

# The Woodlands High School

## Student/Parent Handbook

2016-17



### *Senior Campus*

6101 Research Forest Drive  
The Woodlands, Texas 77381  
936-709-1200 Fax 936-709-1299

### *Ninth Grade Campus*

10010 Branch Crossing Drive  
The Woodlands, Texas 77382  
832-592-8200 Fax 832-592-8299

The Conroe Independent School District (District) as an equal opportunity educational provider and employer does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner.

For information about **Title IX rights or Section 504/ADA rights**, contact the Title IX Coordinator or the Section 504/ADA coordinator at 3205 W. Davis, Conroe, Texas 77304; (936) 709-7752.

## Mission Statement

The Woodlands High School is dedicated to preparing all students to become lifelong learners and responsible citizens by providing a safe environment, offering challenging programs, promoting high expectations, and emphasizing student learning and development through a variety of resources.

## Beliefs

- Student learning is the chief priority for the school.
- A safe and physically comfortable environment promotes student learning.
- Teachers, administrators, parents and the community share the responsibility for advancing the learning of all students.
- Each student is a valued individual with unique physical, social, emotional and intellectual needs and should be provided with a variety of instructional approaches to support their learning style.
- Students learn best when they are actively engaged in the learning process, produce quality work, and apply their learning in meaningful contexts.
- The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, lifelong learners.
- A student's self esteem is enhanced by positive relationships and mutual respect among and between students and staff.

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 www.conroeisd.net

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**School Administration**

Gregg Colschen		Principal		Jill Malpass Houser
Jeri Gambertoglio		Associate Principal, Student Services		
Chuck Pincumbe		Associate Principal, Administrative Services		Patrick Ubersnosky
Deborah Shepard		Assistant Principal for Instruction		
Larry Klapesky	(A-Dalr)	Assistant Principal	(9 <sup>th</sup> A-K)	Chris Camerino
Shawné LeDee	(Dals-Hot)	Assistant Principal	(9 <sup>th</sup> L-Z)	Estefanie Jaime
Paul Fleming	(Hou-Mik)	Assistant Principal		
Jan Nell	(Mil-San)	Assistant Principal		
Dennis Muehsler	(Sao-Z)	Assistant Principal		
Mark Schmid		Athletic Director		
Dina Graves		Assistant Athletic Director		
		Athletic Coordinator		Shane Graves

**Counselor Assignments**

Stacey Moseley	(Lead)			
Amy Hollie	(A-Bru)			
Karen Peery	(Brv-Dej)		(9 <sup>th</sup> A-Go)	Tammy Morrow
Tracie Turner	(Dek-Gom)		(9 <sup>th</sup> Gp-O)	Kelly Stewart
Keisha Clarke	(Gon-Jom)		(9 <sup>th</sup> P-Z)	Julie Crain
Lisa Algaze	(Jon-Man)			
Jane Iribarren	(Mao-Nor)			
Emily Bethell	(Nos-Rod)			
Alli Chambers	(Roe-Tah)			
Christy Farris	(Tai-Z)			
Laura Willard		College and Career Counselor		

**Administrative Offices**

Tracy Petersen	Principal's Secretary	Jennifer Lopez
Shauna Vardell	Associate Principals' Secretary	Nancy Lancaster
Melissa Juarez (10 <sup>th</sup> -12 <sup>th</sup> )	Assistant Principals' Secretary	Laura Myers (9 <sup>th</sup> )
Karen Powell (10 <sup>th</sup> -12 <sup>th</sup> )	Assistant Principals' Secretary	
Patricia Louwerse	Athletic Secretary	

**Campus Support Offices**

Sonia Wilks	Clinic Nurse	Jan Fletcher
Lacey Estrada	Librarian	Dana Robinson
Tonya Thornton	Librarian	
Greta Champion	Registrar	Lisa Killion
Edengaile Dionisio	Special Education Diagnostician	Kendra Norris
Stephanie Hardwick	Special Education Diagnostician	
Kendra Norris	Life Skills Diagnostician	
Koren Davis	Receptionist	Elaine Creighton
Sandy Thibodeaux	Receptionist	

**Department Chairperson**

Melanie Owen  
Tim Jackubek  
Jenny Lucas  
Shannon Tatum  
Pat Gutknecht  
Josh Lindsay  
Sandra White  
Adrian Hans  
Terri Whiteman  
Mark Schmid

English  
Performing Arts  
Visual Arts  
Math  
Career Technology  
Science  
Special Education  
Social Studies  
Foreign Language  
PE/Health

**Team Leader**  
Alex O'Connell

Sarah Barnes

Krista Dodson

Bronwyn Pullin

Shane Graves

**PTO Officers**

President  
Vice President  
Treasurer  
Secretary  
Parliamentarian  
Ninth Grade Chair

Carol Durkee  
Carolyn Brown  
Robin Pyle  
Diana Barefield  
Liz Golze  
Christi Wetzel

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# Respect Policy

**At The Woodlands High School, respect is the cornerstone of all our interactions and behaviors. We acknowledge the dignity and worth of one another, and strive never to diminish another by our conduct or our attitudes.**

**Our mission:** To prepare students to live and work in a complex and interdependent society. To acknowledge diversity and build community by practicing hospitality, civility and respect.

**Why we need a policy:** The Woodlands is a community that dedicates itself to the safety and well being of its citizens and which recognizes that human dignity is the basis for all our relationships and growth.

**Definition of misconduct:** Any physical, spoken or written act of abuse, violence, harassment, intimidation, extortion, the use of vulgarity, cursing, making remarks of a personally destructive nature toward any other person, and any restriction or prevention of free movement of an individual. This prohibition applies whether the act is deliberate, intentional or unintentional or is directed toward an individual or group regarding race, color, creed, national origin, sex, sexual orientation, physical or mental disability, political or religious ideology. Federal law and State of Texas rules and regulations will apply.

## **Putting a stop to disrespect:**

### **Step One:**

When you witness behavior that is in violation of the Respect Policy, tell the person to stop. Apathy, silence or laughter encourages the abuse and further disrespects the victims. Inform an adult in school and your parents.

### **Step Two:**

If the behavior does not stop, contact an administrator as soon as possible to initiate a complaint.

### **Step Three:**

If the behavior continues, keep a journal of further incidents, including description, time, date, place and witnesses. Keep your parents and administrators informed.

## **Corrective Action:**

- Disciplinary actions may include: conference, parent notification, counseling, detention, In-School-Suspension, Out-Of-School-Suspension, Alternative Education Placement.
- Police may be contacted; charges may be filed.

NOTE: The severity of the offense dictates the consequence. These expectations apply to all facets of school life - at school, school activities, on transportation, at bus stops, on field trips, and so on.

**District policy and all applicable laws will be followed regarding all complaints.**

# The Woodlands High School Honor Code

Personal and academic integrity is foundational for individuals and communities. Because it creates individuals, communities, and nations of honorable purpose, excellence in education demands rigorous honesty and moral decision-making. Without honesty, assignments, projects, papers, and exams that measure individual student learning and performance cannot be fair. Therefore, each student, each parent, and each staff member is responsible for the cultivation and maintenance of academic integrity—integrity that fosters not only an excellent educational environment but the formation of lifelong character.

## **When making choices, students should always consider**

1. Does this action give me/others an unfair advantage?
2. Does this action mislead or deceive?
3. Does this action hurt or disrespect another person?
4. Does this action deprive another person of his/her rightful property?
5. Does this action discredit you, your family, or The Woodlands High School community?  
\* If the action you are contemplating feels wrong or “iffy,” it is most likely wrong. Ask your teacher if you want to be sure.

## **The Woodlands High School Honor Code Student Pledge:**

On my honor, I will not cheat, plagiarize, or falsify any coursework: assignments, homework, projects, papers, or exams.

On my honor, I will not, by my actions, bring discredit to the reputation of The Woodlands High School Community or the student organization of which I am a member.

## **What is plagiarism?**

Plagiarism is the borrowing, using, copying, or otherwise appropriating another person’s words, images, ideas, publications, presentations, or work without giving credit in writing as part of the work submitted. This includes even the smallest part of another person’s work—one sentence, one great phrase, one picture.

## **What is the correct use of personal technology in the classroom, specifically cell phones?**

Some assignments lend themselves to the use of phones, cameras, and tablets. This is subject to the discretion of the teacher. Students must confirm with the teacher when it is and is not appropriate to use a phone in class. To use a phone, to photograph, video, post, or text another person’s work, any part of a quiz, or any part of a test is a violation of The Woodlands High School Honor Code.

Sharing any kind of information about a quiz or test is a violation of The Woodlands High School Honor Code. Bringing material on any device (or on paper, or on your shoe, or on your skin) to use during a quiz or test is a violation of The Woodlands High School Honor Code.

## **May I share the questions and answers to a test with another student outside the classroom, after I have submitted my test?**

This is a violation of The Woodlands High School Honor Code because it gives some students an unfair advantage over others.

## **Shouldn’t I help my peers to be successful?**

Cooperative study is very helpful. Preparing with peers for an exam is an excellent technique. Talking together about how to proceed on a project or essay solidifies thinking. Working together on an assignment does not mean duplicating another person’s homework. Taking another student’s ideas or copying parts or someone’s entire finished product is plagiarism and a violation of The Woodlands High School Honor Code. **Ask your teacher before collaborating on any answers.**

*“The true test of a man’s character is what he does when no one is watching.”*

*-John Wooden*

# General Information

## Appeal Process

Parents have the right to appeal a decision of the consequence that has been assigned to a student. The following is the appeal process of a consequence:

1. The student or parent must contact the Associate Principal in writing indicating the appeal.
2. The student or parent must identify what they are appealing, why they are appealing, and the desired outcome of the appeal.

The Associate Principal will gather information from all concerned and a decision will be made and communicated to the student or parent.

## Athletic Facilities/Events

CISD athletic facilities are an extension of the school campus. Students are under the authority of the principal and the athletic administrators. All school policies are in force at all facilities. Failure to obey rules and regulations and/or failure to obey reasonable instructions of school personnel may result in loss of eligibility to attend school-sponsored events. Failure to comply with district rules and regulations may also result in disciplinary action applicable under the regular school program and may result in removal from activity.

Fans are not at a game or competition to intimidate or ridicule other teams or their fans, but to support TWHS and to enjoy watching skill and competition. Good sportsmanship must be displayed at all times. Good sportsmanship includes the following:

- Be courteous to all (participants, coaches, officials, staff, fans, spirit groups)
- Know the rules, abide by and respect the official's decisions
- Win with character and lose with dignity
- Display appreciation for good performance regardless of the team

Negative, demeaning, or obscene yells will not be permitted at any athletic event while teams are being introduced, or when teams, cheerleaders, or drill teams are performing.

- No alcoholic beverages are allowed on athletic facilities (parking lot or within the facility).
- No air horns or mechanical noisemakers are permitted.
- Food and drink cannot be brought into the facility.
- Spectators are not allowed on the playing areas at any time without administrative approval.
- No loitering is permitted in the aisles or exits.
- No loitering is permitted outside the athletic facility. All persons shall either enter the facility or leave the premises.
- Admittance to athletic facility events is by ticket or authorized pass only.

## Audio/Video

A student may be videotaped/audiotaped by the school for the purpose of safety, for co-curricular, extra-curricular, classroom activities, or for media coverage. If other audiotapes or videotapes are to be made, parental permission will be obtained. Video cameras may be in use on buses and on school grounds to help ensure the safety of the students.

## Automated External Defibrillator

Automated External Defibrillators (AEDs) have been placed in alarmed cabinets throughout both TWHS Ninth Grade Campus and TWHS. These cabinets are only to be opened in times of emergency to gain access to the AED to treat ventricular fibrillation, the most common cause of sudden cardiac arrest. Students caught opening the cabinets any other time will be assigned a minimum of two days of ISS for sounding a false alarm.

## Campus Distributions

Unless a student (or non-student) obtains specific prior approval from the Associate Principal for Administrative Services, written materials, handbills, photographs, pictures, petitions, film, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus. If the material is not approved within two school days of the time it was submitted to the Associate Principal for Administrative Services, it should be considered disapproved.

Campus is defined as the entire school properties, including parking lots, buildings, play areas, roadways, and any off-campus venue where a school activity is held. Publications prepared by and for the school may be posted or distributed with prior approval by the Associate Principal for Administrative Services. The club/organization or individual doing the posting must remove approved postings or distributions. This policy applies to school clubs, organizations, and booster clubs.

Extreme care should be exercised when attaching signs to walls to guard against scratching and destroying the finish on the walls. Only masking tape should be used to attach posted materials to walls. The Associate Principal for Administrative Services may establish limits for posted materials.

All posters and signs should be at least 8.5 by 11 inches and no larger than 22 by 28 inches.

## Change Address/Telephone Number

Up-to-date information is essential for the school to handle emergencies successfully and to maintain communication. When vital information changes, it is critical that the Registrar's office be notified immediately.

## Club/Organization/Requirements

Students are encouraged to participate in the various extracurricular activities approved by the principal and sponsored, supervised or directed by faculty members. Students or teachers interested in chartering a new student organization should first discuss proposed goals and bylaws with the principal. Chartering of a club or similar organization requires principal approval of bylaws, sponsorship by a faculty member, and establishment of a regular schedule of meetings to be held at the school. An established organization's charter may be revoked for lack of a faculty sponsor, failure to hold regularly scheduled meetings, or failure to abide by club bylaws and school/district policy. Please refer to campus websites for additional information and updates.

### Senior Campus

### Ninth Grade Campus

Gambertoglio	Academic UIL	
Perez	Alliance for Diversity Awareness	
Gartner	Animation Club	
Widman	Anime Club	
Rock	Art Club	Casey
Burns	Bass Fishing Club	
Hamel	Biotech Club	
Jacobsen	Bowling Club	
Meyer	Business Professionals of America	
Viol	Ceramic Club	
Spears, Gartner	Cheerleading	Roberts, D.
Landsbaum	Chess Club	
Jiang	Chinese Club	
Jiang	Chinese National Honor Society	
Newcomb	Chorale	Biffle
Padgett, Burns	Christian Student Union	
Perez, J.	Colorguard/Winterguard	Perez, J.
Smith, S.	Computer Science Club	
Perez, J.	Concert Band	Perez, J.
Hays	Dance Club	Hays

Briones	Debate Club	Kovach
Gourley, Miller	DECA	
Lucas	Destination Imagination	
Gartner	Diamond Darlings	
Murphy	Downtown Abbey Club	
Crowson	Disc Golf Club	
Jackubek	Drama Club	
Pound	Dungeons Club	
Michaelson	Electric Group of TWHS	
Dueitt, R.	Fellowship of Christian Atheletes	Colschen, D.
Gerlach	Fife Literary Magazine	
Hoover	FCCLA – Family, Career, & Community	
	Film Club	Limmer
Whiteman	French Club	Suszylo
Filer	Future Business Leaders of America	
Hamel	Future Docs	
Ford, Rogers	Future Farmers of America	Wright
Jiang	Future Medical Professions	
Johnson	Game Club	
Rowland, Hyten	Gay-Straight Alliance	
Powers	German Club	Dunn
Stratton	Health & Fitness Club	
Padgett	Health Occupations (HOSA)	
	Hermanos Mayores	Harper
Lucas	Highlanders for Orphans	
Smith, D.	Highsteppers	
Davies, M.	Ice Hockey Club	
Arel, Gregory	Interact	Thom
Crowson	International Student Organization	
Jackubek	International Thespian Society	
Reade	Japanese Club	
Hushka	Key Club	Knowlton
Seale	Lacrosse (Boys)	
Lehman	Linguistics Club	
Pound	Linked for Life	
Thornton, T., Estrada, L.	Literary Society	Robinson, D.
Perez, J.	Marching Band	Perez, J.
Gerlach	Mock Trial Team	
Shannon	Model UN Club	
Crowson, Frazee	Mu Alpha Theta	O’Neal
Michaelson	Music Appreciation Club	
Rock	National Art Honor Society	
Emmons, Cress	National English Honor Society	
Whiteman	National French Honor Society	
Hughes	National Honor Society	
Salmon, C.	National Social Studies Honor Society	
Landsbaum	Newspaper	
Michaelson	Orchestra	Michaelson
Newcomb	Overtones A Cappella Group	
Bethell, Lucas, J.	Project Purple	Morrow, Jaime
Shannon	Psychology Club	
Landsbaum	Quill and Scroll	

Murphy	Redefining Beautiful	
Davies	Robotics Club	
Murchison, S.	Roman Forum	
Rowland	Rugby Club	
Hushka	Science Bowl Club	
Champagne	Science National Honor Society	
McMartin	Scuba Club	
Hobbs, E. Garcia	Skills USA	
Myers, K.	Smash Club	
Mauri	Sociedad Honoraria Hispanica	
Suszylo	Society of Internationalist Club	Suszylo
Mauri	Spanish Club	
Gartner	Student Council	Hart
Pound	Students for Academic Success	
Theriot	Texas Association of Future Educators	
Newcomb	Texas Future Music Educators	Newcomb
	Theatrical Film Productions	Limmer
Phelps	TOMS TWHS Campus Club	
Whiteman	Travel Club	
dePieri	Try New Things Club	
Perez, M.	Tutoring for All	Jaime
Lucas, J.	TWHS Art Trust Committee	Casey
Nightser	TWHS S.T.E.M. Society	
Estrada	Water Polo	
Perez, J.	Wind Ensemble	Perez, J.
Skinner, Wallis	Woodlands Girls Lacrosse	
Widman	Yearbook	Widman
Reade	Yosakoi Club	Reade

## **Dress and Personal Grooming Policy**

It is essential that school guidelines be such that an atmosphere of learning is created. It is impractical to list every possibility of dress and grooming. It shall be the responsibility of the professional staff to determine the appropriateness of attire for all school occasions. Dress regulations should discourage the extremes and the fads that may lead to disruptions. Such regulations will provide appropriate standards for the general appearance of students, foster good physical and mental health, and encourage students in appropriate dress habits. The faculty and the administration will enforce the policy governing dress and grooming uniformly. All students have the responsibility to wear clothing that contributes to their own health and safety as well as those of others. The following policies have been reviewed, enhanced and approved by a Site Based Advisory Committee. Membership on the committee included students, parents, faculty and members of the community. Students are required to be clean and well groomed, and their dress must be modest and non-disruptive.

The following examples of dress are considered inappropriate and should not be considered all-inclusive:

- Hair coloring and/or hairstyles that are disruptive to the instructional process are prohibited.
- Hats/bandanas/scarves/headbands/hoodies/masks of any kind that cover the head or face are not to be worn inside the building, by boys or girls. Hooded sweatshirts are permissible as long as the hood does not cover the student's head. Students should not have hats/bandanas in their possession during the school day. If brought into the building, they must be stored in the student's locker. Hats worn in the building will be confiscated and can be claimed by the parents or returned to the student at the end of the school day if it is the first offense. For subsequent offenses, items will be returned to parents only.
- Sunglasses are not to be worn in the building.
- Dog collars and spikes cannot be worn as jewelry.
- Blouses or shirts of see-through material without appropriate shirt or blouse underneath are not permitted.
- Tops exposing midriffs, back area or cleavage are prohibited.
- Clothing with pictures/writing that has a double meaning.
- Clothing, badges, and/or tattoos, which display obscenities, sexual innuendos, depict violence or weapons, advertise or promote alcoholic beverages, narcotics, tobacco, or other prohibited substances, or items that could be viewed as offensive to others are not permitted.
- Inappropriate clothing includes any casual beach-like attire, including backless blouses, muscle shirts, off-the-shoulder blouses/dresses, halter-type tank tops, tank tops, tops with spaghetti straps, or pants, shirts, and sleeves that have been cut off. Blouses/shirts must be below the waistband when arms are extended overhead. Low cut blouse/shirts are inappropriate for school and should not be worn.
- Clothing of any type that is shorter than extended fingertips of the individual, whose clothing is in question, is not permitted. Slits on skirts, dresses, or shorts may be no higher than fingertip length.
- Tights, yoga pants, or stretch pants must be covered by shorts, skirts, or shirts/tops that are of fingertip length.
- Undergarments must not show.
- Chains of any length or size (including wallet chains) are not allowed.
- Shorts, jeans, and slacks with inappropriate holes and/or tears are prohibited.
- Pants are not to sag inappropriately (undergarments must not show).
- Shoes with wheels, rollerblades, skateboards, or scooters are prohibited.
- All students shall wear shoes for health reasons.
- Body piercing that is distracting is inappropriate for school related activities.
- Sleepwear (pajamas, slippers) is not permitted for school clothing.
- Trench coats, dusters, ponchos, etc. are not allowed to be worn on campus.

If the student's dress or grooming is objectionable under these provisions, on the first dress code violation, the principal (or designee) shall request that the student make appropriate corrections and notify the student's parent or legal guardian of the necessary correction. If both the student and parent or legal guardian refuses, the principal (or designee) shall take appropriate disciplinary action. The student may be suspended for a period of time determined by the principal (or designee) for violations of the dress code. If the dress code violation cannot be corrected immediately the student may be placed in ISS until the end of

the school day or suspended. Subsequent dress code violations will result in disciplinary action as outlined in the discipline section of this handbook.

Absence from class due to inappropriate dress or grooming will be counted as unexcused.

The Student Assignment Class (ISS) has specific dress requirements as part of that disciplinary assignment. Dress parameters are outlined in the Discipline Management section of this publication. Students will be reminded about the requirements at the time of the ISS assignment.

*Dress Code regulations for students are in effect for all student activities.*

#### **Extra Curricular Dress**

The principal (or designee), in conjunction with the sponsor, coach or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity.

### **Driver's License**

State law related to driver's license eligibility states that the Department of Public Safety may license a person as a class "C" driver who is under the age of 18 years, provided the person has met all of the attendance requirements for each class they are enrolled in each semester. If the student does not meet all of these requirements, The Woodlands High School will not provide the "Proof of Enrollment" form to the student.

Proof of Enrollment forms can be picked up in the Grade Level Office. Please give the Grade Level Office 24-hour notice for Proof of Enrollment forms. Assistant Principals will be responsible for checking the attendance eligibility for each request. Attendance eligibility will be updated each nine weeks during the school year.

### **Electronic Devices/Cell Phones/iPads/ Electronic Portable Games etc.**

Between the hours of 7:20 a.m. and 2:35 p.m. electronic devices may not be used in the classroom without express approval of the classroom teacher. These devices may be used in common areas of the campus before school, during passing periods, during a student's lunch period, and after school. Use of electronic devices should not impair a student's ability to hear and comply with verbal direction. The use of the device is to be for personal use and not audible by others. Unless approved by the teacher, electronic devices/cell phones must be turned off and out of site during class time. Unapproved/inappropriate use of these devices during instructional time will result in confiscation of the device and an after-school detention being assigned. Students will receive a minimum of 2 days of ISS if they refuse to turn in their electronic device to the requesting staff member when the student is improperly using the electronic device. Repeat offenses will result in further disciplinary consequences and a parent will be required to obtain the confiscated electronic device from the Assistant Principal. The student assumes all responsibility for any electronic devices brought to school. The Woodlands High School is not responsible for lost/stolen items.

### **Evacuation of the Building/Fire Drills**

Evacuation drills are preparation for the reality of fire or imminent disaster. The school administration, faculty, and staff expect each student's absolute cooperation in following all school rules and emergency procedures set forth in this section of the handbook.

Students are to remain with the teacher who facilitates the evacuation. In leaving the building, students are to move in a safe and orderly manner away from the building to the outer perimeter of the campus that is closest to the exit point. Close all doors as you evacuate. Students are to take nothing except their valuables. Students are urged to consider the seriousness of drills.

False alarms may occur from time to time as a result of a system malfunction. In such cases, everyone will be notified via the school intercommunication system. Without such notification, students should assume the alarm is valid and move to evacuate the building. A false alarm intentionally initiated by anyone constitutes a criminal act and will result in prosecution to the fullest extent possible.

No person should reenter the building until the all-clear signal is given.

**Evacuation/Drill Instruction:**

The following procedures will be used in the event that it is necessary to evacuate the building for any reason.

**Evacuation Signals**

- When the alarm sounds, all students and building personnel will leave the school.
- Silence is to be maintained during the drill.
- Everyone is to exit as quickly as possible, but do not run.
- The drill should be treated as seriously as a real emergency by all concerned. This is essential to the safety of everyone.
- If any exit is blocked, leave by the next closest exit.
- If a fire occurs during a change of classes, use the nearest exit.
- After the drill is over, return to your room by the same route that was used in vacating.
- Be aware of the location of fire extinguishers and fire alarms. Know the nearest one at all times.
- Directions for fire drill and evacuation procedures are posted in each classroom.

**Hazardous Weather Procedures**

- Remain calm - do not panic.
- Teacher will advise you if you are moving to a “green dot” (interior or windowless) room or moving over to a safety area in your classroom.
- If you are moving from a “red dot” (outer edge) classroom to a “green dot” classroom leave backpacks and books, as these will hamper movement.
- Once in the predetermined position as advised by your teacher or supervisor assume the “tuck and cover” position when advised to do so, or when the need is apparent.
- Remain quiet and in position until the “all clear” signal is given.

**Food**

Food, candy and drinks may be consumed only in the cafeteria or in the main courtyard. No items are allowed in any other part of the building. Delivery of food to students by outside vendors is not permitted. Example, students may not have Dominoes deliver pizza to the school. Parents may bring food for their own student, but cannot provide food for other students.

**Identification Card**

All students are required to have a student identification card. Students must carry their ID card with them at school and school events. Failure to show student ID upon request by a school staff member will result in disciplinary action.

Student ID cards are provided through pictures taken during orientation. Replacement cost for a lost ID card will be \$5. ID cards are required in the attendance office, library, and when picking up textbooks and yearbooks.

**Lockdown Procedures**

If staff and students are directed to lockdown and/or evacuate a specific area of the school, it is of the utmost importance that you cooperate and follow all directions carefully. We ask that you give your full attention to the adult in charge of your supervision at the time such an announcement is made, as order and safety are of the highest priority in these situations.

**Lost and Found**

Articles that are found on the Senior Campus should be brought to Student Services/Bookroom. Articles that are found on the Ninth Grade Campus should be brought to the Front Office. Students who have lost something on campus or at a school activity, should check with Student Services/Front Office.

**Office Hours**

Staff members will be available to assist students and parents from 7am-3pm.

**Parking Regulations (See TWHS Student Parking Regulations for Details)**

- Freshmen and sophomores are not permitted to bring cars to school, park on campus during the school day, or drive a vehicle off campus during dismissal.
- Vehicles must have parking permit displayed (rearview mirror) - only one tag is issued for each space.
- Only vehicles registered for that space will be allowed.
- New vehicles must be registered before school starts at 7:20 in the Grade Level Office.
- No parking in handicap spaces without a tag from the Grade Level Office.
- Student vehicles will be towed if parked in fire zones, bus ramps or visitor parking and parking privileges will be suspended.
- Vehicles parked in TWHS Drill Parking Lot must be moved by 3 p.m. each school day all year long or they will be towed and parking privileges will be suspended.
- Speed limit for all parking lots is 10 mph.
- While in the parking lot all occupants of vehicles shall be seated and wear safety belts
- Students cannot ride in beds of pick-ups or on tops of vehicles.
- If a student parks on campus during school hours while on parking suspension his/her vehicle will be towed and a permanent suspension will be imposed.

### **Suspension of Parking**

- Any moving violation
- Any parking violation
- Unregistered vehicle
- Unauthorized use of personal vehicle during school hours
- Five first/fifth block tardies (tardies are counted all year for 1<sup>st</sup> and 5<sup>th</sup> block and for late arrival students 2<sup>nd</sup> and 6<sup>th</sup> block)
- Ten first/fifth block tardies (tardies are counted all year for 1<sup>st</sup> and 5<sup>th</sup> block and for late arrival students 2<sup>nd</sup> and 6<sup>th</sup> block)
- Three unexcused absences for first/fifth block (unexcused absences are counted all year for 1<sup>st</sup> and 5<sup>th</sup> block and for late arrival students 2<sup>nd</sup> and 6<sup>th</sup> block)
- Six unexcused absences for first/fifth block (unexcused absences are counted all year for 1<sup>st</sup> and 5<sup>th</sup> block and for late arrival students 2<sup>nd</sup> and 6<sup>th</sup> block)
- Truancy
- DAEP assignment
- Registered in more than one parking space
- Failure to attend four-hour Saturday detention

### **Disciplinary Parking Consequences**

- First violation for suspension of parking will result in loss of parking for five school days.
- Second violation (combination or repeated) for suspension of parking will result in loss of parking for ten school days.
- Third violation (combination or repeated) for suspension of parking will result in a permanent loss of parking for the remainder of the school year.

### **Permanent loss of Parking**

- Attempt to remove or damage a boot on vehicle
- Hangtag borrowed, traded, stolen, sold or given away will result in all parties involved losing parking
- Parking while serving a parking suspension
- Fifteen first/fifth block tardies (tardies are counted all year for 1<sup>st</sup> and 5<sup>th</sup> block and for late arrival students 2<sup>nd</sup> and 6<sup>th</sup> block)
- Nine unexcused absences for first/fifth block (unexcused absences are counted all year for 1<sup>st</sup> and 5<sup>th</sup> block and for late arrival students 2<sup>nd</sup> and 6<sup>th</sup> block)
- Any combination or repeated three offenses for temporary suspensions will result in permanent loss of parking (Ex. Moving violation, 5 first period tardies, and 3 unexcused absences)

### **Special Parking Circumstances**

- A temporary parking space will be issued in case of a doctor appointment, temporary handicap or other situations beyond the control of the student, if 24 hours notice is given.
- A temporary space will not be given for a student who has missed the bus, missed their ride with a partner etc.
- No students are to park in visitors parking for any reason

- If a student registers for a parking space after the school year has begun and has one truancy or 5-9 1<sup>st</sup>/5<sup>th</sup> period (2<sup>nd</sup>/6<sup>th</sup> period for Late Arrival) tardies on record, he/she may be issued a parking space but it will be revoked for any one violation after the effective date of issuance

Parking at The Woodlands High School is a privilege and not a right. Conroe I.S.D. furnishes bus transportation; therefore, we are not obligated to furnish parking for students. Parking privileges are only for registered students at their respective campuses. A parking fee of \$75 is charged at TWHS. If parking is permanently suspended during the school year no money will be refunded at any time. Any vehicle booted will receive a \$20.00 fine plus suspension. Additional parking suspensions/sanctions may be assigned at the discretion of the assistant principals.

## **Pets**

Pets of any kind may not be brought to school and/or athletic events.

## **Practice Limitations**

Practice by a student shall not exceed eight hours per extracurricular activity per school week (12:01 a.m. on the first instructional day of the calendar week through the conclusion of instruction of a calendar week, excluding holidays). This limit applies to time before or after school.

## **Scheduled Activities**

All student activity events must be approved and scheduled by the Associate Principal for Administrative Services, and must be attended and supervised by a sponsoring member of the TWHS faculty. Timely scheduling will prevent conflicts between competing activities.

TWHS facilities must also be scheduled through the Associate Principal for Administrative Services. A calendar is kept for each major venue.

## **Sanctioned Activities**

The only activities that may use the school name or "nickname" are those that are approved by the school administration. Use of the school name without the permission of the principal will be subject to disciplinary action. School clubs and organizations may not be affiliated with college fraternities and sororities. Initiations and "hazing" are strictly prohibited. All club and organization activities held on campus must be approved and chaperoned by a faculty sponsor.

## **Off-Campus Activities**

All school-sanctioned activities must be placed on the school calendar, regardless of whether the activity is held on campus or off campus. School policies and regulations apply to all school-sponsored activities.

## **Student Activity Policies**

### **Attendance Requirements for Participation:**

Ten Day Rule: Students will not be permitted to participate in such activities that would require a student to be absent from any class more than ten times during the year. Exceptions may be made for post-season activities with the proper prior approval. (EXCEPTIONS: *An exception to the rule may be made on behalf of individual students who are competing in UIL sponsored activities. These exceptions must be based on circumstances that are unforeseen and result from the student's earning the right to compete at post-UIL district levels. Exceptions shall not exceed a total of five additional absences per year.*)

### **Elected Student Offices/ School Honors**

In order to be eligible for school honors and student offices, as a minimum requirement the candidate must have currently and for the preceding semester (Aug-Dec or Jan-June) a passing mark in all subjects, and have a general grade average of 75 or better the preceding semester.

Students so selected must maintain the outlined standards in citizenship and scholarship or relinquish their honors and offices. Students who do not meet standards for continued participation in accordance with the ADDENDUM TO THE STUDENT CODE OF CONDUCT: PARTICIPATION IN EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES will not be allowed to participate for a period of time to be determined by the severity of the violation, during which time the student may practice and/or work out, but not participate. If, at the end of the first removal, the student has an unsatisfactory academic average or

conduct, a second period of removal from participation will be given. If unsatisfactory academic progress remains, and/or if conduct problems remain, the student will be dismissed from the activity for the remainder of the school year.

In order for a student to be eligible for school honors based on academic achievement, the student must have a general average of "B" (80 or better) and must earn his/her last five credits at TWHS.

### **Student Records/Parent Access**

Student records may be accessed by parents through the C.I.S.D. website, [www.conroeisd.net](http://www.conroeisd.net), under Parent Access. Follow the directions to register for a new account and complete the application. Information concerning the student's demographic data, EOC/TAKS scores, grades, attendance, and schedule are included.

### **Student Services/Bookroom (Senior Campus)**

This is an office for student information. This office will have information on textbooks and lost and found items. Ninth graders should report to the Grade Level Office for information on textbooks and to the Front Office for lost and found items.

### **Textbooks**

Conroe Independent School District and The Woodlands High School provide books. It is the responsibility of each student to take care of the books issued. Textbooks are checked out directly from teachers and the bookroom. A student ID is required for checkout. Students are required to write their names in the space provided in the front of the book. Students should check all of their textbooks as they are issued for water damage or other forms of damage. Damaged textbooks should be reported to the textbook administrator. Students and/or parents are required to pay for books lost, damaged or stolen. Some teachers may check out books, usually supplemental books used in departments, directly to students. Textbooks found should be returned to the bookroom at the Senior Campus or the Grade Level Office at the Ninth Grade Office. It is the student's responsibility to check with the Student Services Clerk in the bookroom regarding lost textbooks immediately after discovering the loss. Delinquent charges assessed for lost/damaged/stolen textbooks must be cleared before a student's record can be completed. A student whose textbook record is not cleared will not be issued any additional textbooks, official transcripts, parking privileges, or prom ticket until delinquent charges have been collected. Students will be charged for damaged books. Cost is determined by the severity of the damage.

- A student will be charged for badly damaged books, including badly torn pages, page torn out (not missing), badly damaged spine, badly damaged cover, badly dog-eared, badly marked pages, edges (ink) and/or obscenities marked in pencil.
- If the book is unusable, the student will be charged the full cost of the book for water or fire damage, missing pages, obscenities marked in ink, and/or marking that renders a page unreadable.
- Lost textbooks must be paid for before a new book will be issued.

### **Trips/School Sponsored**

Travel can be a very worthwhile educational experience as long as sponsors have students' cooperation. Due to the large responsibility placed on school officials during any such travel, there may be special rules placed on the group.

All participation in such excursions is based on academic attendance and behavioral records. The principal in collaboration with trip chaperones will make final decisions regarding participation. It is a privilege, not a right, to participate in such school-sponsored trips.

Absences for school-sponsored travel will be counted as extracurricular or excused absences, and will be subject to the limits of such absences.

When the school provides bus transportation for school activities, students must ride the provided bus unless prior approval from the Associate Principal is secured.

Students need to understand that their complete cooperation is expected so that the trip is enjoyable for everyone. It must also be understood that violations of major rules could make a student subject to being sent home at the expense of the parents, and possible removal from any activities in which the student

would have otherwise represented the school. Sponsors of such trips will make parents and students aware of the special and existing rules when asking for parent permission for student travel. No refund can be expected for advanced trip deposit for students who cannot participate at the last moment due to loss of eligibility or other causes.

Students making any type of trip sponsored by the school must obtain waivers signed by the parent. The necessary waiver forms are supplied by the particular sponsor involved. For each club/sport that a student is involved in, a separate travel card/waiver must be on file with the sponsor/coach.

### **Vending Machines**

TWHS is not responsible for lost items or money in any vending machines.

### **Visitors**

TWHS is a closed campus. Students may not have visitors during the school day.

Persons visiting any CISD campus must check in at the Front Office and secure a "Visitor Pass." A picture I.D. is required of all visitors. While on campus a visitor must wear the pass in clear view at all times. Trespassers will be prosecuted.

### **Yearbook Pictures**

Pictures are taken once each school year for the entire student body. These pictures are taken for the school yearbook at no charge to the student. However, if students are interested, they can order a packet of pictures for personal use. There will be a charge for this packet. Information is sent home with the student schedules during the summer. Senior pictures are scheduled in the summer prior to the school year.

## **Academics**

For more detailed information on academic requirements, please refer to the Conroe Independent School District High School Program of Studies and the Conroe Independent School District Secondary Student Handbook.

To meet the diverse interests and needs of students of The Woodlands, The Woodlands High School offers a challenging and comprehensive curriculum. Several academic levels and content areas are available so that a student can mix and match course content and level to individual goals, interests, and abilities. The regular curriculum is college/university preparatory, and includes challenging content materials, study skills, critical thinking skills, and problem solving utilizing state adopted textbooks, media, and computer technology. Teachers have high expectations for student performance in all courses.

### **Graduation Programs**

Please see the Conroe Independent School District High School Program of Studies for details regarding graduation requirements.

Students must meet the requirements of their graduation program and pass the STAAR EOC (State of Texas Assessments of Academic Readiness End-of-Course) exams in order to graduate.

#### **Distinguished Achievement Plan**

Students interested in graduating under the Distinguished Achievement Plan must apply by the fall of the senior year. See the counselor for an application.

#### **Four-Year Plan**

Students should be familiar with graduation requirements and make careful plans for taking desired courses. A four-year plan is critical in outlining a sequence for taking required courses leading to graduation and post-secondary opportunities. This plan should be initiated in the spring of the 8<sup>th</sup> grade and reviewed and updated each year during the spring semester as you progress through your high school course work. Your counselor will be available to assist you in this process.

## Assignment to Classes

Courses vary according to difficulty. Some are academically more challenging than others. Courses classified as level are those offered to all students. These courses make up the standard curriculum.

Advanced courses designated as Honors and/or Pre-Advanced placement and Advanced Placement are the programs for the academically gifted as well as the highly motivated student. Teachers and counselors can assist the student in selecting the appropriate level of instruction for a course.

High demand elective courses are filled based on the student's classification: senior, junior, sophomore, and freshman.

**Course Load** A normal class load for a TWHHS student is eight (8) 90-minute periods for the 36-week school year. A typical course load is four (4) 90-minute periods on alternating days for the school year. Seniors are encouraged to enroll in a full academic program. Many colleges and universities expect students to take full advantage of advanced courses in core academic subjects and/or elective offerings. Off campus Dual credit courses may NOT be taken along with late arrival or early release. Seniors are, with parental consent, allowed to attend fewer classes and receive an off-campus permit for either late arrival or early dismissal, provided the student has sufficient credits to meet graduation requirements. Seniors must be enrolled in a minimum of three blocks each day, and may not schedule both late arrival and early dismissal on a red day or a green day. Students may not earn more than eight (8) credits per school year without approval of the principal. Only two credits for courses taken by correspondence or on-line instruction will be accepted as part of graduation requirements for accredited schools in Texas. Students must enroll in one course each year in English, Math, Social Studies, and Science.

A student may not earn more than two (2) credits during the summer without written approval of the principal.

**Course Selection** All course selections are made during the spring semester for the following school year. Entering freshman will make their selections in the spring of their eighth grade year. Counselors may meet with students and parents to review their four-year plan and to select courses for the next school year. The counselors will make the course selections for students not completing the appropriate forms. The master schedule is developed based on student requests made in the spring. The faculty is hired for the following school year based on spring schedule requests. When students return to school the following school year, schedule changes will only be honored: 1. To meet the requirements for graduation, 2. To remove students from courses for which they have not take the proper prerequisite class(es), or 3. To remove students from classes for which credit has been earned. In some situations, prerequisites are necessary to take certain courses. Enrollment for these courses is based on the successful completion of the subsequent level. Course prerequisites are outlined in the Conroe Independent School District High School Program of Studies and must be followed.

**Physical Education Restrictions** Some students may find themselves restricted from certain physical activities while enrolled in a physical education class. For permanent restrictions, a member of the healing arts, who is licensed to practice in the state of Texas, shall provide written documentation to the school as to the nature of the impairment and expectations for physical activity for the student. For temporary restrictions, a member of the healing arts, who is licensed to practice in the state of Texas, shall provide the written documentation of the nature of the temporary impairment and the expected amount of time for recovery. During recovery time, the student shall continue to learn the concepts of the lessons and participate in any skills demonstrations allowed by medical documentation.

**Scheduling** Students at The Woodlands High School Senior Campus are on an alternating block schedule. The school day is arranged into four 90-minute block classes on red days and four different 90-minute block classes on green days. Students attend red classes on one day followed by green classes the next day and alternate red and green days throughout the academic school year. Grading cycles are broken into 9-week periods.

**Tutorials** Teachers are on campus until 3:00 p.m. to provide extra help to students, and some have extended hours available to students. It is the student's responsibility to make arrangements with the teacher for extra help. In addition, Mu Alpha Theta provides math tutoring on Tuesdays and Thursdays and evening tutorials are available for math, science, and Spanish on the Senior Campus.

## College Admissions

College catalogs/websites must be consulted for specific requirements. Certain college majors may require more foreign language and/or mathematics and/or science courses while attending high school. If you are considering applying to a selective college, consult with the college counselor about special entrance requirements.

### Athletics

Students interested in participation in intercollegiate athletics should see their high school counselor during their junior year. The registrar and College and Career Center have a copy of *A Guide for College-Bound Student-Athletes and Their Parents* prepared by the National Interscholastic Athletic Administrators Association. This booklet outlines the requirements for students to be eligible for intercollegiate athletics and to receive an athletic scholarship. Requirements for NCAA Division I, II, and III schools as well as NAIA colleges are included in this guide. This information is also available on line at [www.ncaa.org](http://www.ncaa.org).

Eligibility requirements for intercollegiate athletics include earning a high school diploma, successful completion of designated core academic courses, attaining an acceptable grade point average on the core academic courses and performance on the SAT or ACT.

## College Application Fees

The first 5 college applications will be processed at no charge to the student. There is a processing fee of \$20.00 per application after the 5<sup>th</sup> application.

The \$20.00 processing fee must accompany the application when it is submitted to the school; applications will not be mailed without the appropriate fee(s). Either a check or a money order made out to TWHS or cash is acceptable.

### Scholarship Application Fees

There are no processing fees for scholarship applications, but transcript fees are applicable.

## College and Career Center

The College and Career Counselor assists students with post high school decision-making. Using a variety of resources from personality tests to individual conferences, students can get assistance with plotting out a plan of action. Information on college planning, scholarships and financial aid as well as entry-level job requirements is readily available in the Career Center. College admissions counselors routinely visit the College & Career Center to meet with prospective students and to provide the most current information regarding college admissions. Local employers supply information about employment opportunities and often advertise job positions for high school students. Call the College and Career Center for more information or to schedule an appointment.

## Courses of Study

A variety of levels are offered for students attending TWHS: Advanced Placement, Honors, Levels, Resource. Placement for upper level courses is dependent upon established criteria.

**Level/Standard Courses** - The standard program has been designed to provide a high level of academic preparation that will enable a student to prepare for post-secondary educational opportunities and/or the community work force.

### Dual Credit Courses

Students may take dual credit courses during the junior and senior years. All students must take a minimum of three on-campus high school-only courses (three 90 minute periods) daily in addition to any dual credit course. Through an agreement with Lone Star College - Montgomery students successfully completing a specified high school course will receive college credit as well as state or local high school credit. Students must receive approval from the high school counselor to enroll in the course with Lone Star College - Montgomery and must enroll in the college course

prior to the beginning of each high school term. In order for students to register for dual credit courses, they must have taken a college placement test. This test is administered by Lone Star College - Montgomery. With certain TAKS, SAT or ACT scores, students may be exempted from this requirement. Proof of registration must be provided to the high school counselor. Students are responsible for college grades being sent to the high school for credit purposes. Dual credit grades will count in the GPA. Students who are approved for the college course have either first or fourth period release time in the high school schedule for this course; those who drop the course or do not attend the course receive an F on the high school transcript for that course.

**Dual Credit English 1301 and 1302 (English IV) have a limited number of spaces and may only be taken with TWHS faculty.**

Students must enroll in college classes that will not conflict with courses on this campus. **Lunches and schedules will not be adjusted in order to accommodate college courses.** Students may schedule a dual credit college course at a time after 3:00 p.m. if that best fits their schedule. Please address any question to the counselor. DUAL CREDIT COURSES MUST BE APPROVED AND LONE STAR COLLEGE - MONTGOMERY ADMISSION TESTS TAKEN FOR FALL AND SPRING TERMS PRIOR TO MAY 5, 2017. ADDITIONS ARE NOT MADE AFTER THAT TIME.

### **Gifted and Talented**

Pre Advanced Placement and Advanced Placement at the 9<sup>th</sup> and 10<sup>th</sup> grade level and Advanced Placement at the 11<sup>th</sup> and 12<sup>th</sup> grade level serve the gifted and talented students at The Woodlands High School. Students who meet the established **district testing** criteria for admission are committed to developing an in-depth knowledge of the major discipline areas and anticipate pursuing post secondary studies. In addition to a complex and abstract base of knowledge, students are provided opportunities to utilize the processes, methodologies and techniques used by professionals in the discipline areas of English and mathematics. Participation in the program will give the students an opportunity to fully develop their academic abilities, pursue their own research, and interact with others in an intellectually challenging atmosphere.

**Information regarding testing for Gifted and Talented placement may be obtained in the counseling office.**

### **Advanced Placement**

Advanced Placement (AP) Courses are the most advanced and rigorous academic courses offered by the district. This program gives students the opportunity to pursue college-level studies while still in secondary school and to receive advanced placement credit (dependent upon taking the AP test and achieving an acceptable score for individual colleges/universities) upon entering college. **Students should plan for 1.5 - 3 hours of homework per day per course.** Students are expected to take the College Board Advanced Placement Tests in May. Each AP exam costs \$94.00 (2016). Information will be given to students for spring of 2017 regarding the cost of AP exams when information is available from College Board and TEA. Financial aid is available for students who sign up and qualify by March 24. Academic ability, motivation, and willingness to work are considered in placing students.

Many Advanced Placement courses have extended time requirements. Extended time is necessary for completion of the curriculum for many Advanced Placement courses. Consult the specific course descriptions to determine which courses have the additional time and plan for this in your four year plan in order to have the total 26 required graduation credits.

**Students are urged to consider how much time they will need to prepare for AP courses, other courses, and extra-curricular activities prior to selecting courses.**

### **Honors and Pre-AP**

The Honors and Pre-AP classes include the curriculum of the level classes, but with a more in-depth study of the areas within the course. Students are expected to commit the time and effort needed to be successful in the courses. They must be independent readers and have good study habits, as these classes often require additional hours of homework. The Honors/Pre-AP curriculum is designed to prepare students for Advanced Placement or for the next Honors course

in that subject area. Students who are successful in Honors and Pre-AP classes may be recommended for the next sequential Advanced Placement courses in the individual subject areas.

### **Special Education**

The goal of an effective special education program is to provide each special education student with an opportunity to be successful in the least restrictive, educational and/or work environments. A variety of instructional settings are used to promote academic and/or vocational learning based on students' individual needs and personal goals for adult life. Conroe I.S.D. is committed to the instruction of academic competencies, personal growth, skills, and decision-making and problem solving skills that are recognized as critical for success in high school and adult independent living. To achieve these goals, an Individual Education Plan (IEP) will be developed for each student, with special education and/or regular education staff working together to modify materials or instruction determined as appropriate by the Admission, Review and Dismissal (ARD) Committee. Should you have any questions concerning the special education program, please call the counselor or special education diagnostician.

### **Homebound Services**

Referrals for consideration of homebound services through the special education department are forwarded to the Intervention Assistance Team (IAT). It is an ARD/504 Committee decision to determine if a student meets eligibility criteria.

## **Credits and Classification**

The listing below is a summary of the minimum number of state credits needed to be classified as a Freshman, Sophomore, Junior, or Senior:

Freshman	0-5.5 credits
Sophomore	6-11.5 credits
Junior	12-17.5 credits
Senior	18 credits or more

Students who have 17 credits after their sophomore year and plan to graduate in May will be classified as seniors at the beginning of the year. Students with 18 credits after their sophomore year, but who do not plan to graduate early, will still be classified as juniors. Students are reclassified during July at the end of each school year. The only exception is for students who file an early graduation plan with the counselor by the end of their 10<sup>th</sup> grade year. These students will be reclassified as seniors if they are in the process of meeting all graduation requirements by May of that year.

## **Family Connection**

Family Connection is an interactive internet guidance tool that TWHS subscribes to that allows students to explore college and career choices. All students are given registration codes in 9<sup>th</sup> grade and are encouraged to start building their resume and looking at admissions requirements for prospective colleges as soon as possible. If a student needs a registration code for Family Connection, they should see The College and Career Counselor at TWHS or their Counselor at TWHS Ninth Grade Campus.

Family Connection allows students to:

- Build a resume
- Research colleges
- Gather career information
- Stay informed of college and career information
- Research scholarship and financial aid information
- Sign up for college visits
- Keep track of college applications
- Complete a personality assessment to help with career planning
- Explore summer programs and internship
- Investigate study abroad programs.
- Request transcripts

**If utilized properly, Family Connection will prove to be an invaluable resource in helping students and parents navigate the college and career process.**

## Grades

Grades are closed nine weeks after the end of any course. That will allow parents and students ample time to request a grade review. (Due to summer schedules, questions may be submitted for grades earned the final grading period until August 1 of the same year.) Since grade changes affect GPA, and ultimately the ranks of other students, it is very important to take care of these matters in a timely fashion. Please check the [District Program of Studies](#) for more information.

### Grade Point Average (GPA) & Class Rank

A student's GPA is computed by adding high school grade points (awarded on the basis of the final numerical average at the end of each semester) and dividing by the number of semesters involved.

**GPA Computation and Notification:** A ranking will be available in the fall and spring of the junior and senior years. In order to determine eligibility for awards, a final rank will be calculated at the end of the third nine weeks of the senior year.

#### Class Ranking Formula:

- Grade points are assigned on basis of grades.
- Only grades received for state accredited courses are used to determine class rank for quartile standing.
- Local credits are not used in determining rank and standing.
- The number of grade points earned is divided by the number of grades to determine the Grade Point Average (GPA).
- Transfer students will receive the maximum grade points for each letter grade transferred in if there is no numerical grade.
- If a student takes a Credit by Exam and fails, the failure will count toward the Grade Point Average.
- Correspondence courses count toward the Grade Point Average, but may not be considered for Graduation Honors.
- Ranking is based on the number of students graduating.
- Ranking will be a true numerical rank.
- If a student takes an exam for acceleration credit, that grade will not be counted in the Grade Point Average

### Grade Averaging for One Credit Courses

First and second semester grades for one credit courses may be averaged to obtain a passing grade if the first semester is a failing grade and the second semester is a passing grade. Students must pass the second semester. Example: Algebra I semester A—65, semester B—75 for an average of 70 will receive 1 credit.

### Credit-by-Exam for Recovery (With Prior Instruction)

Grades for these tests will be recorded on the student's transcript and will be included in the GPA as level grade points. Students who have lost credit due to excessive absences may not recover credit through credit-by-exam. NCAA will not consider these credits as part of the core courses.

### Credit-by-Exam for Acceleration (Without Prior Instruction)

Only grades of 80 or above will be recorded on the student's transcript, but will NOT be included in the GPA. These exams will be scheduled four times per year. Consult your child's counselor for specific times and locations. NCAA will not consider these credits as part of the core courses.

### Summer School and Transfers

In determining whether a transfer grade should receive the extra grade points awarded similar courses at the receiving school, the following criteria will be used:

1. If grades on the sending school's transcript are recorded as "above level" (e.g. Honors or AP), the receiving school must offer that course at the same level in order for the extra grade points to be awarded.
2. If the sending school is an accredited high school and the grades have been noted as "above level" credit, and the receiving school offers that course at the same level, then the extra grade points will be awarded.

These criteria will be used for both intradistrict transfers as well as interdistrict transfers.

### Virtual Learning Courses

If the student is taking the virtual learning course for original credit or the student is repeating the course, the actual grade will be awarded along with the corresponding grade credit. Administrative permission must be given prior to enrolling in these courses.

### Dual Credit

Dual credit courses will receive grade points according to these guidelines:

1. If the course is taught off of the high school campus, level grade points will be awarded.
2. If the course is taught on campus and is a core course, maximum grade points will be awarded.

### Transfer of Credit

Credit is awarded when an official transcript is received from the previous accredited school attended. Credit is awarded for all courses recognized by the Texas Education Agency.

In order for home schooling or private school course credit(s) to be awarded, one of the following criteria must be met:

1. Transcript received from an accredited school.
2. Transcript received from a non-accredited home school, private school, or other organization

#### AND

- A. Documentation of the curriculum followed and work completed by the student in each subject area must be provided. Examples of documentation include:

Curriculum followed

Lesson or unit plans  
Course syllabi  
Course goals and objectives  
Course scope and sequence

Work Completed

Tests and Results  
Journals  
Videos  
Portfolios  
Laboratory Reports  
Progress Reports  
Art Work  
Projects

#### AND

- B. Credits will be awarded retroactively if the student earns a grade of 70 or better upon completion of one credit in each of the core courses (mathematics, science, English and social studies). Elective credits will be awarded retroactively if the 70 or higher grade is earned in the four core courses.

3. Credit by Examination in each individual subject area per semester (.5) credit. The cost of the examination(s) is the student/parent's responsibility. A school administrator or counselor must approve all Credit by Examination courses.

Once the student has enrolled, he/she must complete all Credit by Exams prior to the beginning of the next school year.

### Grade Transcription

Often a student may enter from another school that has a different grading system from CISD. In that case, grades will be transcribed in the following manner:

1. Convert numerical grade to sending school's letter equivalent.
2. Convert letter equivalent to our grading scale.

**Example:** An incoming student's grading scale is

94-100	=A
85-93	=B
78-84	=C
70-77	=D

If that student has a 91 in English – 91= B (85) with appropriate grade points.  
The scale to be used is:

A+	98
A	95
A-	92
B+	88
B	85
B-	82
C+	79
C	77
C-	75
D+	74
D	72
D-	70
F	65

For those grading systems which award credit for grades in the 60's, those grades will be recorded as "70".

If any parent or student has a concern about the effect of this transcription on college admissions, the issue can be addressed in a counselor letter which, along with a copy of the former school's transcript, can be attached to the present transcript and mailed with each application.

#### **Grades from Other Countries**

Foreign transcripts will be evaluated in the following manner:

1. Transcripts from American or International schools with grading systems equivalent to ours will be transcribed as any other domestic transcript.
2. Transcripts that reflect grading systems dissimilar to ours will be evaluated and grades of "P" or "F" will be awarded. These grades will not be assigned grade points nor computed in the student's GPA. For those records coming from countries which administer exams rather than award course grades, course curriculum will be evaluated, exam grades noted, and "P's" recorded for equivalent courses on the receiving campus.

#### **Incomplete Grades**

All grades for each course must be completed no later than 10 days after the end of each semester. A student who makes an "I" during the last nine weeks has until mid July to complete all work. The student should contact the Grade Level Office to turn in any work and take any tests necessary to complete the grade. If the "I" is not made up, the grade reverts to a "50" and is averaged with the student's other grades to determine the semester average. A zero is given for a final exam that is missed. If a student must miss a final exam because of a CISD approved excuse, the parent must call ahead to schedule an appointment for the make-up final.

#### **Repeating a Course**

All courses taken receive a grade, and are shown on the transcript. Courses taken for the first time are the courses computed in the rank. Grades for repeated courses do not replace original grades. Any course retaken for mastery will show on the transcript with the grade received, but is not computed in the rank.

#### **Report Cards**

Report cards are issued on a nine week basis. Each grading cycle (eighteen weeks) will count for 85% of a student's final semester average. The midterm or final exam will count for 15% of the final semester average. The only report card that will be mailed will be the last report card in June. Parents may access their student's grades on line via Parent Access through View-It from the CISD Webpage.

#### **Transcripts**

Students may request either unofficial or an official transcripts.

Official transcripts are mailed by The Woodlands High School and are never given directly to students and/or parents. Official transcripts are signed by the registrar and embossed with the official school seal. The first 3 official transcripts are provided at no charge to the student. There is a \$3.00 fee for each official transcript after the third one. A record of transcript fees is readily available on the student's Family Connection account. Transcript fees are payable upon request to the registrar.

Unofficial transcripts are copies of official transcripts but do not have the registrar's signature or the official school seal.

To request an official transcript:

Students can log on to Family Connection and click on the "transcript" link on the left menu bar. Follow instructions on the screen. Official transcripts are mailed within 5 school days of the request. Students can check the status of their transcript by clicking on "view status of transcript requests" in the transcript section of their Family Connection account.

To request an unofficial transcript:

Students need to bring their student ID with them and see the Transcript Clerk in the College and Career Center to sign up for an unofficial transcript. There is a \$1 fee due at the time of request.

## Grade Policy

Each teacher will have three grading categories: Major, Quiz, and Daily. The tables below apply to Level Classes and Honors, Pre-AP, AP, and Dual Credit Classes.

### Level Classes

	Percent Value	Minimum Number of Assignments
Major	55%	3 total each 9 week MP, 2 in 1 <sup>st</sup> 6 weeks of MP1
Quiz	25%	3 total each 9 week MP
Daily	20%	At least 7 total per MP

### Honors, Pre-AP, AP, and Dual Credit Classes

	Percent Value	Minimum Number of Assignments
Major	60%	3 total each 9 week MP, 2 in 1 <sup>st</sup> 6 weeks of MP1
Quiz	25%	3 total each 9 week MP
Daily	15%	At least 7 total per MP

### Retest Policy

Remediation and a re-assessment activity will be provided when the grade falls below a 75 on a major test. A maximum value of 75 will be received on the re-assessment. A minimum of one re-assessment per nine weeks will be offered. It is up to team discretion to offer more than one re-assessment. If a student is caught cheating on a test, they will receive a 0 on the test and a re-assessment for that test is not permitted.

### Late Policy

**Daily & Quiz** – Daily or quiz work that is assigned as homework will not be accepted late for full credit. Daily or quiz work that is assigned as homework will be accepted late for a maximum grade of 50% by the next class meeting. It is a team decision whether it can be accepted up until the next unit assessment.

**Major** – Major long term assignments will be accepted late for a 10% penalty per school day for a maximum of five school days.

## Graduation

The student and his/her parents must accept responsibility for the proper choice of subjects for graduation and/or for college entrance. There are, however, teachers, counselors, assistant principals, a registrar, and a principal who are available to offer any assistance needed in planning a program of study leading to the completion of requirements for graduation.

A student who has met graduation requirements may finish school at the end of any semester. Students who complete requirements mid-year, and who wish to participate in a graduation ceremony, must do so in December. The student may attend prom or other senior activities in the spring semester if they pay their senior dues. Students and parents should also be aware that graduating early may eliminate the student from some scholarship considerations.

*Students may not participate in the graduation ceremony unless all graduation requirements have been met. This includes the successful completion of all required courses, the accumulation of the required number of credits, and the successful mastery of ALL STAAR EOC requirements. As soon as all requirements have been met, the diploma will be awarded.*

**Early Graduation** Students wishing to graduate in 3 years must file an early graduation plan by the end of their sophomore year. The student and parent should make an appointment with the counselor to make this plan. The counselor and principal must approve the early graduation plan. Decisions to attempt an early graduation should be based on student motivation, ability, and maturity. University research indicates the students who have the most difficulty adjusting to the college life are those who enter at a very early age as compared with their classmates who enter after a four-year high school experience. Students wishing to graduate mid-year of the senior year must have a plan on file by the end of the 11<sup>th</sup> grade year. Early graduation plans must follow prerequisite sequencing.

Students attempting to graduate at the end of their 11<sup>th</sup> grade year must have their plan approved by the end of the 10<sup>th</sup> grade year.

### **Graduation Ceremonies**

All seniors graduating in June will walk with their class from The Woodlands High School. Students who complete their credits by August or in December will participate in a district wide ceremony respectively.

State Mandated Graduation awards will still be given for students ranked #1 and #2. If there is a tie between students based on grade point average, the method for selecting the state-mandated award recipient is as follows:

- Number of Honors “A’s” in Honors or above academic courses;
- Number of Level “A’s” and Honors “B’s” in the academic courses;
- Numerical average in the four academic course areas (English, Math, Social Studies, Science).

Student graduation speakers will be chosen from the Summa Cum Laude and will be selected by a campus committee. The principal will select the members of this committee. Graduation recognition will become Summa Cum Laude, Magna Cum Laude, and Cum Laude.

## **Honor Societies**

**Mu Alpha Theta** is an International Math Honor Society. Students must have a “B” average in high school math courses and must be enrolled in Algebra II or higher to be eligible to join. The main purpose of this organization is to promote a love of mathematics. Mu Alpha Theta conducts after school tutorials for students in elementary and secondary schools. In addition, scholarships are available for member students.

**National English Honor Society** honors those students who are accomplished in communication through writing and have an appreciation of literature. Membership begins through self-nomination and requires a 3.5 grade point average in English and an overall grade point of 3.3. A service organization, the English Honor Society works as tutors for elementary students who need help in reading. Members also share time with elder members of The Woodlands Community at the Forum.

**National Honor Society** membership is based on four characteristics which are scholarship, leadership, service and character. The faculty invites students to become members of the National Honor Society based on the following criteria:

- **Scholarship** - a student must be of at least junior standing and have maintained a GPA of 4.200 for the first five semesters of high school.
- **Leadership** - a student should exhibit leadership qualities, and be involved in leadership activities each year.
- **Service** - a student must participate in several activities each year that provide services to school, and church or community. Because the National Honor Society is a school organization, at least a portion of the service component must be school related. Jobs are not considered service activities under National Honor Society guidelines.
- **Character** - a student should have a good attitude and be honest, responsible, fair, courteous, tolerant and cooperative.

The National Honor Society may set additional membership requirements. The School Faculty Committee based on the NHS Handbook, the organization’s constitution, rules, regulations, and procedures makes final

decisions concerning membership. National Honor Society members are expected to maintain the Society's high standards, not only at school and during school related events, but at ALL times. Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the chapter adviser, and given a reasonable amount of time to correct the deficiency, except in cases of flagrant violation of school rules or civil laws, where a member does not necessarily receive a warning. The Faculty Committee shall determine when an individual has exceeded a reasonable number of warnings. In all cases of impending dismissal, a member has a right to a hearing before the Faculty Committee. A member who has been dismissed may appeal the decision of the Faculty Committee under the same rules for disciplinary appeals in CISD. Students who enroll at TWHS after the selection process has been completed in the spring of the junior year will be considered for membership in the fall of their senior year. No seniors are inducted in the spring of their senior year.

## **Library**

The library strives to supply students with the best sources for research, learning, personal interests, and novels for reading enjoyment. Library hours are listed below according to the appropriate campus. Passes are required during the school day, including lunch. Please make sure that you sign in upon your arrival. Books may be checked out for a two-week period. A10-cent fine will be issued for each day a book is overdue. A student ID card is required when checking out a book or when using a computer. Students who do not clear their library record will face disciplinary action.

During class research assignments, related books will be placed on "hold" until the assignment is completed so that all students have access to all pertinent materials. Reference books and items on "hold" are subject to overnight checkout, and must be returned to the library by 7:30 am of the next school day. In addition to books, students may access from home a group of online databases through the library homepages.

Copy machines are available to students. It is the student's responsibility to provide his or her own money to make copies. In addition, the student must supply all necessary materials to complete assigned tasks (pens, pencils, paper, etc.).

The library will make replacement student ID cards for a fee of \$5.

As a general rule, food and drink are not allowed in the library. For safety purposes, backpacks should be left in the classroom or at the designated areas of the library. Appropriate conduct is expected at all times. Students who do not conduct themselves properly will have their library privileges revoked.

### **TWHS Ninth Grade Campus Library Hours**

Monday - Friday 7:00-3:00

Extended after school hours Monday through Thursday may be set up with the Librarian.

### **TWHS Senior Campus Library Hours**

Monday – Wednesday 7:00-4:00

Thursday – Friday 7:00-3:00

## **TEC Center/Computer Lab**

Senior Campus – The TEC Center consists of computer labs located in the library. There are computers available for classes or individuals. Teachers may sign up to bring their classes for a variety of reasons, including multimedia projects or Internet research. All computers are Internet-connected over the district network. There is a bank of computers in the library that will be open to students before or after school and during lunch.

## **Testing**

Students take several "standardized" tests during the school year. The school calendar lists these examinations and the dates of administration.

**Accelerated Placement Exams** Students may accelerate in their course placement by passing state approved course examinations covering the content and TEKS of a course. Examinations will be available during two three-week periods during each school year. As outlined by the State of Texas, Accelerated Placement Examinations (APE) provides a credit alternative for students who have good command of a subject or course. When a test is passed, credit is awarded and the student moves on to the next level in the

course sequence. Tests are available in English, Mathematics, Social Studies, Science, and Foreign Language.

Accelerated Placement Examinations may NOT be used to obtain credit for a particular course in which the student is currently enrolled. In order to receive credit, a student must score a 80 or above on the APE. If a student is given credit for a course on the basis of the APE, the examination score will be entered on the student's official transcript, but will not be counted in the GPA. Test dates and procedures will be established and published well in advance. Counselors will provide additional information as required.

**Advanced Placement (AP) Exams** AP Exams are made available to all students. Students who earn a three or better can earn college credit, depending upon the individual requirements of the university/college. Students do not have to be enrolled in an AP course to take the exam; however, it is strongly encouraged. Testing takes place the first two weeks of May with two tests, specifically assigned by the College Board, administered each day. Students must pay to take these exams.

**Final Exams** At the end of each eighteen-week grading period, students will take midterm and/or final exams. Students are only eligible for exemption from final exams, not midterm exams. Seniors are eligible for final exam exemptions in both the Fall and Spring semesters. Freshmen, sophomores, and juniors are only eligible for final exam exemptions in the Spring semester. Absences include all days missed: Excused and Unexcused. Pre-approved absences, funerals, DOC's, and hospital stays count against exemptions. School field trips, athletic events, UIL events, HCPs (health care provider - student attended school part of the day), PREs (present), GLOs (grade level office), ECLs (election clerk), CTZs (citizenship), NATs (naturalization), CVs (up to two College Visits) and religious holidays are not considered absences. Any student that has served ISS, DAEP, or OSS while enrolled in a course in the Spring semester is not eligible for an exam exemption for that particular course.

A student granted a final exam exemption must still attend that class during the final exam period. Failure to attend will result in an incomplete or zero for the final exam.

**PSAT**

All sophomores and juniors will take the PSAT on campus. It is the qualifying test for the National Merit Scholarship Competition. The only way to qualify as a National Merit Scholar is to participate in the PSAT as a junior. CISD will only pay for the test for sophomores and juniors. The PSAT is optional for freshmen. Freshmen enrolled in Geometry or Algebra 2 are encouraged to register and pay for the PSAT administered on the Ninth Grade Campus. Sponsors of extracurricular activities are strongly encouraged to leave the test date free when planning their calendars. The PSAT can provide a guide to academic strengths and weaknesses for juniors, but also is a valuable tool for the 10th grade students. For 10th graders, PSAT will provide a practice session and a guide for future study needs. The National Merit Scholar designation can be a key to scholarship and admissions success.

**SAT/ACT**

Most colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with their counselor early during their junior year to determine the appropriate exam to take; entrance exams are usually taken at the end of their junior year. Prior to enrollment in a Texas public college or university, most students must take the Texas Success Initiative (TSI). Below are the test dates scheduled for the 2015-2016 school year. Please make sure that you double-check these dates with your school counselor or online.

PSAT	SAT	ACT
October 19	October 1	September 10
	November 5	October 22
	December 3	December 10
	January 28	February 11
	March 11	April 8
	May 6	June 10
	June 3	

### State of Texas Assessments of Academic Readiness End-of-Course (STAAR EOC) Exams

The STAAR exams measure the end-of-course statewide curriculum in core high school academic subjects listed below for the 2015-2016 school year.

Date	EOC Test
December 5	English I Retest
December 7	English II Retest
December 7-9	English Retest Make-up Sessions
December 6, 8, 9	Algebra I, Biology, U.S. History Retests
March 28	English I
March 30	English II
March 30-31	English Make-up Sessions
May 1-5	Algebra I, Biology, U.S. History

Retest - Student who has NOT passed the exit level test must take the exam again in order to meet graduation requirements.

Special schedules will be developed for STAAR EOC administration and will be published in the school newspaper and “Highlander Happenings.” This will allow for the best possible testing environment on this crucial examination and, at the same time, allow for a full, although abbreviated, day of classes and instruction.

# Attendance

## Attendance Policies

Official state attendance (ADA) will be taken each day during Period 2 and 6. TWHS attendance accounting is completed each period to determine credit eligibility. Students must be in attendance for 90% of the days each semester to be awarded credit for a class. A student who is in attendance for at least 75% but less than 90% of the days a class is offered may be given credit for the class if the student completes a plan approved by the school's principal that provides for the student to meet the instructional requirements of the class. This is a state requirement.

Regular attendance is required of all students. All cases of irregular attendance will be investigated. When a student is absent from school for one or more periods, a parent or guardian must call the Attendance Office as early as possible on the day of the absence stating the reason and duration of the absence. This call will help avoid the student's delay in returning to class. A 24-hour answering machine will be available for parents to report absences. If a note or telephone call has not been received prior to the student's absence, every attempt will be made to notify a parent of the absence on the same day.

When a parent contact has not been made with the Attendance Office, the student is required to bring a written excuse signed by a parent or guardian. In the case of forgery of an excuse note and/or phone call, disciplinary action will be taken. **Students should take notes excusing absences to the attendance office before school on the day they return to school from an absence.**

## Bell Schedule

### The Woodlands High School Bell Schedule

#### Regular Schedule

(Monday, Tuesday, Friday)

#### Advisory/Activity Schedule

(Wednesday, Thursday)

7:20 – 8:55	PERIOD 1/5	7:20 – 8:45
9:02 – 10:40	PERIOD 2/6	8:52 – 10:17
	Advisory/Activity	10:24 – 10:55
10:47 – 12:53	PERIOD 3/7	11:02 – 1:03
	<u>A Lunch</u>	
10:47 – 11:12	Lunch	11:02 – 11:27
11:17 – 12:53	Class	11:32 – 1:03
	<u>B Lunch</u>	
10:47 – 11:20	Class	11:02 – 11:32
11:20 – 11:46	Lunch	11:32 – 11:59
11:51 – 12:53	Class	12:04 – 1:03
	<u>C Lunch</u>	
10:47 – 11:53	Class	11:02 – 12:04
11:53 – 12:19	Lunch	12:04 – 12:31
12:24 – 12:53	Class	12:36 – 1:03
	<u>D Lunch</u>	
10:47 – 12:27	Class	11:02 – 12:36
12:27 – 12:53	Lunch	12:36 – 1:03
1:00 – 2:35	PERIOD 4/8	1:10 – 2:35

### The Woodlands High School Ninth Grade Campus Bell Schedule

#### Regular Schedule

(Monday, Tuesday, Friday)

#### Advisory Schedule

(Wednesday, Thursday)

7:20 – 8:55	PERIOD 1/5	7:20 – 8:45
9:02 – 10:40	PERIOD 2/6	8:52 – 10:17
	Advisory	10:24 – 10:55
10:47 – 12:53	PERIOD 3/7	11:02 – 1:03
	<u>A Lunch</u>	
10:47 – 11:12	Lunch	11:02 – 11:27
11:17 – 12:53	Class	11:32 – 1:03
	<u>B Lunch</u>	
10:47 – 11:37	Class	11:02 – 11:50
11:37 – 12:03	Lunch	11:50 – 12:17
12:08 – 12:53	Class	12:22 – 1:03
	<u>C Lunch</u>	
10:47 – 12:27	Class	11:02 – 12:36
12:27 – 12:53	Lunch	12:36 – 1:03

### **Closed Campus Policy**

Once a student arrives on campus for the school day, he/she will not be permitted to leave the campus without administrative approval. Students leaving school for any reason (doctor's or dentist's appointment, illness, etc.) other than a school-sponsored activity without checking out through the attendance office will be subject to disciplinary action. Check-out procedures must be followed even if the parents are aware that the student is leaving. *CISD Board Policy prohibits students from leaving the campus during the school day (including lunch).*

### **College Visitation**

Whenever possible, college visits during the school year should be scheduled during school holidays and teacher workdays when students are not in classes. A college visit on a regular school day will require pre-approval. College visits do count as absences, and are counted against final exam exemptions. Seniors and Juniors may have two absences per school year for the purpose of a college visit that will not count as an absence or against their final exam exemptions as long as they provide the Attendance Office with documentation on the college or university letterhead listing their attendance at the college. Please adhere to the following procedures for college visitations:

- Submit a signed note from your parent or guardian requesting the absence.
- Have two of your teachers sign the Pre-Approved Absence form. Return the form to the Grade Level Office.
- Bring the signed verification from the college you visited to the Attendance Office on the day you return to school.

### **Course Enrollment**

Students are expected to be enrolled in eight (8) classes each term. Seniors may be enrolled in a combination of at least six (6) credit and non-credit classes each term. Seniors may be scheduled for either a late arrival (attending periods 2/6, 3/7, and 4/8), or an early dismissal (attending periods 1/5, 2/6, and 3/7), but not both on the same red day or green day. Underclassmen must be scheduled for a full day of classes. Students enrolled in Cooperative Education classes are not considered on early release due to the fact that their work (lab) portion of their program is still part of their school day.

### **Hall Passes**

During normal instructional (non-passing) time, a hall pass is required of any student outside the classroom. Written passes will be provided upon approval of the teacher or staff member. It is the student's responsibility to request a hall pass whenever it becomes necessary to leave the classroom. Students in the hall without an approved pass will be sent back to the classroom they left to secure a pass. For reasons of safety and security, no student should be in school hallways during class time without an approved pass.

### **Loss of Credit due to Excessive Absences**

Students must be in attendance for at least 90% of the school days each semester to receive credit for a course. A student who is in attendance for at least 75% but less than 90% of the days a class is offered may be given credit for the class if the student completes a plan approved by the school's principal that provides for the student to meet the instructional requirements of the class. This is a state requirement. Both excused and unexcused absences will be counted. If a student accumulates more than five (5) days of absence in a 18-week-90-minute-alternating block semester (excused and unexcused combined), credit for the course may be denied. This is a credit issue, not a pass or fail issue. A student may be passing the course and have more than five (5) absences. Grading student performance should continue without regard to absences.

Students that miss more than 25% of the scheduled classes for a course in one semester will be required to attend a meeting before The Campus Attendance Committee and appeal for credit for the corresponding course.

#### **Appeal for Loss of Credit due to Excessive Absences**

At the end of each credit semester, parents and students will be notified regarding loss of credit due to excessive absences. When credit is withheld due to excessive absences, a student may appeal this decision to the Assistant Principal within ten (10) days of receiving notice of the denial of credit.

The appeal will be reviewed by The Campus Attendance Committee, composed of an Associate Principal, Assistant Principal, and teachers, which may give credit to a student who is in attendance less than the 90% requirement if the committee determines that a student's non-attendance was due to extenuating circumstances. An appellate process is provided if the attendance committee does not give a student credit for a class.

#### **Excessive Absences from a Former School**

Students enrolling in school during a semester with excessive absences from their previous school are entering with the possibility of credit loss unless the time is made up according to the requirements established in these policies.

#### **Make-up Classes for Excessive Absences**

In order to assist in making up classes missed due to excessive absences, the school provides alternative ways for students to make up work or regain credit due to absences. Make-up classes are held on Monday through Thursday for two (2) hours, and on Saturdays for four (4) hours. Missed classes will be made up hour-for-hour. A student may also attend tutorials, if approved by their Assistant Principal in advance, to make up 50% of their hours owed. Attendance letters indicating make up hours owed are sent home each three weeks.

#### **Returning to School after Leaving Early the Previous Day**

When leaving school early for an appointment, students will be issued a permit by the attendance office. Return this permit with a parent/guardian's note stating the student had an appointment with a health professional along with verification from the health professional to the attendance office when the student returns to school. With the parent note and health professional documentation, this partial school-day absence will be recorded as a Health Care Provider (HCP) absence and will not count against exemptions from final exams. This procedure must be completed PRIOR to the student's first class period.

#### **Time Limit for Excusing Absences**

If a student's parents or guardians do not contact the school or the student fails to bring a note from his/her parents or guardians upon returning to school, the student has one more day to have an absence excused. After that additional day, the absence will be reported to the Assistant Principal as a possible truancy. After 48 hours, even with parental contact, the absence will remain unexcused. Leaving early for a vacation is not an excused absence.

#### **Truancy**

A student shall be considered truant when absent from school, which includes any period (including lunch) that is "skipped" during the course of the school day, without prior consent of a parent or legal guardian and a school official. Disciplinary action will also be taken for such truancy.

A student who voluntarily enrolls or attends school after his/her 18th birthday shall attend school each school day for the entire period the program of instruction is offered. TWHS may revoke the enrollment of a student who has more than five unexcused absences in a semester.

## **Discipline Management Plan**

At The Woodlands High School, respect is the cornerstone of all our interactions and behaviors. We acknowledge the dignity and worth of one another, and strive never to diminish another by our conduct or our attitudes. Teaching good citizenship is a primary goal of our school. All students should respect other's property and rights, practice honesty, and show respect to TWHS staff. The academic and extracurricular benefits and privileges received by students are dependent upon the good behavior of each student. Behavior that threatens the welfare and morale of the school will be referred to the Assistant Principal. Students should also realize that teachers have the authority and the responsibility to correct inappropriate behavior when correction is necessary. Every effort will be made to help the student in overcoming his/her

problem. The school tries to involve the student in some decisions regarding discipline. The following procedures may be used separately or collectively to modify student behavior in correction of problems.

## **Alternative Assignments**

### **After-School Detention (ASD), and Saturday Detention Hall (SDH)**

Detention hall will be held after school Monday through Thursday and/or on Saturday, and the student is responsible for transportation arrangements.

Detention hall is a study period. The student is required to stay busy with school assignments the entire time of the assignment, and will be dismissed for failure to comply with this requirement. A student who fails to attend detention hall, who leaves without permission, who is asked to leave for any reason, or who fails to work diligently on classroom assignments is subject to further disciplinary action.

### **Out of School Suspension (OSS)**

The principal or other appropriate administrator may suspend a student who engages in any misconduct subject to suspension as identified in the Student Code of Conduct or TWHS handbook. The student who has been suspended may not attend school or any school related functions during this time. Additionally, any work missed during the suspension must be made up in accordance with campus and/or classroom rules.

### **In-School-Suspension (ISS)**

ISS is provided as a disciplinary action for repeated offenses or offenses of a serious nature. ISS is located at the assigned campus of your student. ISS hours are the same as the regular school hours. Students assigned to ISS report to ISS bringing school books, lunches, and needed study materials. In this supervised class, the student studies regular school work, receives assistance from staff, and takes all required tests. All school rules and regulations will be in effect for students during the ISS assignment.

ISS assignments are made for entire school day (7:20 am – 2:35 pm). A student who fails to complete a full day in ISS, who is absent on the assigned day, who leaves without permission, who is asked to leave for any reason, or who fails to work diligently on classroom assignments, is subject to further disciplinary action. For example, leaving ISS for a physician's appointment will result in additional ISS assignment.

In addition to the normal school rules and regulations, the following policies will be in effect for students assigned to ISS:

- Dress for male students assigned to ISS will be solid-colored slacks/jeans and a solid-white shirt.
- Dress for female students assigned to ISS will be solid-colored slacks/jeans or a skirt and a solid-white shirt.
- No shorts will be permitted in ISS
- Lunches will be eaten in the ISS room. Snack foods may not be brought into the ISS room.
- A daily "school service" component will be provided for students assigned to ISS. This will involve supervised lunchroom or campus cleanup.
- Students assigned to ISS are not allowed in any other part of the school.
- Students assigned to ISS cannot attend or participate in any school activities until their ISS assignment is complete with written approval from the Assistant Principal.
- Students entering other classrooms or other parts of the building, or who try to attend school activities will be considered trespassing,
- Non-compliance with ISS policies will result in suspension and/or DAEP.

Additional rules and regulations will be in effect for students assigned to ISS.

### **Short-Term DAEP**

Short-term DAEP is a 5 to 15-day placement located at 701 North Third Street, Conroe, Texas, 77301. It is the consequence for serious or persistent misbehavior identified in the Student Code of Conduct and/or the TWHS Disciplinary Management Plan.

### **JJAEP**

JJAEP (Alternative Education Placement) is an assignment for more than fifteen (15) days at 2235 North First Street, Conroe, Texas, 77301. This assignment may be made for the remainder of the school year with

periodic review for serious or persistent violations of the Student Code of Conduct and/or the TWHS Disciplinary Management Plan.

## **Disciplinary Conferences**

### **Parent/Teacher Conferences**

If a student has difficulty overcoming a problem, then the school feels a responsibility to involve the parent. Parents may wish to schedule appointments with individual teachers. Parent conferences may be scheduled before or after school or during a teacher's conference/planning time. Please call ahead to schedule a conference at least 24 hours prior to the desired conference date. This will allow all parties involved to appropriately prepare for the conference. Joint staffings with a student's teachers may be scheduled through the counselor or assistant principal. Please call the counselor's office in advance to schedule a conference.

### **Student Conferences**

If a student receives a written referral from a faculty member, he/she will discuss the problem with the Assistant Principal. The student is responsible for his/her own behavior. The Assistant Principal will help identify the problem and establish steps to help the student correct the problem.

## **Disciplinary Sanctions**

### **Academic Dishonesty (Includes cheating and failure to follow directions)**

1 <sup>st</sup> Offense	Grade of zero, SDH (4 hours)
2 <sup>nd</sup>	Grade of zero, SDH (4 hours)
3 <sup>rd</sup>	Grade of zero, 3 days ISS

### **Alcohol (Possession, Distribution, Selling, Under the Influence)**

3 days suspension, up to 15 days DAEP, police referral, loss of parking

### **Assault**

3 days suspension, up to 15 days DAEP, police referral, loss of parking, recommend expulsion

### **Bus Referrals**

Disciplinary consequences to be determined by administrator. Consequences may include loss of bus-riding privileges, detention, ISS, or DAEP placement.

### **Cell Phones/Electronic Devices/Communication Devices/iPads, etc.**

1 <sup>st</sup> Offense	ASD (2 hours), student picks up device after school
2 <sup>nd</sup>	SDH (4 hours), parent picks up device
3 <sup>rd</sup>	2 days ISS, parent picks up device
4 <sup>th</sup>	Parent picks up device and disciplinary consequences to be determined by administrator

Students will receive a minimum of 2 days of ISS if they refuse to turn in their electronic device to the requesting staff member when the student is improperly using the electronic device

### **Classroom Disruption**

Disciplinary consequences to be determined by administrator.

### **Damage to Property**

Restitution for damages, disciplinary consequences determined by administrator and/or police referral

### **Dress Code**

1 <sup>st</sup> Offense	Warning, correct infraction, and parent contact by administrator
2 <sup>nd</sup>	ASD (2 hours)
3 <sup>rd</sup>	SDH (4 hours)

### **Drug Paraphernalia – Possess, Use, Give, or Sell Paraphernalia Related to Any Prohibited Substance**

3 days suspension, up to 10 days DAEP, police referral, loss of parking

**Drugs (real or imitation) – Possession, Distribution, Selling, or Under the Influence of Marijuana, a Controlled Substance, or a Dangerous Drug (without regards to the amount)**

3 days suspension, up to 15 days DAEP, police referral, loss of parking, recommend expulsion

**Drugs (real or imitation) – Possession of Seeds or Pieces of Marijuana (less than a usable amount)**

1 <sup>st</sup> Offense	5 days ISS and loss of parking
2 <sup>nd</sup>	10 days DAEP and permanent loss of parking
3 <sup>rd</sup>	Determined by administrator

**Electronic Communications/ Improper Computer Use (Violation of CISD Technology Policy)**

Determined by administrator based on the nature of the offense. Consequences could range from loss of computer use to ASD, SDH, ISS, DAEP, or even expulsion.

**Failure to Attend Detentions**

2 hr ASD	4 hr SDH
4 hr SDH	2 days ISS, parking suspension/revocation
(2 <sup>nd</sup> ) 4 hr SDH	3 days ISS, parking suspension/revocation
(3 <sup>rd</sup> ) 4 hr SDH	4 days ISS, parking suspension/revocation

**Failure to Report to Office with Pass, Referral or Staff Directive**

2 days ISS

**False Alarm**

Activating Fire Alarm:

3 days suspension, minimum of 15 days DAEP, loss of parking, police referral, possible expulsion

Activating Cabinet Alarm on Automated External Defibrillator (AED):

Minimum of 2 days ISS

**Fighting (Any unwanted physical contact, including shoving or pushing.)**

3 days suspension, up to 15 days DAEP, police referral, loss of parking

**Forgery of any Official Document (i.e. Notes or by Phone Calls)**

1 <sup>st</sup> Offense	3 days ISS
2 <sup>nd</sup>	To be determined by administrator

**Gang Activity**

Subject to DAEP assignment, loss of parking

**Identification (failure to ID oneself with TWHS student ID card)**

2 hour ASD

**Laser Lights**

Laser Lights are prohibited at TWHS and any school activity and will be confiscated. Disciplinary consequences will be determined by administrator.

**Obscene Language**

1 <sup>st</sup> Offense	ASD (2 hours)
2 <sup>nd</sup>	SDH (4 hours)
3 <sup>rd</sup>	2 days ISS

**Obscene Language toward Teacher/Staff Member**

1 <sup>st</sup> Offense	Minimum 2 days ISS, possible suspension
2 <sup>nd</sup>	Minimum 5 days DAEP, possible suspension, loss of parking

**Parking & Driving Violations**

1 <sup>st</sup> Offense	Boot, \$20.00 fine, parents contacted, loss of parking for 5 school days
2 <sup>nd</sup>	Boot, \$20.00 fine, parents contacted, loss of parking for 10 school days
3 <sup>rd</sup>	Boot, \$20.00 fine, parents contacted, car will be towed at the owner's expense, with parking privileges revoked for the remainder of the school year. If the third

violation takes place during the final nine-weeks, the loss of parking privileges may extend into the next school term.

**Possession of lighter/matches**

Lighters and matches are prohibited at TWHS and will be confiscated. Disciplinary consequences will be determined by Administrator.

**Tardies (each nine weeks)**

6 <sup>th</sup>	2 hour ASD
7 <sup>th</sup>	2 hour ASD
8 <sup>th</sup>	4 hour SDH
9 <sup>th</sup>	4 hour SDH
10 <sup>th</sup>	2 days ISS
11 or more	To be determined by administration

**Tardies (parking – first/fifth block or late arrival second/sixth block tardies count all year long...detentions are included with regular tardies)**

5 <sup>th</sup>	Loss of parking for 5 or 10 school days or for the remainder of the school year
10 <sup>th</sup>	Loss of parking for 10 school days or for the remainder of the school year
15 <sup>th</sup>	Permanent loss of parking for the school year

**Theft**

ISS or DAEP placement, possible police referral

**Tobacco/Electronic Cigarettes**

3 days ISS

**Truancy**

1 <sup>st</sup> Offense	2 days ISS, parking suspension/revocation, possible citation
2 <sup>nd</sup>	4 days ISS, parking suspension/revocation, possible citation
3 <sup>rd</sup>	5 days ISS and/or DAEP
4 <sup>th</sup> +	To be determined by Administrator

**Unexcused Absences (parking – first/fifth block or late arrival second/sixth block unexcused absences count all year long)**

3 <sup>rd</sup>	Loss of parking for 5 or 10 school days or for the remainder of the school year
6 <sup>th</sup>	Loss of parking for 10 school days or for the remainder of the school year
9 <sup>th</sup>	Permanent loss of parking for the school year

**Violence/Threats of Violence**

Any threats of violence (i.e. verbal, written, or physical) will be taken seriously and be dealt with accordingly. Students are encouraged to report any threat or rumor that is heard, to a Teacher, Counselor, Administrator, or Police Officer, or to call 1-888-KID-CHAT.

**Weapons (Real or Imitation)**

3 days suspension, up to 15 days DAEP, police referral, loss of parking, recommend expulsion

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