

# RIDGE POINT HIGH SCHOOL

## SUPPLEMENT TO THE 2024-2025 STUDENT-PARENT HANDBOOK

**\*This supplement is not intended to supersede FBISD Student-Parent Handbook Policy.  
It is intended to provide Ridge Point-Specific Information.**



**"Home of Scholars and Champions"**

**HANDBOOK FOR SUCCESS  
CAMPUS GUIDELINES, PROCEDURES AND SERVICES**

**RPHS Mission:**

**Through hard work and perseverance, there is no limit to what we can achieve.**

**RPHS CORE VALUES:**

**We value uncompromised integrity and a relentless work ethic focused on excellence.**

**RPHS CORE PURPOSE:**

**Our purpose is to add value to each person, every day.**

**SCHOOL MASCOT**

**Panthers**

**SCHOOL COLORS**

**Purple, Silver, White**

**SCHOOL MOTTO:**

**The Home of Scholars and Champions!**

**PANTHER COMMITMENT:**

**“Nothing Less than Our Best”**

## **ALMA MATER**

**As I grow through the ages,  
There's a place that warms my heart.  
Panther pride fills my memory,  
Forever, I'm part.  
As I travel through all time,  
As my life passes by,  
I will remember Ridge Point High.  
My Ridge Point High!**

## **FIGHT SONG**

**Panther might, we came to fight  
We'll make the purple reign.  
We proudly wear the Ridge Point colors  
Purple, Silver, White (chant: "fight, fight, fight").  
Onward Panthers, Onward Panthers  
Don't give up the fight.  
Bring great honor to our school  
The Purple, Silver, White.  
(chant): "Let's go win!" "Let's show might!"  
"Ridge Point, Panthers fight!"**



## WHAT TO DO IF:

You need to see your Assistant Principal (according to your last name)...

Mharbe Masculino (Associate Principal)		281-327-5209	mharbe.masculino@fortbendisd.gov
Paulette Barnes (Assistant Principal)	A-C	281-327-5214	paulette.barnes@fortbendisd.gov
Alexia Alexopoulos (Assistant Principal)	D-Hi	281-327-7738	alexia.alexopoulos@fortbendisd.gov
Jerrold Smith (Assistant Principal)	Hj-Mc	281-327-5213	jerrold.smith@fortbendisd.gov
Mylana Jackson (Assistant Principal)	Md-R	281-327-5215	mylana.jackson@fortbendisd.gov
Rick Gaines (Assistant Principal)	S-Z	281-327-5211	ricardo.gaines@fortbendisd.gov

You need to see your Counselor in the counseling suite (according to your last name). For college and career advising, visit the College Center in K145.

Kaylynn Will (Lead Counselor)	Spec. Ed	281-327-5236	janie.will@fortbendisd.gov
Melanie Blain-Tannous (Counselor)	A-C	281-327-5237	melanie.blaintannous@fortbendisd.gov
Brandi Goodly (Counselor)	D-Hi	281-327-5280	brandi.goodly@fortbendisd.gov
Angela White (Counselor)	Hj-Mc	281-327-5233	angela.white@fortbendisd.gov
Jill Tschetter (Counselor)	Md-R	281-327-5283	jill.tschetter@fortbendisd.gov
Tim Hemlin (Counselor)	S-Z	281-327-5300	timothy.hemlin@fortbendisd.gov
Susanna Jakubik (College and Career Advisor)		281-327-4707	susanna.jakubik@fortbendisd.gov

You are absent from school...

Check schoology for your missing assignments and reach out to your teacher if the information is unclear. Bring a written note (upon return) signed by a parent or guardian within five (5) days (even if you are 18 years old or older) or send an email to [attendancerphs@fortbendisd.com](mailto:attendancerphs@fortbendisd.com). Attendance office is located at the main entrance. Please include you're the student's legal name, FBISD ID number, date(s) of absence, and reason for absence when submitting an absence note.

You arrive to school AFTER 7:30am ...

Enter through the front doors of the school and sign in at the Attendance Office.

You need to leave early...

Bring a note or send an email signed by your parent or guardian to the attendance office before first period. If you do not have a class first period, take the note to attendance office when you arrive on campus. Before leaving campus, you are required to sign out in the attendance office.

You have lost a textbook...

Check the Lost and Found (main office and commons-area), Administrative/Textbook Distribution Office, and your classroom(s)....

If lost, you will need to see the bookkeeper in the main office to pay for the lost book.

You have found personal property or a textbook that is not yours...

Give the property to an assistant principal's secretary.

You have become ill while at school...

Get a clinic pass from your teacher and go to the clinic located on the 1st floor across from the cafeteria.

You need a Verification of Enrollment (VOE) form...

Go to the Reception desk. Please allow 1 - 2 days. Get form and return with all pertinent documents (driver's license and proof of insurance).

## **ABSENCES**

### **All Day Absences**

When a student misses one (1) or more days of school due to illness or personal reasons he/she must bring an excuse note or email to the Attendance Office upon their return to school. Please provide a specific reason for absences. Personal or family emergency is not an excused absence and will be marked unexcused.

1. The absence is excused only if a note is received in the Attendance Office within five (5) days of the student's return to school.
2. If a note is not received within five (5) days, the absence will be coded **Unexcused** and a discipline consequence (including, but not limited to truancy, a citation...) may be assessed which could include truancy charges.
3. If a student misses half of a class, they are considered absent for that class.

### **Arriving Late to School – The school day begins at 7:20am when the first bell rings!**

- Students arriving at school after 7:35am shall report to the Attendance Office. Students who arrive after 7:50am have missed half of 1st period and shall be marked absent for period one (1).

## **Leaving School Early**

Students may leave school early for the following reasons:

- Medical appointment
- A reason excused by any of the principals
- No early dismissal after 2:30pm
- Students must adhere to the following procedures:
  - The student must present his/her note to the Attendance office prior to first period. Any student leaving school for any reason must check out at the attendance office or clinic if ill. Failure to do so will result in disciplinary action.

## **Anticipated Absences**

When you know in advance that you need to be absent, it is to your educational advantage to talk to your teachers and arrange to get your assignments ahead of time. If this situation should occur, contact your alpha principal.

## **Make-up Work for Excused Absences**

1. Students should always check schoology for any missing instruction and assignments. If schoology is unclear, the student should make arrangements for make-up work on the day they return to school.
2. If students are absent on a known test day (and has been absent on that day only), they may be expected to take that test on the day returning to class. If absent only the day before the test and no new material has been covered, they can be expected to take the test at the regularly scheduled time. If absent two (2) or more days, they will immediately make arrangements with their teachers to take the make-up test.
3. If the absence is not due to truancy, the teacher will make every effort to give the student the opportunity to make up the work. It is the student's responsibility to secure information concerning make-up work from his teachers immediately upon returning to school. Students who fail to do this will not receive credit for work missed.
4. Failure to meet the deadline for make-up work will result in a late grade.

## **Late Work Policy (Daily and Major grades)**

1. The maximum penalty for an assignment is an on-level classes (-10 pts) per day for 5 days then a zero; For AAC/AP classes (-15 pts) for 3 days then a zero

## **Requesting Work for Extended Absences [greater than three (3) days]**

Contact counselor who will coordinate this process.

## **BOOKS, BACKPACKS, PERSONAL BELONGINGS & ELECTRONIC DEVICES**

Never leave your books, backpacks, purses, and/or other personal belongings unattended.

Never ask another student to be responsible for your personal items. Keep your belongings with you and/or in your locker.

RPHS will not be responsible for lost and/or stolen electronic devices. We will not deliver electronic devices to students. If they forget them at home, they will not be able to access them for that day.

Since each student will have a laptop that will allow them to search online for any required instructional content, we are making a modification to our cell phone policy. We recognize that cell phones are a part of our everyday lives but with students having laptops they are not a necessary requirement to meet our curricular outcomes. In order to support student learning, the cell phone expectation will be all students will silence their cell phones and place them in their backpacks during all instructional time. The same will apply to earbuds/headphones. Some teachers may choose to collect and store cell phones for the class period. Students will continue to be allowed to use their devices before and after school, during lunch as well as in between classes. Should a situation arise where you need to get in contact with your child during class time, we ask that you call the front office. We firmly believe this modification will have a positive impact on student performance and engagement. We will share this change again with all students during our assemblies next week.

## **BULLYING**

Every student has the right to come to school and feel safe! Policies and procedures are in place to address both the bully and the bullied. Any concerns regarding bullying must be immediately reported to your child's alpha-assistant principal or use the Let's Talk feature on the Fort Bend ISD website to report it anonymously.

## **CAFETERIA**

Students shall eat in the cafeteria, on main-street, and the attached outdoor courtyard ONLY and STAY in this area during their lunch periods. Students need staff permission daily to eat in other areas of the building.

Students are not to leave the building for lunch.

Students shall clean up their area after they eat.

During their lunch period, students may use the restrooms off of main-street. Other restrooms are "OFF-LIMITS" during this time.

## **CHARACTER**

At RPHS, we value uncompromised integrity. Strong character is revealed when no one is looking. We expect our halls to be clean and free of trash and gum. If you see trash inside and/or outside the building, you should pick it up. Guiding principle: "In all things, be respectful!"

## **CHEATING**

RPHS will submit may submit papers through "turnitin.com" to verify authenticity. Students who

cheat and/or plagiarize on homework, class work, projects or tests... may be assigned the following disciplinary consequences:

- **Academic Dishonesty:**  
If you have evidence to show that a student has cheated on a test, on homework, or on class work, see the following.
  - **First Offense:**
    - No points awarded on sections that evidence shows a student engaged in academic dishonesty.
    - Parent contact
    - You may submit a referral in skyward. Please include information on any grade reductions or parent contact made.
  - **Second Offense:**
    - All of above, plus;
    - Zero on the assignment.

Teachers shall always contact the parents to make them aware that cheating has occurred. Each student at RPHS is required to sign our Academic Integrity Agreement

### **CLINIC**

The clinic is located on the first floor across from the cafeteria. Except in an emergency, students will not be permitted in the clinic without a pass. All students must have updated emergency information for the clinic each school year. All medications (on campus) shall be delivered by a parent/guardian to the nurse, documented in the clinic, and administered by the nurse. All 9th grade and/or NEW students to FBISD shall undergo State-Mandated Screenings including: vision, hearing, scoliosis, blood pressure, and height/weight.

See the district handbook for the medication policy and screening OPT-OUT information with dates.

### **CLOSED CAMPUS**

Once Students arrive at school, they are not permitted to leave the campus without an off campus pass or proper authorization. Students violating this rule will be assigned a disciplinary penalty.

Students are not allowed to receive food deliveries by parents or a food service.

Siblings and/or friends who are not RPHS students cannot attend classes and/or have lunch on campus.

**\*NOTE\*:** We are concerned about the security of everyone on our campus. Please understand the intent is not to keep you here against your will but to prevent others from coming onto/into our facility and endangering you or others.

### **COUNSELORS' OFFICE – Downstairs**

The counselor's role is to provide guidance in all-things related to the whole child, including academics and social-emotional well-being.

\*If you have a personal emergency need, go directly to the counselor's suite and/or to your alpha-level Principal's office.

### **DOWN PERIODS**

In order to protect instructional time, students shall not leave classes the first and/or last ten (10) minutes of classroom instruction. Also, due to high traffic during lunch periods, students are not allowed to leave the classroom unless there is an emergency.

### **DELIVERIES**

No deliveries will be accepted during the 2022-2023 school year. If students forgot to bring lunch, remind them funds can be added via the school café app.

No deliveries from outside vendors are allowed.

We will not deliver electronic devices to students – if they forget them at home, they will not be able to access them for that day. Please work with your student to build personal responsibility.

### **DIGITAL CITIZENSHIP – FBISD POLICY**

**RPHS is a BYOD “Bring Your Own Device” Campus! HOWEVER, the purpose is to safely and responsibly enhance the educational experience through the use of technology.**

At the beginning of each school year, parents must designate on the Enrollment Verification in skyward if their student(s) is allowed full access or school computer-only access to technology.

Students may access the RPHS guest-filtered wireless internet for educational reasons only.

Devices used for non-educational purposes will be confiscated and returned at the end of the school day. Repeated violations may be subjected to fines and other discipline actions.

For safety reasons, all electronic devices need to have one ear bud in only when in the hallways

The use of ear buds, headphones, and blue-tooth devices... requires teacher approval. Teachers may mandate when technology must be powered down, e.g. during testing...

School administration is not obligated to investigate claims related to lost and/or stolen electronic devices.

Parents and students should not text one another during instructional time. If a student has an issue requiring parental contact, s/he may report to any office for assistance.

Devices are not to be used for audio or video recording unless related directly to a classroom assignment that requires teacher permission. Due to federal law (FERPA), no photographs of other students may be taken at any time.

Inappropriate use of digital devices or any attempt to violate the provisions of the Digital Citizenship agreement may result in revocation of the student's access to the computer/network/internet. School disciplinary and/or appropriate legal action may also be taken.

### **DISMISSAL**

All students must leave campus by 2:55pm unless they are with a sponsor and/or involved in a school activity. Students waiting for transportation home must wait outside at the front of school.

### **DRESS AND GROOMING**

RPHS students are expected to be in school-appropriate attire at all times, and understand that the FBISD Dress Code will be enforced. We prepare students for success beyond high school. Any dress or hair style that is a distraction to the learning environment and/or inappropriate is not allowed. Please refer to the [FBISD Student Parent Handbook](#) for FBISD Dress and Grooming. If the dress code infraction is not corrected or has to be corrected repeatedly, discipline may be assigned.

**EXEMPTIONS:** Students may qualify to exempt their Spring Final exams if they meet a specific criteria. Please see the [FBISD Student Parent Handbook](#) for details.

### **EXTRA CURRICULAR ACTIVITIES**

The sponsors/coaches of Extracurricular Activities will communicate the additional criteria for participation above and beyond what is found in the FBISD student handbook. Students involved in extra-curricular activities will be held to higher standards than those not involved. Students involved in leadership roles may not hold those positions if they violate any codes of conduct.

### **FIGHTING**

Fighting is unacceptable at Ridge Point High School and/or any school-related activities. A student who participates in a fight can be subject to all of the following actions:

- - Three (3) days suspension.
  - Possible citation issued by police officer
  - Possible referral to the District's Alternative Education Program (DAEP)

### **GRADING PROCEDURES**

A grade is a numerical indicator of mastery of the curriculum. Written communication of the student's achievement shall be reported to the parents at the beginning of the fourth (4<sup>th</sup>) week and seventh (7<sup>th</sup>) week of each grading period.

[Fort Bend ISD Standard Operating Procedures – Grading and Reporting Handbook](#)

### **Computing Grades**

#### **Ridge Point High School requires:**

- Term Grade Report = a minimum of six (6) daily and three (3) major grades per term grading cycle.
- Daily grades' average will count 50% and Major grades' average will count for 50% of the grading cycle average.
- Every three (3) weeks progress report = two (2) daily and one (1) major grade minimum reported.

NOTE: Credit may be earned through correspondence courses and credit-by-examination (see your counselor for details).

### **Late Work Policy (Daily and Major grade)**

On-level classes (-10 pts) per day for 5 days then a zero; For AAC/AP classes (-15 pts) for 3 days then a zero

Note: The late work policy may differ for Advanced Placement and Advanced Academic Courses (AAC).

### **LEAVING CAMPUS WITHOUT PERMISSION**

Students are not allowed to leave campus (once they have arrived) without permission. Those who choose to leave campus without authorization, i.e. **before school begins (7:20am) and/or until school ends (2:45pm)** to any location will receive a disciplinary action.

### **Library Usage**

The library is open before and after school for student use. Anytime a student is in the library, he/she must sign in. You must have a current Ridge Point High School ID card in order to check out books from the library.

During the regular school day, you must have a pass from your teacher in order to use the library. Be sure to have your pass stamped at the time clock and return that stamped pass to your teacher before the end of the period.

You must have a current Ridge Point High School ID and an Acceptable Use Policy on file to use the computers in the library. Computer use may be directly tied to classroom assignments.

### **OFFICE PHONES**

In the event of an emergency, students are permitted to use office phones with staff permission, i.e. before/after school and during lunch: based on need.

### **OFFICE VISITS**

Upon visiting any office (administrative, clinic, counselors', and/or library...), students are required to

sign-in on the designated sign-in sheet. Failure to do so may result in a student receiving an unexcused absence or other disciplinary consequences.

### **PASSING PERIODS**

Students have six (6) minutes to transition from one (1) class to the next. They should walk (never run) on the right side of the hallway in the direction of their destination.

### **POLICE**

The police office is located on the first floor (F101) next to the elevator. The campus police officers are responsible for the safety and security of the students as well as the building and grounds. If you have any reason to suspect individuals are present on our campus for unauthorized/illegal reasons, contact the campus police officer and/or one (1) of the principals. If you have any questions concerning the student parking lot, please refer them to the police officer.

Ridge Point High School participates in the Crimes Stoppers Program. The number for **Crime Stoppers** is **281-491-TIPS**.

### **PROFANITY**

Profanity is not accepted at Ridge Point High School at any time. Maximum penalties per the Code of Conduct will be assessed.

**REGISTRAR-** The registrar is located in A109, front offices entrance

### **LEVEL I OFFENSES (Tardy, ID, Dress Code)**

Students are expected to attend each class every day and perform the following:

- Be on time.
- Wear their school-issued ID (pending the schoolwide distribution of IDs)
- Comply with the FBISD dress code (Student Code of Conduct).

All tardies, ID, and dress code violations will be cumulatively documented and appropriate actions will be taken by administration.

1st Offense: Warning

2nd Offense: Warning

3rd Offense: Parent Contact Call Out

4th Offense: Lunch Detention

5th Offense: One (1) day of After-School Detention

6th Offense: Two (2) days of After-School Detention

7th Offense: Saturday Detention

Penalties will be assessed per class period. Disciplinary penalties are cumulative during the nine (9) week grading period. **Also note that three (3) tardies = one (1) absence for exemption purposes during the spring semester.**

Penalties will be assessed per class period by sweep station personnel (SSP). Disciplinary penalties are cumulative during the nine (9) week grading period. **Also note that three (3) tardies = one (1) absence for exemption purposes.**

### **STUDENT CLUBS / GROUPS**

In order to become a campus-approved student group/club, the group must apply for “student group” status during the two (2) week application window open at the beginning of each grading term and be approved by the AP who oversees clubs.

Each year, during the first three (3) weeks of school “RUSH” will occur and you will have the opportunity to join clubs and organizations of your choice!

### **STUDENT IDENTIFICATION CARDS (coming soon)**

- When issued, all students at Ridge Point High School must wear their school-issued RPHS ID on them daily. The first ID card/lanyard is free; however, a fee is assessed after for lost or damaged IDs.

### **Go to the library prior to 1st period to obtain a replacement ID**

- School ID Cards are required for numerous activities around school including use of facilities, and library checkout. It is your official form of identification.
- Failure to produce your ID card will result in further disciplinary action.

### **STUDENT DROP-OFF/PICK UP**

Students may be dropped-off: Main (front of building) only no earlier than 7am. Please do not drop off students at the auditorium due to safety concerns that have been raised over the last few years, unless you have special permission to do so.

Students may not be dropped-off/picked-up in the student parking lot except after athletic practices.

## **STUDENT PARKING**

Driving to school is a privilege that is extended to all responsible, mature, and licensed student-drivers. In order to obtain a parking permit, students must provide the following documentation:

Proof of a valid driver's license  
Completed parking permit application.

Permits for the school year will be sold for \$35.00.

Premier Parking is \$75.00 and enables students to be entered in a lottery for the spot of their choice AND the opportunity to personalize their parking space (see the bookkeeper for specific guidelines and requirements).

Parking permits must be renewed annually and students are required to follow all rules as stated on the parking permit application (located in the front office or with the bookkeeper). Any violation of these rules or state laws will initiate the following penalties:

1. Revocation of your parking privilege.
2. Citation from the Fort Bend ISD Police Department.
3. Booted and/or towing your vehicle at the owner's expense.

Note: **Only street-legal vehicles** will be allowed on campus: no golf carts, scooters, etc.).

## **TESTING INFORMATION**

In an effort to allow students to adequately prepare for tests each department will test on the following assigned days:

Math and ELA = ODD Calendar Dates  
Science, Social Studies, and World Languages = EVEN DAYS  
Electives may test on ANY day OTHER THAN Friday..  
*Departments may request special permission by an AP to test on non-designated days.*

## **TEXTBOOKS**

Textbooks can be requested, but are not needed for many classes. Students also have access to electronic textbooks via ILink and/or schoology. [Textbook Request Site](#) (RPHS Website → Students & Parents → Textbooks)

Students whose books are turned in late at the end of a semester will be assessed a \$10.00 late fee per book. This includes books which have been left in teacher classrooms and/or lockers after the deadline for locker clean-out.

Students will be charged the full replacement cost of each book not returned. They can also see the campus bookkeeper for a list of fees for damages to textbooks, abandonment, and actual costs of textbooks.

If a student fails to turn in his/her textbook(s) at the end of the school year, they will be charged the appropriate fee.

### **TUTORIALS**

Each Department has established a tutorial schedule for their subject area/courses. Schedules will be posted in their respective schoology course pages and teacher websites.

### **VISITORS**

All visitors MUST report to the front office immediately upon entering the building.

All visitors shall enter through the main/front office only.

Parents are welcome to visit the school to volunteer and/or seek assistance.

Appointments to observe/visit a teacher's classroom require 24-hours advance notice. Please obtain a request form at the front desk.

Parent-Teacher Conferences must be scheduled in advance directly with the teacher(s).

We will not issue visitor's permits to any other visitors, such as friends, siblings, and former students.

All visitors will have their ID scanned into the Raptor system for criminal history clearance prior to accessing the building.