

Willowridge High School

2020-2021 Parent/Student

Handbook Supplement



SOARing in Excellence with Class & Character

Willowridge High School
16301 Chimney Rock
Houston, Texas 77053
Telephone: 281.634.2450
Fax: 281.634.2513

www.fortbendisd.com/whs

Willowridge High School
2019-2020

MISSION STATEMENT:

Willowridge High School will provide an environment where attaining a higher education is a reality for all students.

VISION STATEMENT:

Willowridge High School will prepare every student for college and or a career in the workforce.

CORE BELIEFS:

Care, Commitment, and Trust

MOTTO:

“**SOAR**ing in Excellence with Class & Character”



FOCUS:

1. Enrich Academic Instruction
2. Make Higher Education a Reality for all
3. Encourage Parent and Community Involvement

SCHOOL MASCOT: EAGLE

Alma Mater:

All praise and glory
To the Eagles brave and bold
Striving for honor
And to make our dreams unfold
For we will true
silver and blue
and loyal all to Willowridge High

SCHOOL COLORS: SILVER AND BLUE

Fight Song:

On brave Eagles, win today
We're behind you all the way
We will conquer every test
We are far above the rest
Fight for silver
Fight for blue
and soar to victory.

2020-2021 Administrative and Support Staff

Principal Terence Hayden 281-634-2563		
Executive Assistant	Norina Pennington	281-634-2453
Associate Principal	Dr. Mateba Harris	281-634-3398
Administrative Assistant	Pearl Juarez	281-634-2461
Assistant Principal (A-D)	Kenneth Blanche	281-634-2422
Assistant Principal (L-P)	Walter Benavides	281-634-4585
Assistant Principal	Rontreall Jedkins	281-634-9321
Dean of Instruction (P-Tech)	Efrem Pierce	281-634-2585
Administrative Assistant	Cassandra Collins	281-634-2533
Assistant Principal (E-K)	Joseph Cuillier	281-634-5749
Assistant Principal (Q-Z)	Deede Burke	281-634-2755
Administrative Assistant	Juanita Lane	281-634-2245
Dean of Instruction	Dr. LaToya Austin	281-634-2591
Campus Assessment Coordinator	Danisha Hill	281-634-2574
Lead Counselor (A-D)	Tiffany Chaney	281-634-2466
Counselor (E-K)	Trenise Duckens	281-634-2463
Counselor (L-P)	LaSheka Allen	281-634-6643
Counselor (Q-Z)	Francesca Williams	281-634-2646
Counselor (P-Tech)	Danielle Anderson	281-327-4057
Guidance Counselor Facilitator	TBD	281-634-2646
Counselor Clerk	Isabel Arellano	281-634-1423
Counselor Clerk	Antoinette Adams	281-634-2467
Dropout Prevention	Omar Rosado	281-327-2768
College Career Readiness	Kimberly Green	281-634-2477
Parent Educator	Janelle Johnson	281-634-9800
Social Worker	LaSonya Newell-McArthur	281-634-2595
Social Worker	Emmalea Bozone (C&C 9th)	281-634-9489
Social Worker	Dana Adeoya (Title III/LEP)	281-327-3151
Social Worker	Ashley Bryant (split w/ MHS)	281-327-5918
Athletic Coordinator	Ramon Chin-Young	281-634-2494
Registrar	Atrice Wilson	281-634-2471
Registrar Assistant	Floeshia Britton	281-634-2472
Attendance (M-Z)	Susana Avalos	281-634-2470
Attendance (A-L)	Acquanetta Pratt	281-634-3474

Who do I see if I am/have/need....?

- A change of address or phone number has occurred
 - Concern about Attendance
 - Medication at school
 - Anticipated absences
 - Schedule change
 - Lost textbooks
 - Parking permit
 - Lost personal items
 - Interest in playing sports
 - Interest in joining a club or organization
 - Personal problems
 - Being harassed or threatened
 - Problems with courses and would like tutoring
 - Ideas for projects and/or help with research
 - Use of a computer
 - EOC tutoring
- Registrar
 - Attendance Clerk
 - Nurse
 - Alpha Split Principal
 - Counselor
 - AP J. Cuillier
 - AP R. Jedkins
 - Front Office
 - Coach Lazarou or Coach Ratliff
 - See Sponsors webpage
 - Counselor or trusted adult
 - Alpha Split Principal or Police
 - Teacher or Counselor
 - Librarian
 - Librarian
 - Teacher, CAC, or Dean



Willowridge High School 2020-21 Bell Schedule

F2F Bell Schedule

7:15	DISMISSAL BELL	
7:30 – 9:00	PERIOD 1st/5th	
9:15 – 10:45	PERIOD 2nd/6th	
11:00 – 1:00	PERIOD 3rd/7th (Includes lunch)	
1:15 – 2:45	PERIOD 4th/8th	
11:00 – 11:30	<u>A Lunch</u>	Lunch
11:30 – 1:00		Class
	<u>B Lunch</u>	
11:00 – 11:45		Class
11:45 – 12:15		Lunch
12:15 – 1:00		Class
	<u>C Lunch</u>	
11:00 – 12:30		Class
12:30 – 1:00		Lunch

Class & Character



Online Schedule

7:15	DISMISSAL BELL	
9:00 – 10:00	PERIOD 1st/5th	
10:15 – 11:15	PERIOD 2nd/6th	
11:30 – 12:30	PERIOD 3rd/7th	
1:30 – 2:30	PERIOD 4th/8th	
12:30 – 1:30	<u>Lunch</u>	Lunch

Lunch Release Areas			Restroom Schedule						
A Lunch	B Lunch	C Lunch	Hallway	Number of restrooms available	Designated restroom	1st and 5th period times	2nd and 6th period times	3rd and 7th period times	4th and 8th period times
A-Wing B-Wing(Up & Down) D-Wing J-Wing (Up & Down) Downstairs Mini	G-Wing (Up) H-Wing (Up & Down) Upstairs Mini	E-Wing (Dance) F-Wing(Up & Down) Gym	Upstairs A, B, F, and J Downstairs closed	3	Upstairs B, F, and J	7:50 - 8:10	9:35 - 9:55	During lunch	1:35 - 1:55
			Upstairs D and H Downstairs B and F	4	Upstairs F and H Downstairs B and F	8:10 - 8:30	9:55 - 10:15	During lunch	1:55 - 2:15
			Upstairs E and G Downstairs H and J	3	Upstairs F Downstairs H and J	8:30 - 8:50	10:15 - 10:35	During lunch	2:15 - 2:35

ABSENCES / ATTENDANCE: Regular and consistent attendance is essential to achieving academic success.

- When a student is absent from school, the student—upon arrival or within five school days of returning to school—must bring a note signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older or is an emancipated minor under state law. All notes must describe the reason for the absence and include the parent's contact numbers. Parent notes may be sent by e-mail but **must** come from a parent's verified e-mail account and be sent to Mrs. Shelton, the school's daily attendance clerk. **If the student fails to bring a note or the parent does not send an e-mail as required within the five school-day period, the absence will be coded as unexcused and will count against the student's official attendance record.**
- Unless the absence is for a statutorily allowed reason under compulsory attendance laws, the District is not required to excuse any absence. Once coded as an unexcused absence, the coding will not be changed unless the absence was found to be marked in error at the campus level.
- Upon return to school, a student absent for four or more consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. Notes must be turned in within five school days of the student's return to campus. Otherwise, the student's absence will be considered unexcused and, if so, will be considered to be in violation of compulsory attendance laws.
- A student who has had surgery or been hospitalized should provide a physician signed release/discharge to return to school. The form should contain any restrictions or limitations regarding the student's physical functioning capacity while in attendance at school.
- Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school in order to determine whether the absence or absences will be excused or unexcused.

COMPULSORY ATTENDANCE

State law requires that a student between the ages of 6 and 17 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt. [See Texas Education Code (25.093-25.095)]

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day until the end of the school year. If a student 18 or older has more than five unexcused absences in a semester the District may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. [See policy FEA.]

ATTENDANCE FOR CREDIT OR FINAL GRADE

To receive credit or a final grade in a class, a student in kindergarten–grade 12 must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit or a final grade for the class if he or she completes a plan, approved by the principal, which allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit or a final grade for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade lost because of absences. [See policy FEC.]

TRUANCY ENFORCEMENT

Regular and consistent attendance is essential to achieving academic success. Consequently, a primary goal of the FBISD Truancy Unit is to encourage regular and consistent attendance of all students. Therefore, when a student accumulates an unacceptable number of unexcused absences, the Texas compulsory attendance laws must be enforced.

Parents are strongly encouraged to register for the FBISD Parent Portal which will allow for the monitoring of their child's attendance to ensure accuracy and to take appropriate action when necessary. Because citations are issued based on the attendance data coded in a student's electronic file, both parents or guardians and students should address any and all questions concerning marked unexcused absences with the appropriate campus administrator or campus principal without delay.

FBISD will enforce the Texas compulsory attendance laws as follows:

- Automated phone calls will be placed to parents or guardians notifying them when a student has been marked as absent. It is the parent's or guardian's responsibility to ensure that he/she provides current and up-to-date contact information to the school.
- All students will be issued a warning notice when attendance records reflect that the student has unexcused absences on three days or parts of days in a four-week period or five or more total days or parts of days.
- Upon the fifth total unexcused absence, the student will be required to attend the Truancy Diversion Program (TDP). The TDP is an information-based program offered for parents and students as 1) an alternative to a court referral and 2) to educate parents or guardians and students who are experiencing truancy problems about the consequences associated with unexcused absences. In addition, the program identifies available and appropriate resources for families who are experiencing issues that may be contributing to a student's truancy. The TDP will be offered to students and parents with truancy issues once during each school year.
- The student's and parent's or guardian's attendance at the TDP is required on the scheduled program date and time. A student, parent, or guardian who fails or refuses to attend the TDP or who does not complete the TDP will be issued a complaint to appear in the Fort Bend County Truancy Court.
- Following the TDP assignment, the parent/guardian and student will meet with the campus assistant principal and any relevant staff to develop a Truancy Action Plan (TAP).
- If a student fails to attend school on ten or more days or parts of days within a six-month period in the same school year and those absences have been verified by the campus as unexcused, the student and/or parent or guardian will be issued a complaint and referred to the Fort Bend County Truancy Court regardless of whether the TDP has been completed in accordance with Texas Education Code, Section 25.0951. In such a case, the student and parent or guardian must appear on the scheduled court date and time at 12550 Emily Court, Suite 300; Sugar Land, TX 77478.

ARRIVING AT SCHOOL

When students arrive at school they are to enter through the student parking lot, bus ramp, or side entrance to the commons and remain in the commons until the 7:22 bell rings. Students will not be allowed to leave the commons until the 7:22 bell rings without a pass.

ARRIVING LATE TO SCHOOL

Students arriving at school after **7:30 A.M.** should immediately report to the tardy sweep station nearest their class to get a late pass to their class. After **7:40 A.M.**, tardy passes will be issued from the front office. Late Buses: If a bus gets to school after **7:30 A.M.**, students will be escorted to the front office where they will be given a pass to class. Failure to report to the tardy station when arriving late may result in an **unexcused absence** and may result in disciplinary action.

TARDINESS

A student who is tardy to class may be assigned consequences according to the Student Code of Conduct. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the Student Code of Conduct.

Students who arrive late to class will be marked tardy. Students who arrive 20 or more minutes late will be marked as absent.

Tardy Sweeps will happen every period of every day. Students who are tardy will report to the tardy stations as directed by staff members.

1st-3rd Tardy	Students will receive a warning
4th Tardy	Student conference and parent will be contacted.
5th-6th Tardy	Student will receive Sparkle Duty, Lunch Detention or other school based strategy
7th-8th Tardy	Student will receive a 2 days Lunch Detention
9th-10th Tardy	Student will receive one day of ISS
11 th -12 th Tardy	Student will receive two days of ISS
13+ Tardy	3-5 days of ISS; suspension or further consequence deemed appropriate by the principal

***Tardies start over each 9 weeks.**

HALL PASSES

To leave class, a student must obtain a hall pass from his/her teacher or use the area designated on their planner and have the teacher sign it. When given the pass, it is the student's responsibility to ensure that the hall pass is filled out properly, including the date and time. The student is expected to go directly to the location named on the pass and only to that location. Once finished at the pass location, the student is to return directly to class. There are to be no added stops, i.e. locker, restroom, telephone, etc. Students are not allowed to leave the class in the first ten (10) minutes or last ten (10) minutes of class. *During designated "No Pass Periods", students are not allowed to leave the classroom **UNLESS** there is an emergency: **No Pass Periods are 1st, 3rd, 5th, and 7th periods.***

DISMISSAL FROM SCHOOL

Once students have been dismissed, they will not be readmitted into the building after school hours. The front doors of the building are locked promptly at 2:45 PM. All students who are being picked up after school must be picked up between 2:45 PM and 3:00 PM in the circular drive at the front of the building or at the side entrance of the commons. No automobiles will be allowed entry into the bus ramp or the student parking lot until 3:00 PM. Students will not be allowed to wait inside the front section of the building.

FORT BEND ISD STANDARDS FOR DRESS AND GROOMING

The District believes the Student Dress Code shall promote the attributes of the Profile of a Graduate. Therefore, students are expected to dress in a way that promotes respect for self and others, a safe learning environment, and honors the diversity of the learning community.

Students and parent/guardians may determine the student's personal dress and grooming standards, provided they comply with the general guidelines set forth in this Code and Board Policy FNCA (Local). Generally, students shall be dressed and groomed in a manner that is clean and neat, does not cause distraction from learning, and that does not disrupt the learning environment. The District prohibits pictures, emblems, or writings on clothing that advertise or depict tobacco products, alcoholic beverages, drugs, or any other prohibited substance.

Students must comply with the following dress and grooming standards, **including in online learning platforms.**

SHIRTS, BLOUSES, SWEATSHIRTS, SWEATERS, VESTS

- Must touch the belt line with no revealing undergarments
- No oversized armholes, vented t-shirts, spaghetti straps, tank tops, sleeveless t-shirts, backless attire and off-the-shoulder tops
- No revealing midriff or undergarments while standing or sitting
- No revealing, low-cut, see-through, or too tight clothing such as spandex or lycra (no exposed cleavage)

DRESSES, JUMPERS, SKIRTS, SHORTS, SKORTS, CAPRIS, PANTS, AND JEANS

- Dresses, jumpers, skirts, and skorts shall be worn at a length that is no more than 3" above the knee
- Shorts, jeans and all pants shall be worn at the hip and must cover undergarments
- Shorts shall be worn at a length that is no more than 3" above the knee
- Students in kindergarten through second grade may wear shorts slightly above mid-thigh
- No leggings, tights or other clothing that is excessively tight, unless worn with a garment that covers to mid-thigh

SHOES

- Shoes shall be worn, and if designed to be tied shall be properly tied
- Elementary students shall not wear flip-flops or shoes with no back/heel strap
- Unsafe footwear is not permitted (i.e., house shoes, slippers)
- Appropriate shoes must be worn during PE/athletics classes, as well as during lab activities in science, CTE, etc.

HAIR

- Hair shall be neat, clean, and well groomed, and worn in a style and color that is not distractive
- Mustaches, beards, or goatees shall be neat, clean, and well groomed, and worn in a style that is not distractive
- Drawings, icons, and/or other markings cut into or colored into the hair, including eyebrows, and not associated with required religious markings or hairstyles are not permitted.

MISCELLANEOUS

- All garments must be sized appropriately
- Proper undergarments shall be worn at all times
- Revealing clothing of any type may not be worn
- No clothing that has been ripped, torn, or cut in a way as to reveal undergarments, midriff, or cleavage
- Clothing with profanity, obscene patches, references to alcohol, drugs, weapons or tobacco, or anything that may be construed as provocative or offensive may not be worn
- Any attire, tattoo, icons, or markings on body that is distracting, causes a disturbance, or identifies a student as part of an unauthorized group, gang, or society (i.e. bandanas, shoe laces, chains, t-shirts, etc.) are not permitted
- No pajama wear of any type except, on campus designated days
- Body piercings that are distracting or that pose a safety concern are not permitted
- No hats, caps, doo-rags, wave caps, bandanas or hoods worn indoors, except on campus designated days
- No sunglasses may be worn inside the building unless there is a medical note on file

SCHOOL-RELATED ACTIVITIES

Students participating in school-related activities may have to comply with a more restrictive grooming code. Students not in compliance with the dress and grooming code while at district-sponsored activities/functions may be prohibited from participating and may be disciplined using the **Student Code of Conduct**. The principal, in cooperation with the sponsor, coach, or other person in charge of the extracurricular activity, shall regulate and enforce these guidelines. Dress and grooming standards may be modified with administrative consent to accommodate extracurricular activities and special events.

INTERPRETIVE AUTHORITY

The examples and guidelines listed above may not cover every possible instance of appropriate or inappropriate grooming or appearance. The interpretative authority as to what dress or grooming is inappropriate, disruptive, a hindrance to best learning situations, or a detriment to best discipline shall be vested in the principal, the assistant or Alpha Split Principal, or any other administrative authority in the school system.

CONFISCATED PROPERTY

Students may not bring to school those items which are inappropriate or specifically against school rules. If such items are brought to school, the property may be confiscated. *Neither WHS, nor WHS personnel, is responsible for the damage to or loss of property that is confiscated due to a student being in violation of school/district rules.*

The following rules apply to confiscated property:

- Toys, games, squirt guns, masks, wigs, hats, etc. that are not appropriate for school or disrupt the school environment will be confiscated. Disciplinary action will occur.
- Cigarettes, matches, lighters, any tobacco products, or weapons will not be returned and discipline action will occur.
- CD players, MP3 players, cameras, video games and other electronic devices and accessories will be confiscated on the first infraction and can be picked up by a parent/guardian the following school day after 7:30 A.M.
- Cell phones/pagers are to be kept off or silent and out of sight (purse, backpack, pocket, etc.) during non-designated times. If a phone is not put away, if it is used (for calling, text messaging, games, photos, etc.), or if it rings in class, the phone will be confiscated on the first infraction. The following school day, between 1:00 and 3:00 PM, a parent/guardian must retrieve confiscated items from the bookkeeper and pay a \$15 cash fine (Items confiscated on Friday or just before a holiday cannot be released until the next school day when personnel are back on campus.). SIM cards, if applicable, will remain in the cellular phones until the required fee is paid. A second offense will result in possible disciplinary action, and the parent/guardian will again have to pay a \$15 cash fee to retrieve the item. A third offense will result in possible disciplinary action, and the phone will be confiscated until the end of the school year.
- If a personal telecommunications device is not retrieved, the District shall dispose of the device after providing notice required by law. (See Board Policy **FNCE**).
- Willowridge High School will not be responsible for the loss/damage of any confiscated property.

ELECTRONIC COMMUNICATION DEVICES

During the **instructional school day**, students are prohibited from using all electronic and telecommunication devices such as, but not limited to, cellular phones, headphones, cameras, games, iPods, iPads, netbooks, laptops or CD players during non-designated times. Students will be permitted to use cell-phones and other personal digital devices from 6:50 A.M. – 7:20 A.M. and during lunch periods in a manner approved and communicated by campus administration. The devices must not be visible or in use all other times. Texting

and/or talking on any digital device during passing periods is prohibited. Students are not allowed to wear any form of headphones or earbuds during class without consent of teacher. At no time should students wear headphones or earbuds while walking in the building.

Audio/Video Recording - Using any device that permits recording the voice or image of another in any way that either disrupts the educational environment, invades the privacy of others, or is made without the prior consent of the individuals being recorded is prohibited. The use of cameras or audio/video recorders in locker rooms or restroom areas, at any time, whether at school or at a school-related or school-sponsored event, is strictly prohibited.

Secondary Exception (middle schools and high schools): Teachers have the discretion and authority to allow or disallow students, collectively or individually, to use electronic devices, such as, but not limited to, cellular phones, headphones, cameras, games, iPods, iPads, netbooks, laptops or CD players for instructional purposes within the confines of the classroom. Internet access is only allowed through district owned or student provided wireless networks. District owned wireless internet access will be provided at the sole discretion of the District.

Instructional school day is defined as anytime students are under the direct supervision of a Fort Bend I.S.D. employee. This includes, but is not limited to: riding the bus to and from school; students waiting in the campus bus loading zone (morning and afternoon); class time; before, during, or after any state assessment or district testing; passing periods between classes; lunch time; after school tutorials, practices for extracurricular events, detentions; field trips; and participating in school events. Examples of non-instructional time are: in the building before and after school; waiting outside of the school building for a parent ride; outdoor athletic events; and, walking to and from school or bus stop. Students who need to use a telephone during the school day may use one of the school phones which are available for student use, upon request, and based on need. Violation of this policy during any state assessment such as TAKS, STAAR, etc. is a violation of a secure testing environment and, therefore, will result in an invalid assessment. Use of a cellular phone or any other unapproved electronic device during the administration of these tests will be regarded as cheating, and the student's test will be invalidated with appropriate disciplinary action to follow.

A person who discovers a student in violation of this policy shall report the infraction to the appropriate school administrator. Any disciplinary action against a student will be in accordance with the **Student Code of Conduct**. Electronic equipment is subject to search in the event school administrators believe reasonable suspicion exists to support the search. The school may charge the owner for the release of cell phones. (See Board Policy **FNCE**)

Please Note:

Confiscation is defined as the phone being taken by an adult and turned into campus administration. A teacher taking up a phone during class and giving it back to the student at the end of the period is not counted as a confiscation.

- 1st & 2nd confiscation: \$15 fee is not charged, parent is contacted and phone returned to student or parent at the end of the day.
- 3rd confiscation and all subsequent confiscations: \$15 fee is charged, parent is contacted and phone is returned to student or parent at the end of the day.
- With the importance of test security on state testing days, any phone confiscated during a state testing administration will have a \$15 fee charged regardless of the number of times the student has had a phone confiscated. The phone will be returned at the end of the day unless it is part of a larger investigation.
- If the \$15 fee has not been paid when the phone is returned at the end of the day, the campus will add this to the "Fees and Fines list" for the student.

****Note: Refusal of a student to turn a phone over to a member of the staff when requested will result in additional disciplinary action.**

Parents are requested **not** to contact their child during the instructional school day via cellular phone. If an emergency occurs and parents need to speak to their child, please contact the school for assistance.

Other Items - Students may not possess items at school that teachers or administrators deem to be a distraction to the general learning environment or the student's own learning environment. Belongings that might be lost or stolen, such as, but not limited to, cellular phones, headphones, cameras, games, iPods, iPads, netbooks, laptops or CD players are the responsibility of the student. **District personnel will not assume responsibility for damaged, lost or stolen items.**

AFTER SCHOOL DETENTION -- IN SCHOOL SUSPENSION (ISS)

Students must be on time, adhere to WHS grooming code, and bring/complete work while in detention or in ISS. Tardiness, being out of dress code, or failure to have (or do) work will result in a disciplinary referral and the assignment of additional detentions or suspension. Students not following rules in ISS may be suspended or have additional ISS days added.

DAEP (District Alternative Education Program)

The District Alternative Educational Program is held at either Ferndell Henry Learning Center. The District AEP will be for serious code of conduct violations that result in a removal from the home campus (examples: alcohol, drugs, and weapons). Students may also be assigned to DAEP at the discretion of the campus administrators for continuous and repeated infractions of the student code of conduct.

- A. Students assigned to DAEP are not allowed to participate in any extracurricular activities during their alternative assignment.
- B. Students placed in the DAEP will be withdrawn from WHS and enrolled at FHLC.
- C. Teachers at FHLC will provide the instruction for the students as well as assign and grade work while the student is in DAEP.
- D. The DAEP does not offer honors credit, AP credit, etc., and they do not offer many of the elective credit classes offered at WHS. Students placed in the DAEP may not receive the higher credit classes and could lose the credit of electives not offered.
- E. More detailed information about DAEP can be found on line or in the FBISD handbook.

CAFETERIA

Eating in the commons will be more pleasant for all if students will remember to:

- Enter the food court in an orderly fashion. **DO NOT RUN.**
- Keep place in line. Do not save places for friends.
- Put all trash in the trash cans provided.
- Be sure to clean up the eating area.
- Students are to eat in the commons. No eating in the halls or sitting on the floor.
- Students are to stay in the commons during their lunch times; they are not to wander through the halls, upstairs, on the bus ramp, or in the student parking lot.
- DURING LUNCHTIME, STUDENTS ARE TO USE THE RESTROOMS IN THE COMMONS. ALL OTHER RESTROOMS ARE "OFF LIMITS."
- No food or drinks are allowed outside of the commons. Do not take food or drinks into the academic areas on the way back to class. Finish eating all items before leaving the commons.
- Vending machines are "off limits" during class time.
- **Maintain proper social distance and observe mask and safety protocols**

CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER

Parents must keep the registrar's office informed of any change of address or telephone number of residence and/or work. It is important to maintain accurate records on each student so that parents can be notified of any emergency. It is the sole responsibility of the parent or guardian to inform the school of any address or phone number changes. The school will not be responsible for consequences occurring because of school-sponsored information being returned to the school due to incorrect address information.

CLINIC

- When a student feels ill and wants to go to the clinic, he must get a pass from his teacher. Students will not be allowed in the clinic without a pass from a staff member. He/she is to go directly to the clinic. Stopping at lockers, restrooms, etc. is not allowed.
- Students are not allowed to use their cell phones (or other phones in the building) to call home regarding illness. **When students are ill, they must first see the nurse and use the clinic phone to call parents.** Students who are ill will be checked out through the clinic.
- If a student feels ill between classes or at lunchtime, he must get a pass from his next period teacher.
- The student must sign in when he gets to the clinic, and he must sign out when he leaves the clinic. If students do not sign in or out there will not be a record of their presence in the clinic, which will result in a tardy or an unexcused absence. Disciplinary action will be taken if students falsify times on the sign in/out sheet.
- Any student leaving school through the clinic must bring an excuse note signed by a parent or guardian upon returning to school. This note should cover the day the student left through the clinic and any additional days the student was absent.

- Students are not allowed to have in their possession **ANY** medication (prescription or non-prescription) and can NOT administer any medication to themselves or others. Please refer to the FBISD Student/Parent Handbook for proper procedures for having medications at school.
- During the school year, students are screened for height and weight, hearing, vision and spinal abnormalities. Not all screenings are conducted at every grade level.

CLOSED CAMPUS

Once students arrive at school, they are not permitted to leave the campus without proper authorization. Failure to follow the procedure for leaving school will result in an unexcused absence. An unexcused absence may result in denial of credit, truancy charges, and disciplinary action. Students are not to be in the parking lot or any unauthorized areas at school or disciplinary action will occur. Students are not allowed to leave campus for lunch. Discipline consequences will be assigned for students who leave campus in an unauthorized manner at any time during the instructional day.

COMPUTER USE

All students using district computers are required to have a signed Acceptable Use Policy on file before they may log into the district computer system. **The AUP form must be signed by both students and parents prior to any computer use.** It is a violation of the Fort Bend ISD Acceptable Use Policy for any student to access the Internet when using a district computer UNLESS the teacher has given an assignment requiring the student to use the Internet. Any student accessing the Internet without permission (this includes accessing e-mail accounts from a district computer) is subject to disciplinary action.

INAPPROPRIATE USE OF TECHNOLOGY

Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or photographs will be disciplined according to the **Student Code of Conduct** and may, in certain circumstances, be reported to law enforcement.

EMERGENCY PROCEDURES GENERAL RULES

- A siren or announcement initiates evacuation of the building.
- An announcement from the office may countermand a false alarm.
- Immediately follow evacuation routes from the building.
- Students should take only personal articles with them and remain with their teachers at all times.
- Walk clear of the building in a single file. **DO NOT BUNCH TOGETHER IN HALLS OR DOORWAYS. BE QUIET AT ALL TIMES.**
- Wait for the all-clear signal before re-entering the building.
- Any student causing a disturbance during any disaster drill will be subject to disciplinary action.
- If a power failure occurs during the school day, students are to remain in their classrooms until further instructions are given. If a power failure occurs before school begins, all students are to report to the commons and food court areas until otherwise instructed.

LIBRARY

- Students must have a valid Willowridge ID card in order to check out books.
- The library is open for any WHS student with a pass before school, after school, and during lunch.
- During the regular school day, students must have a pass from authorized personnel.

LOCKERS

- Lockers are assigned by student or parent request only. See Mr. Cuillier to be issued a locker.
- Each student is responsible for the material in his/her locker.
- Do not give the combination to anyone else.
- If there is trouble with the combination or locker, see the data entry clerk. If there is difficulty opening the locker and are late to class, a **tardy** will be issued.
- Lockers are school property and may be inspected by the administration at any time.

- If items are stolen from the locker, report the theft to the POLICE OFFICER and/or to your PRINCIPAL. Efforts will be made to retrieve your property; however, **ULTIMATE RESPONSIBILITY FOR MATERIAL LEFT IN LOCKERS RESTS WITH THE STUDENT.**
- Do not share lockers or books. If found in violation of the locker assignment, all involved students will lose locker privileges for a specified period of time.
- Do not put food or drinks in your locker.

GRADING GUIDELINES – STUDENTS IN GRADES 9-12

All graded items are to be based on the curriculum guide aligned with the TEKS and standardized assessments for the course. Each grading period should consist of a minimum of fourteen numerically graded items. Students should receive at least one (1) major and three (3) daily grades per three weeks progress report, additional grades may be added per the teacher's discretion. All grades will be weighted as follows:

- **Major Grades** will count as 50 percent of the student's grading period average.
- **Daily Grades** will count as 50 percent of the student's grading period average.

MAJOR ASSESSMENTS AND SEMESTER EXAMS

Major assessments are criterion-referenced and based on objectives in the curriculum guides. Semester exams are cumulative assessments in which the content of the semester is assessed. District assessments may be integrated into semester exams. Semester exams are 15 percent of the semester grade. A student may NOT take any exam at any time other than the scheduled time. No exams are given early. Do not make dental and doctor appointments or plans to leave town during the semester exam days. If a student is ill on the day of the semester exam, a parent must call the Dean of Instruction that morning to discuss authorization for the student to make up exams. If a student fails to take a semester exam, the teacher will record a 0 in the grade book. Students who have received authorization will have the opportunity to make up the exam in a timely manner. Students are required to make arrangements for make-up exams with the teacher within the first two weeks of the end of the semester.

MAJOR GRADES

Assessments of complex assignments typically requiring more than one day to complete are called major grades. A minimum of three grades recorded per grading period must be major grades. Some examples of major grades include: chapter or unit tests, projects, research paper and, skill assessments (e.g., essays, performance, oral presentations).

DAILY GRADES

Assessments of assignments typically requiring only one day to complete are called daily grades. Examples of daily grades include: guided or independent practice, quizzes, activities, participation, teacher observation (e.g., small group participation, labs, oral presentations), and homework.

DUAL CREDIT COURSES

For dual credit courses, the number of major and daily grades may be modified, but multiple major and daily grades are required in each grading period.

GRADE CALCULATION - SEMESTER AVERAGES

FBISD high schools operate on the semester plan with each school year being divided into two parts called semesters. A student earns one-half credit per semester for each semester of each course successfully completed. Each semester must be passed individually for credit to be earned except in the case of year averaging for credit recovery. Courses vary from one to two semesters in length.

Note: Due to a previous procedure no longer in effect that was applied during the 2012-2013 school year, students whose final average in a year-long course would award more grade points than the two semester grades will be awarded the higher grade points. All grades remain on the transcript and are included in the GPA calculation.

YEAR AVERAGING FOR FALL SEMESTER CREDIT RECOVERY

Whole-course credit applies to two-semester sequential courses (designated "A" and "B") in all content areas. It does not apply to any one-semester course. Students who receive a grade less than 70 as the first or second semester average and whose average grade for both semesters is 70 or above are eligible to receive one credit.

EXAMPLE:

1st semester average = 68

2nd semester average = 75

Average = 71.5; therefore, the whole-course credit would be granted.

RETEACHING and REASSESSING

Reteaching is a necessary component in mastery of the TEKS. Re-teaching must occur whenever the teacher determines that a student has not mastered the objective(s) at the independent practice or assessment level. The decision as to how to reassess objectives that are retaught is the option of the classroom teacher. Two options may be used for retesting:

- Retesting – this option may be made available for students scoring less than 75 percent on a major exam. Students must attend a tutorial session or complete other approved remediation activities prior to taking the retest.
- Progressive Testing – this option allows students to re-test non-mastered objectives by including the material in the next comprehensive examination. The grade made on this exam will substitute the failing grade.

MAKE-UP WORK

For any class missed, the teacher may assign the student makeup work, based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements. A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

It is the student's responsibility to ask the teacher for make-up work immediately upon returning to school after an absence. If a test was scheduled before the student was absent, then the student may be required to take the test the day he/she returns. If a student has missed work, the teacher will give the student the opportunity to make up the work and receive the grade earned. The teacher must have a system in place to notify a student of an assignment which occurred during his/her absence. Generally, one day for each day of an absence will be provided for the make-up work.

A student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence. Please remember the importance of student attendance at school and that, even though absences may be excused or unexcused, all absences account for the 90 percent threshold in regard to the state laws surrounding "attendance for credit or final grade."

LATE WORK

Late work will be accepted according to campus guidelines, which will be determined by each department..

EXTRA CREDIT

To receive extra credit, the work completed must be directly related to the curriculum, should be used for enrichment, and should not replace any missed work. Extra credit should not be used to the extent that the grade does not accurately reflect the academic achievement of that student for the current grading period.

OFF CAMPUS

Students who have elected to have one or two periods "off campus" each day **must remain off campus** during their "off periods." Students are not to arrive early or remain after their classes, causing them to be on campus unsupervised. Off campus students are responsible to make daily transportation arrangements to arrive just before their classes begin and to leave immediately after their classes end. Being on campus during "off campus" times will result in disciplinary action. Repeated infractions will result in loss of the "off campus" privilege and will result in the student being assigned to study hall.

All off-campus students must present, upon request, an approved current off-campus pass authorized by the appropriate personnel before leaving campus.

All off-campus students must leave from the student parking lot at the back of the school. If the student is not driving, then he or she must be picked up in the student parking lot. All off-campus students must leave campus by the tardy bell.

A student who has off-campus first period and is chronically late will be assigned to an elective first period class instead of having the opportunity to partake in an off campus class. The tardiness will count towards attendance.

POLICE DEPARTMENT

The Campus Police Officers are responsible for the safety and security of the students as well as the building and grounds. Anyone suspecting a threat to the safety and security of the students should contact the Police Officers or one of the principals. The officers are also responsible for issuing parking permits. Any questions concerning the student parking lot should be referred to the police office.

PROGRESSIVE HIGH SCHOOL STUDENTS

Students who attend PHS must wait to catch their bus on the patio on the bus ramp side of the building. When returning to WHS the PHS students must remain on the patio until WHS is dismissed. PHS students are to wait in the designated area.

PAYMENT OF FEES AND FINES

Please be advised that each student or his parent or guardian, shall be responsible to the school for all fees or fines incurred by the student. Payments must be made in **CASH**. Outstanding school fines will result in, but not be limited to, the following restrictions until the financial record is cleared: Seniors will not receive a cap and gown; students will not be allowed to purchase prom tickets or parking permits, and students will not be exempt from spring semester finals. Student privileges can be suspended from extra curricular activities until debts are cleared.

STUDENT DELIVERIES

To avoid classroom disruptions, deliveries **will not** be made to students. This includes lunch money, lunches, schoolwork, textbooks, etc.

STUDENT EMERGENCY CARD – Student emergency contacts must be updated when there is a change in address or contact information. Students will not be released to any person not listed on the student emergency contact screen.

STUDENT IDENTIFICATION CARD – IDs must be visibly displayed by students at all times.

All Students enrolled at Willowridge High School will be issued a Willowridge ID card. It must be in their possession and visible while on campus and at school activities. The first ID card is free. Students who forget to bring an ID to school on a particular day may receive a temporary ID for a fee of \$1.00. Temporary IDs are issued in the commons before school. After first period, temporary IDs may be purchased in G115 (next to the Counseling Suite). If a student loses his/her ID card, the student may purchase a replacement from the bookkeeper (located in the front administrative area). Replacement permanent ID cards will have a fee of \$5.00.

Student Parking Rules and Regulations

- All student vehicles parked on school property are required to have a CURRENT WHS parking permit properly displayed on their vehicle. Vehicles in violation are subject to being booted, ticketed or towed away by authorization of the building principal, a designee, or Fort Bend ISD Police.
 - The cost for a parking permit is \$35.00 and \$75.00 for reserved personalized spaces. Students must have a valid Texas Driver's License and be listed as a driver on the proof of insurance at the time of permit purchase.
1. Permit number must be clearly visible and hung from the rear view mirror AT ALL TIMES.
 2. Between the hours of 6:00am to 3:00pm students are ONLY allowed to park in the area reserved for student parking and in their assigned spot. Students are specifically **prohibited** from parking in the following areas:
 - Faculty parking lots
 - Visitor parking lots
 - Fire lanes
 - The bus pick up and drop off area on the side of the school
 - Along sidewalks within the confines of the campus
 - Areas that obstruct the natural flow of traffic or accessibility.
 3. Replacement permits require a replacement permit application including proof of insurance and current Driver's license. If the old permit is returned in identifiable condition, the replacement cost is \$5.00. If the old permit is not returned, or is not identifiable, the replacement cost is \$30.00.
 4. Loitering in or around any vehicle is not permitted. Students are not to be in the parking lot or any unauthorized areas at school. Students must exit their vehicles immediately upon parking. They may not move the vehicle from one space to another and they must exit the property immediately at the end of their school activities each day.
 - Once students arrive at school, they are not permitted to leave the campus without proper authorization. Failure to follow the procedure for leaving school will result in an unexcused absence.

- An unexcused absence may result in denial of credit, truancy charges, and disciplinary action.
 - Students are not allowed to leave campus for lunch. Disciplinary consequences will be assigned for students who leave campus without proper authorization at any time during the instructional day.
- 5. Allowing someone to sit on or hold onto your vehicle while it is in motion will result in immediate suspension of parking privileges for all students involved. Additionally, citations may be issued.
- 6. The parking lot speed limit is 10 mph. Students must obey all traffic signs and directives from the parking attendant, and/or Fort Bend ISD Police.
- 7. It is advisable to lock your vehicle at ALL TIMES. **Students will be held personally responsible for ALL items in their vehicle.**
- 8. If the student has a valid parking permit and needs to drive another vehicle to WHS the student must obtain a temporary parking permit from Mrs. Dane in the front office.
- 9. Violations of parking rules will result in a one-week suspension of parking privileges. 2nd offense will result in a two-week suspension of driving privileges. 3rd offense will result in the parking permit being revoked for the current school year. Be aware that the vehicle may also be booted and a \$35.00 fee will be charged to remove the boot. Additionally, the vehicle may be towed at the owner's expense.

REASONS FOR IMMEDIATE PARKING REVOCATION:

1. Students are not allowed to copy, reprint, or obtain for another student through deception a parking pass at any time.
2. Students are not allowed to sell, share or give away their parking pass to another student. If a student is no longer able to drive to or transfers from WHS for any reason their pass must be turned into the Bookkeeper.
3. Any type of driving deemed to be unsafe by FBISD Police, the parking attendant, or administration will be subject to disciplinary and/or legal repercussions.
4. A parking permit may be suspended or revoked as a result of Administrative discipline.
5. Students who withdraw from WHS must turn in their parking permit to the Assistant Principal before the withdrawal procedure is considered complete.

TEXTBOOKS

1st Semester – Textbooks will be collected in class on the day of the final exam from students who are taking first semester courses only.

2nd Semester – Textbooks will be collected in class from students on the day of the final exam. Any student turning in a book after June 30th of any school year will be required to pay the entire cost of the book.

TRANSCRIPTS

All official transcripts will be requested from the Registrar's office via Naviance. Transcripts will be sent electronically to the specified recipient, unless otherwise notified. Students are not allowed to pick up official transcripts from the Registrar's office. Please see Mrs. Harvey, the College and Career Advisor (B125) for assistance. If U.S. Postal pick up from this campus is desired, it is the student's responsibility to provide mailing material including the appropriate size envelope and adequate postage. Otherwise, mail distribution is handled from the district's central mailroom and the Registrar's office has no control on possible delays. Complete address information must be provided. Students may receive an unofficial copy of their transcript in the College Center.

VISITORS

- ALL VISITORS MUST REPORT TO THE FRONT OFFICE IMMEDIATELY UPON ENTERING THE BUILDING.
- Parents are invited to visit the school at any time. Appointments to visit teachers, however, must be made in advance.
- Visitor's passes will not be issued to any other visitors, such as friends and former students.
- Students are not permitted to have non-parental visitors at school.