismissal	1:30	1:30
Period V	1:35	1:35
Warning		2:20
Dismissal	2:30	2:30
Period VI	2:35	2:35
Warning		3:20
Dismissal	3:30	3:30
Teachers Off Duty	3:40	3:40
Clear Building	4:20	4:20

The Vice-Principal, associated with the Dean of Girls and the Counselor, will be in charge of and responsible for the student activity program. These administrators will be assisted by the sponsors of the various organizations and may enlist the aid and help of any Highlands teacher. The Vice-Principal will act as Principal in case of the absence of the Principal from the campus and building.

The Dean of Girls, will be in direct charge of and responsible for girls' problems and discipline assisted by all teachers of Highlands High School. The Dean of Girls will keep the school calendar in her office.

The Counselor, will be directly responsible for advising students with reference to having the necessary credits required for graduation from high school, also the correct number and kind of credits if a student wishes to enter college. She will be assisted in this program by all advisers and teachers. The Counselor will also advise with students on any social, emotional, educational, or vocational problem or problems that may arise provided the student desires, seeks, or requests such counsel.

AN IDEALISTIC CODE OF CONDUCT
Highlands High School Senior Student Council

THE CREED

As we, the students of Highlands High School, believe that each individual is a child of God, we see these truths to be self evident: that every human being is responsible for his own actions to God and to man, and that each man is his brother's keeper. From these basic beliefs we conclude:

That the use of intoxicating beverages is morally and socially wrong, because it renders the body and mind incapable of highest judgment, and therefore the individual cannot be responsible for his own actions.

That cursing and filthy language are unnecessary, in poor taste, and morally wrong. No man has the right to condemn another human being without becoming liable himself.

That our dealings with other people should be honest, frank and courteous in respect for their identity as human beings.

That we must respect the civil and moral rights of others, as if they were our own, and consider each man's opinion fairly and openly, weighing it on its own merits, but realizing that we alone are responsible for the actions we take.

That each person's reputation is sacred, because that is the basis others use in their

judgment of him. We must not gossip or spread harmful information about anyone, as we are creating his reputation.

That we should hold no religious or racial prejudices and should strive for better harmony among all peoples.

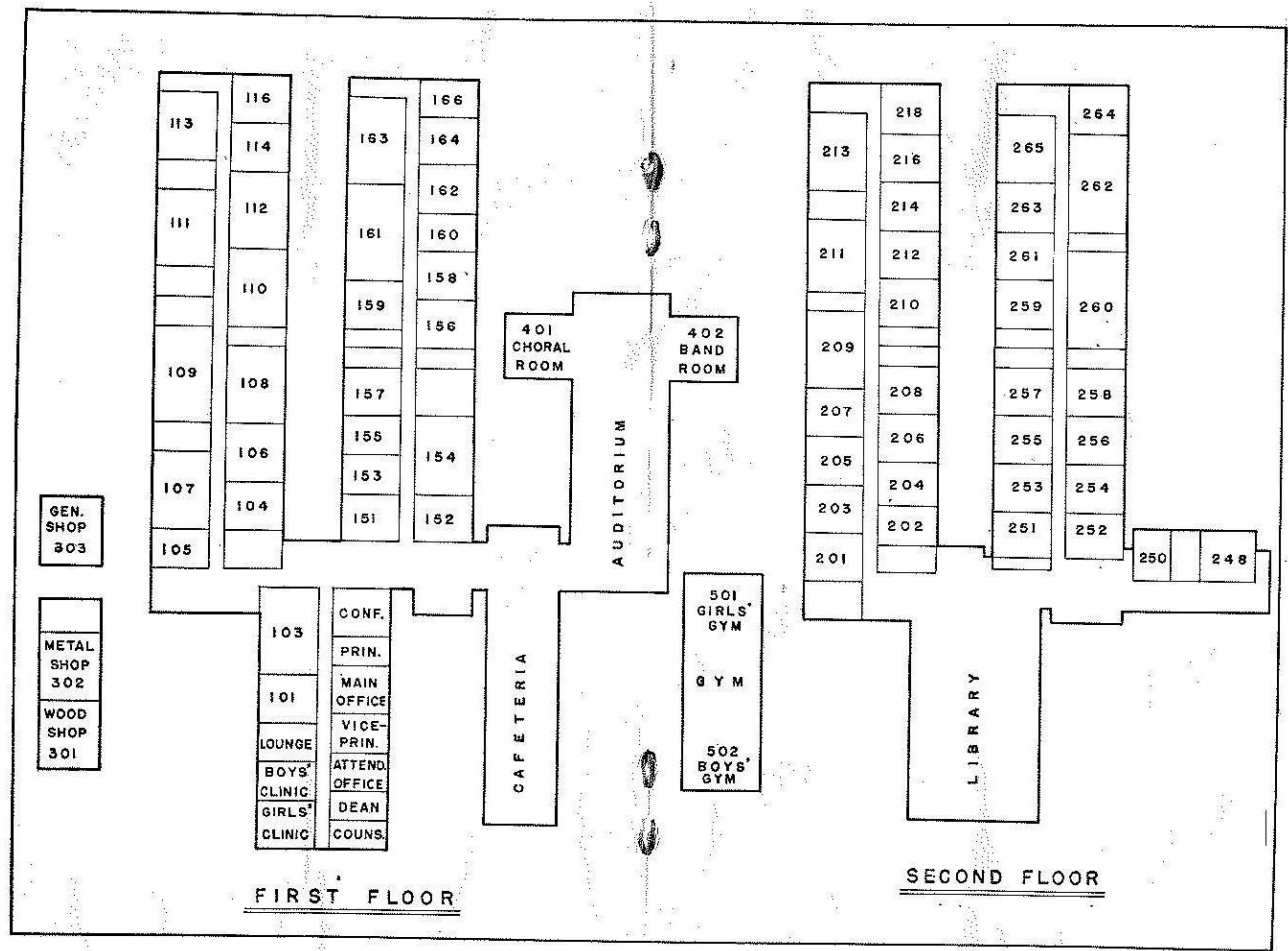
That the rules and regulations of this school are made for the sake of safety and expediency. However, when any rule ceases to have a reasonable and necessary function, it should be altered or removed. But this must be done through the proper channel and by legal means.

That the civil laws of the land are for the protection of all and must be obeyed.

That we must diligently perform the tasks assigned to us and use to the best of our ability our capacity for learning.

That we must keep our minds open to the truth, unbiased in our judgments, and logical in our conclusions. We must accept no one thing or person as absolute authority but must weigh all the evidence and draw the best conclusion, however imperfect our knowledge may be.

That the most important of all guides is the law of love. All of our decisions and actions are to be based on love of God and love of man. This law transcends all others.



RULES AND REGULATIONS

ATTENDANCE

Absences

The number of absences tolerated each nine weeks will be six. Two tardies count as one absence. This means whenever the student accumulates seven or more absences he will automatically be given an "F" for that subject for which he accumulates these excessive absences. The six days tolerated are to cover incidental indispositions. Excuses for absences because of illness will include two or more days of consecutive absence. The Vice-Principal and the Dean of Girls will approve all such absences. Tardies to class equal $\frac{1}{2}$ absence for each tardy.

If a student is late to first period, he is not to be admitted to that class without a green "Tardy Admittance" slip. If he does not have this, send him to the Attendance Office. These "Tardy Admittance" slips are given to the first period teacher who, after recording the tardy, is responsible for putting this slip in the adviser's box in the Teachers' Work Room. Tardy Admittance Slips are issued **only** when students are tardy to first period. After the third tardy in each nine weeks period the student is sent home to bring either parent back with him for a conference with the dean of girls or vice-principal.

Students reporting to school at end of first period or thereafter are not to be admitted to class unless he or she has been to the Attendance Office and obtained "Absence Admittance" slip. Each of his teachers will sign and then the student will return this to the Attendance Office after school.

Once a student is on the school grounds he is not to leave without the permission of the Dean of Girls or Vice-Principal and then the student should leave the permission pass at the Attendance Office. If the student leaves for part of the day and returns to school he must clear through the Attendance Office before reporting to class.

A list of students who have been given special permission to be absent a part of the day will be published in the following day's absentee bulletin. This should be sufficient notice to each teacher that this student was absent from class the day previous with the consent and approval of the administrative officials and is to be charged with one of the six days of absence that the student is allowed.

Any student, who through some misdemeanor, is suspended from one class or more will be dropped from this class or classes without credit regardless of the grades he made while attending class. If a student is suspended from school and failed to seek reinstatement and does not achieve reinstatement before the end of the semester, he loses all of his credits for that semester. Suspension from class may involve only one class or it may involve all classes. All students are cautioned that any absence from school because of suspension is to be counted on the student's own time and is part of the six days of absence tolerated.

Withdrawal From School

Students withdrawing from school during a semester are to report to the Vice-Principal (boys) or the Dean of Girls (girls), who will direct them in the proper procedure. The student's record must be clear before credits will be forwarded to another school.

FIRE DRILL SIGNALS

1. Three bells will be the signal for a fire drill.
2. One bell will be the signal to halt and remain stationary for further signals.
3. Three bells will be the signal to proceed with the drill.
4. Two bells will be the signal to return to the class rooms.

CLASSIFICATION OF STUDENTS

The number of credits indicating grade status is as follows for high school students:

9th grade	0- 7 credits
10th grade	8-16 credits
11th grade	17-26 credits
12th grade	27-37 credits

(In 1962—38 credits)

SYSTEM OF GRADING

A	93-100
B	85-92
C	77-84
D	70-76
F	0-69—Failure

FAILING NOTICES

As a kindness to the student and the parent, failing notices are given by classroom teachers to those students whose grades are below normal. These are issued early enough in the term so that a student may raise his work and pass the course. A duplicate is sent to the student's adviser. This notice is to be taken home by the student, signed by the parent, and returned to the teacher.

SMOKING

Any student found smoking inside the building will be sent home. Boys may smoke only at the east end of each academic wing outside—and between the shop buildings. They must make use of the containers provided for trash. Girls are not permitted to smoke on the school grounds at any time.

STUDENT COUNCIL STORE

The Student Council Store is located directly in front of the Auditorium. Here, school supplies are sold in the mornings and during lunch periods for the convenience of the students. It is operated throughout the week by members of the Senior Student Council.

LOST AND FOUND

The Lost and Found is operated by the Student Council for the convenience of the students of Highlands High School. It is located across the hall from the library and is open from 8:30-3:30 every school day.

**REGULATIONS FOR DRESS
AND APPEARANCE**

Boys

1. Shirts—Conventional shirts as purchased from the haberdasher or made by hand. The shirt must be buttoned or zipped to within 4 inches of the neck or collarline. All shirts must be worn properly inserted inside the trousers except sport shirts.

2. Belts—Students will be required to wear conventional type belts at all times. Extreme types or designs will not be approved.

3. Trousers—Trousers will be worn in such a fashion that the waist of the trousers will conform to the waist of the student. Extremes that deviate from the conventionally accepted pattern will not be tolerated. Trousers which are altered so as to be classified as "zoot-suit," "peg-leg" or other extremes will not be approved.

4. Shoes—Any conventional type dress shoe (rubber or leather soles) will be approved. Speciality type shoes such as thongs, golf shoes, cleated shoes, steel tapped shoes, kicking shoes or any other altered types that are not of therapeutic necessity will not be approved for school use.

5. Shaving—Students who have reached the age of maturity to the extent of producing a beard are required to be clean shaven. This includes the elimination of low sideburns.

6. Hair—All male students will be required to wear their hair groomed in a conventional manner. Approved hair styles will include:
Military — Butch — Flat-top — Feather Edge
Natural

Unapproved hair styles will include: Duck-tail—Box—Indian (any tribal style)—Fenders—Four winds—Any other style that would tend to be unconventional in accepted American society.

Boys who do not conform to conventional styles will be sent home until they do so.

Girls

1. Dress—School girls should wear conservative clothes. Excessive crinoline petticoats will not be acceptable. Blouses that are extremely sheer and sweaters that are too snug are not to be worn to school. Low cut or backless sun dresses will not be approved.

2. Jewelry—A minimum of jewelry can be worn, provided that none of it is clanking or jingling. Do **NOT** bring expensive jewelry to school.

3. Shoes—Low or medium heels should be worn. Barefoot or thong sandals will not be approved.

4. Hair—A natural, simple coiffure is best for school. Hair rolled up in any manner and/or scarf around head will not be allowed in the building. Dye streaked or other extreme styles of tinted hair are not acceptable.

5. Make-Up—Girls display good taste in conservative make up and nails. Eye shadow and heavy mascara will not be approved for school wear. Grooming should be done only in the powder room—not in the class room.

STUDENT ORGANIZATIONS

SCHOLASTIC SYSTEM

Points are determined according to first and second class scholastics. The scholastics are worth ten and five points respectively. No student may have over ten points. They are as follows:

First Class—Ten Points

President, Drum Major, Head Majorette of the Band.

President and Vice-President of Senior, Junior and Sophomore classes

President and Vice-President of all Social clubs
Editor-in-Chief and Business Manager of the Brigadoon and the Tartan

President and Vice-President of the Brigade

President and Vice-President of the Student Council.

Second Class—Five Points

All other offices in the classes, clubs and organizations, including staff members of The Brigadoon and The Tartan.

There will be no points for any memberships in clubs or organizations or athletics or advisory presidents.

PUBLICATIONS

Student Directory

The Directory is published each fall by the Student Council. It contains the name, address, grade level, adviser and phone number of each student.

Student Handbook

The Highlands Student Handbook is compiled especially for the benefit of new students to acquaint them with the traditions and activities of Highlands.

Tartan

Serving as the voice and sounding board of Highlands High School is its student-published newspaper, The Tartan. News stories, sports coverage, interesting features, and enlightening editorials come out in this publication fifteen times a year. Published by the journalism students at Highlands, The Tartan sells for \$1.00 per year or \$.75 per semester.

Brigadoon

The school yearbook, which costs \$4.00, is delivered to the students in May. Brigadoon, a mythical city that rises from the Scottish mist every one hundred years, inspired the name of the annual.

ATHLETICS

Highlands is represented by teams in each of the following sports: Football, basketball, track, tennis, swimming and golf. In both football and basketball the school is represented by two teams, an "A" team and a "B" team.

ASSEMBLIES AND PEP RALLIES

ASSEMBLIES: All students are expected to attend all double assemblies and sit with their teachers in a designated area.

PEP RALLIES: All students are expected to attend pep rallies which will be held on school time.

LUNCH

Students who live close enough to school to walk home for lunch may get a lunch pass if either of their parents requests it in person. See the Vice-Principal or the Dean of Girls.

Eating is permitted only in the cafeteria.

POSTERS

Bulletin boards have been installed at various locations in the main building. All advertising in the way of posters, bulletins, etc., is to be placed on these bulletin boards and in no case are the doors or walls of the rooms or halls to be used as background for posters. Any bulletins or posters that have been posted in places other than the bulletin boards provided for this purpose will be taken down and may be found either in the Vice-Principal's office or the Principal's office. All posters must be approved by the Principal's office. Approved posters may be placed on the tile walls.

TRAFFIC

Students are at liberty to park anywhere on the grounds where student parking is provided for, except in the teachers' parking lot and the cafeteria lot. The teacher's parking area is west of the administrative wing. No cars are to be parked in "no parking" areas. All parking spots will be clearly identified as such. Students who park on the school grounds are expected not to move their cars until 3:30 or until they leave school for the day. Guards will be stationed on the grounds during both lunch periods to see that cars or students do not leave the grounds. Students are not to eat or visit in parked cars.

LOCKERS AND LOCKS

All students are assigned lockers by their advisers. Combination locks are rented in the office at a charge of \$1.40. This includes \$1.00 deposit and 40c rental fee for 1 year's rent. The \$1.00 will be refunded when the student withdraws or graduates upon presentation of the lock in the office. Lockers should be kept locked at all times to insure safety of property.

TELEPHONES

Two pay telephones are provided—one by the north wing and one in front of the auditorium for the use of students. Students are not to use the telephones in the offices without special permission. Students will not be called from classes to the telephone unless it is a dire emergency.