

# The Woodlands College Park High School

## Campus Information

### ATHLETIC FACILITIES/EVENTS

CISD athletic facilities are an extension of the school campus. Students are under the authority of the school 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.

Fans are not at a ball game to intimidate or ridicule the other team or its fans, but to support and yell for their team and to enjoy watching skill and competition. Good sportsmanship will be displayed at all time. 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.

- Students will not be allowed to turn their backs or hold up newspapers 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 video/audio taped 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.

### BACKPACKS

Students are allowed to carry their backpacks from one class to another. The backpack must be able to be placed completely under the student desk and may not protrude into the aisle space between the desk rows during class time. Instructors may ask that backpacks be placed at the front or back of the room during testing. Teachers may ask that a student remove their backpack from the room if it does not comply with this rule or if the backpack presents a hazard or classroom distraction. No backpacks will be allowed on campus during spring semester final exams.

### CAMPUS DISTRIBUTIONS AND POSTINGS

Students will not be allowed to distribute any material, written or otherwise, without the approval of the Associate Principal for Operations. The Principal (or designee) may establish limits for posted materials. Materials may only be posted in the designated areas throughout the building. Materials posted outside the designated areas will be removed and discarded.

### CELLULAR TELEPHONE

The policy includes but is not limited to devices that emit an audible signal, vibrate, display a message, or otherwise summon or deliver any form of communication, including photos and videos, to or from the possessor. This may include but is not limited to cell phones, ipads, itouch, tablets, airpods and smart watches.

The use of electronic devices at College Park High School will be permitted **ONLY** in the common areas of the campus (hallways, cafeteria, & courtyard); before school; during passing periods; during the student's lunch period; and after school.

Use of electronic devices **in any area of the building** during instructional time is strictly prohibited. Instructional time is defined as the time period between the tardy bell and the dismissal bell for all class periods. All electronic devices must be turned off, silenced, and placed in phone holders upon entering any classroom or other instructional environments including but not limited to the auditorium and the gymnasium. A student leaving the building to use an electronic device is strictly prohibited.

A teacher may choose for students to utilize their electronic device for instructional purposes. Students must follow the teacher's guidelines in regards to its use and may not use the device for any other purpose during that time-period; this would include, but not be limited to texting, phone calls, unauthorized web browsing, and social networks.

Electronic devices are strictly for personal use and should not be audible to others. The student's ability to hear and/or comply with verbal direction should never be impaired. Ear bud use (1 only) is acceptable, but not in the classroom. Headphones that cover the ears and personal speakers are prohibited.

Cell phones should never be used as a camera or video camera while on campus, and the use of any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

Electronic devices used for inappropriate purposes that include but are not limited to academic dishonesty, cyber-bullying, and sending or receiving inappropriate pictures/videos, are strictly prohibited.

The unapproved or inappropriate use of electronic devices will result in confiscation and disciplinary consequences for each violation of this policy. In limited circumstances and in accordance with the law, a student's personal electronic device may be searched by authorized personnel prior to reclaiming the item.

# The Woodlands College Park High School

## Campus Information

Confiscated electronic devices are not the responsibility of the school or its personnel. The Woodlands College Park High School will not be responsible for damaged, lost, or stolen electronic devices.

### 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. Charter of a club or similar organization requires principal approval of bylaws, sponsored 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 district policy. A current club/organization listing with sponsor contacts can be obtained in the Associate Principal for Administration office, or by accessing our TWCPHS web page.

### DISTRICT BUS TRANSPORTATION

CISD bus transportation is a privilege. Students must only ride their assigned bus. Exceptions to this rule can only be made through the assistant principal's office and must be made before 1pm on the day the student wants to ride an alternative bus. Additional bus information can be found in the district copy of the student handbook. Student's will load and unload the bus in the back of the school. Students who exit onto the bus ramp will be able to look at the bus line-up to determine the location of their bus. Students must be out of the building and on their bus before the 2:45pm bell rings. As a safety precaution, students will not be allowed to leave the building to catch their bus after the 2:45pm bell rings.

### 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 distractions of the educational process. 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-distracting to everyone in the educational community.

As clarification of the previous policy, the following examples of dress are considered inappropriate:

- Extreme hairstyles (i.e. Mohawks, etc.), and/or hairstyles that are disruptive or distracting to the instructional process, are prohibited.
- Hats/bandanas/hoods and/or headbands (not used to hold back hair) may not be worn, by boys or girls, inside the building. 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 or backpack. Hats/Hoods worn in the building will be taken up and can be claimed by the parents or returned to the student after consequences have been served.
- Sunglasses are not to be worn in the building.
- Dog collars and spikes cannot be worn.
- Blouses or shirts of see-through material without appropriate shirt or blouse underneath are not permitted.
- All shirts/blouses must have a sleeve which covers the shoulder and fits snug under the arm so undergarments are not exposed.
- Tops exposing midriffs, back area or cleavage are prohibited.
- Clothing with pictures/writing that has a double meaning are prohibited.
- Clothing, badges, and/or tattoos, which display obscenities, sexual innuendo, 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.
- Clothing of any type that is shorter than **mid-thigh** of the individual, whose clothing is in question, is not permitted. Slits on skirts/dresses may be no higher than mid-thigh length. Holes and/or tears in clothing that falls within the mid-thigh rule is prohibited.
- **Spandex** clothing and leggings including yoga pants are to be worn with outerwear that is at least mid-thigh in length.
- Chains of any length or size (including wallet chains) are not allowed.
- Shorts can be worn all year. The school administration will review the appropriateness of shorts each nine weeks. If it is deemed that there has been disregard of the dress code guidelines outlined earlier in this policy, the privilege of wearing shorts may be revoked.
- Pants are not to sag inappropriately. Pants must fit at the waist.
- 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. Gauging of the ears is not allowed. Piercing of the eyebrows, eyelids, forehead, scalp, cheeks, lips, tongue, chin, or neck is prohibited.
- **Sleepwear** (pajamas, slippers) is not permitted for school clothing.
- Trench coats, dusters, ponchos, etc. are not allowed to be worn on campus.

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.

# The Woodlands College Park High School

## Campus Information

If the student's dress or grooming is objectionable under these provisions, the principal (or designee) shall request that the student make appropriate corrections.

A minimum of one after school detention will be assigned for a student out of dress code. If the student refuses to correct the dress code violation, the principal (or designee) shall notify the student's parent or legal guardian and request that person make the necessary correction. If both the student and parent or legal guardian refuses, the principal (or designee) may take further 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.

Absence from class due to inappropriate dress or grooming will be counted as unexcused. Repeated violations may cause additional appropriate disciplinary action to be taken.

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

### **DISCIPLINE MANAGEMENT PLAN**

At The Woodlands College Park 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 TWCPHS 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 (SD)**

Detention hall will be held after school Monday through Friday, 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 TWCPHS handbook. The student who has been suspended may not attend school or any school related functions at any CISD facility, through the last day of assignment. 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 the teacher, and takes all required tests. All school rules and regulations, including dress code, will be in effect for students during the ISS assignment.

ISS assignments are made for entire/partial school days. 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 the student returning to ISS to complete their assigned time.

Additional rules and regulations will be in effect for students assigned to ISS such as a more structured dress code. ISS rules and dress code will be given to and discussed with all students at the time they are assigned to ISS. The student who is assigned to ISS may not attend school or any school related functions at any CISD facility through the end of the day of the last day assigned.

#### **SHORT-TERM DAEP**

Short-term DAEP is a 5, 10, or 15-day placement located at 507 Martin Luther King Place N. in Conroe. It is the consequence for serious or persistent misbehavior identified in the Student Code of Conduct and/or the TWCPHS Disciplinary Management Plan. The student who is assigned to DAEP may not attend school or any school related functions at any CISD facility through the end of the day of the last day assigned.

#### **APPEAL PROCESS**

Parents have the right to appeal a decision of the consequences that has been assigned to a student. The following steps must occur to file an appeal.

- The student or parent must contact the Associate Principal for Administrative Services in writing indicating the appeal.
- The student or parent must identify a) what they are appealing, b) why they are appealing, c) and the desired outcome of the appeal. Consequences will begin as scheduled pending the outcome of the appeal.

The appeal process should be completed within 3 school days of the receipt of the written appeal. Certain circumstances may require an extension of this time frame as the Associate Principal will gather information from everyone concerned and a decision will be made then communicated to the student or parent.

The decision of the Associate Principal can be further appealed to the building principal by contacting the principal's office in writing expressing your desire for an appeal meeting. The decision of the building principal is final.

# The Woodlands College Park High School

## Campus Information

### CORPORAL PUNISHMENT

Corporal punishment will not be used as a disciplinary measure at The Woodlands College Park High School.

### DISCIPLINARY CONFERENCES

#### Parent/Teacher Conferences

If the student has difficulty overcoming the problem, then the school feels a responsibility for involving 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 staffing's 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.

### EMERGENCY PROCEDURES

#### Evacuation of the Building/Fire Drills

There may be a need to evacuate the building due to emergency conditions. Evacuation drills are preparation for the reality of fire or imminent disaster. The school administration, faculty, and staff, therefore, ask each student's absolute cooperation abiding by the rules set forth in this section of the handbook.

Students are to remain with the teacher who facilitates the evacuation. When 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.

#### 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 a real emergency by everyone. This is essential to the safety of everyone.
- If any exit is blocked, use the nearest alternate 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. **No person should reenter the building until the all-clear signal is given.**
- Be aware of the location of fire extinguishers and fire alarms. Know where the nearest one is at all times.
- Directions for fire drill and evacuation procedures are posted in each classroom.

#### Lockdown/Lockout Procedures

*Lockout:* If we encounter a threat in our local area but not on campus, we will conduct a campus lockout procedure. This process will secure all students and staff in the confines of the building. All doors will be secure and no one will be allowed to enter or exit the facility during this time-period.

*Lockdown:* In the event that a threat is on campus or may breach the building, we will conduct a lockdown procedure. All students and staff will go to the nearest room and secure themselves inside the room. Staff will assist in blacking out the windows and moving students to a location in the room, use items to protect/defend themselves as necessary.

In either scenario, it is vital that all students 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.

#### 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.

#### FINAL EXAMS

At the end of each semester (fall and spring), students will take semester exams that are weighted as 15% of their semester grade. All finals are scheduled for two hours.

#### FINAL EXAM EXEMPTIONS

To find a complete explanation of Final Exam Exemptions please visit: <http://twcp.conroeisd.net> Look for the title "Campus Life" and on the drop-down page look for "Student Information" then you will see "Exemption Policy."

#### GRADUATION

Students who meet the requirements for graduation may participate in the graduation ceremony and subsequent activities. The administration of College Park High School will make the final determination regarding student participation in the graduation ceremony. Students that do not follow the student code of conduct maybe withdrawn from all graduation activities.

# The Woodlands College Park High School

## Campus Information

Students must have cleared their records in order to receive their diploma.

*Graduation Regalia:* The only items that students are approved to wear at graduation are those items issued by the school or earned through the school. Items given by family members, outside programs, etc. are prohibited.

### HALL PASSES

During normal instructional (non-passing) time, a hall pass is required of any student outside the classroom. Written passes are at the discretion of a 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.

### HOMEWORK/MAKEUP WORK POLICY

Homework is routinely required of students, and is assigned by the teacher. It is assigned to provide reinforcement, extra practice and supplemental information to classroom instruction. Homework also fosters the development of good study habits, a practice that is critically important for students who plan to pursue advanced education. Homework may include, but is not limited to, reading, writing, experiments, projects and problems.

*Missed work due to an absence:* Students will be allowed to make-up work due to an absence. Students are given the number of days missed plus one day to complete assignments that have been missed. Students are expected to communicate with their teacher and obtain all missed assignments. It is to the student's advantage to obtain work during or ahead of an absence if possible so that they can use available time during the absence to complete missed assignments.

*Missed work due to an activity:* All students that will be missing school due to a school activity should communicate with their teacher prior to the absence and collect any work that will be missed while attending an activity. The student should explain to the teacher any information about the activity that will prevent them from completing the work while out. The teacher in-turn will set a timeline to complete the assignments once the student returns.

### HONOR SOCIETIES

The Woodlands College Park High School is committed to recognizing the outstanding accomplishments of our students. A variety of honor society organizations including but not limited to English Honor, Mu Alpha Theta, and The National Honor Society, will be established at TWCPHS. Each Honor Society will have its own unique entry requirements and by laws for students to follow. Individual society information may be found on school website: <http://twcp.conroeisd.net> Look for the title "Campus Life" and on the drop-down menu look for "Clubs & Activities."

### ID BADGES

All students are required to wear a student identification card. ID's must be worn and visible at school and at school events both on and off campus. Failure to have student ID visible at all times may result in disciplinary action.

Replacement cost for a lost ID card will be \$5. Student ID cards are provided through pictures taken during orientation or for the yearbook at no extra cost at the beginning of Freshman and Junior years. ID cards are required in the attendance office, library, administration office, when picking up VOE's, textbooks, yearbooks, college testing, and school sponsored dances like Homecoming and Prom.

### LATE BUS

CISD no longer provides the late bus option for students.

### LIBRARY POLICIES

To better serve our students, The Library is open beyond the regular school day.

7:00 a.m.-4 p.m. Monday-Thursday (unless a holiday follows)

7:00 a.m.-3:00 p.m. Friday (and before holidays)

7:00 a.m.-12 p.m. noon (early release days)

**Phone numbers: 936-709-3060, 936-709-3061, or 936-709-3028**

Library website: <http://twcp.conroeisd.net/library/>

Library Access:

Library entrance faces the commons.

Passes and Policies:

- students must have a pass to the Library during the school day.
- students must "sign in" when they come to the Library.
- no food or drinks(including water) are allowed in the Library.
- The Library enforces the CPHS cell phone/electronic device policy.

Circulation of Materials:

Students must present a student ID or know their ID number in order to check out library materials.

- The online Card Catalog is accessible on any computer via the Library website.
- Books are circulated for two weeks (10 school days). Overdue fines are 10 cents per school day.
- Students are encouraged to renew their books, and are expected to pay for lost books or overdue book fines.
- Reference books, periodicals and "on reserve" materials are not available for checkout, but will remain in the library for all patrons to use.

**Library issues (lost books/fines) must be resolved before textbooks, parking permit, VOE, or prom tickets can be obtained.**

Technology Resources:

- Word processing and multimedia programs are available on all library computers.
- CQ Researcher*, *Facts on File*, and *Thomson Gale* databases are available for school and home use via the Library webpage. The databases contain thousands of full-text magazines, newspapers, books, maps, pictures and audio clips. Brochures with logins/passwords are available in the Library and FC/Student conference folder.
- Reference eBooks are available for school and home use via the *Thomson Gale* database, or the TWCP Library webpage. These are full-text searchable titles, many of which are multi-volume reference sets.
- "Resource Lists" (for many research projects) are available via the CPHS Library Online Catalog.



# The Woodlands College Park High School

## Campus Information

- e. Computer printing is free for the first b&w page. Additional pages are 10 cents each. Color copies are 50 cents each.
- f. Two copy machines are available for student use. Copies are 10 cents per page.

### LITERARY CLUB

The Library sponsors this group of avid readers who meet weekly to discuss their favorite books, participate in community service, and support the Montgomery County Book Festival. Everyone is welcome. Meeting times will be announced.

### **LOST AND FOUND**

Articles that are found should be brought to the administration offices. If you have lost something on campus or at a school activity, please check with your administrator or counselor.

### **OFFICE HOURS**

Offices and switchboard hours are 7 a.m. - 3 p.m. Staff members will be available to assist callers during these times.

### **PARKING REGISTRATION**

Registration opens in the middle of July at "twcp.conroeisd.net" under "Campus Life" then "Student Helpful Links." Students must watch the TWCP Driver's Safety Course presentation and pass the quiz. Students must have a valid driver's license to register!! A learner's permit is not acceptable.

After registration, students must go to school cash online to pay for the parking spot.

### **PARKING REGULATIONS**

Parking at College Park High School is a privilege. Spaces are limited and will be given out using a priority selection process. Seniors and Juniors will be the only students allowed to receive parking permits. Students with perfect attendance will receive first priority parking followed by Seniors who would like to share a parking space with another eligible student driver, followed by single Senior drivers, then Junior shared drivers and finally Junior single drivers. Registration for parking will begin in the middle of July. A vehicle registration application will be filled out by each student wanting to receive a parking permit. All students must complete the Drivers Safety and Orientation course each year before a parking permit will be issued. Cost of the parking tag is \$75.00 and must be paid before the tag can be issued. The student must have a valid Texas Driver's License and the car must be registered in the state of Texas. Students, who are on the hold list from the previous school year, will not be issued a parking space until they have been cleared from the hold list. Students will not be refunded parking fees if their parking tag is suspended or revoked at any time during the school year.

#### **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 to park in that space.
- New vehicles must be registered before school starts at 7:20 with the Associate Principal for Administration. Student's will not be given a pass to class and can be considered tardy or absent for not following this policy.

- No parking in handicap spaces without a tag from the Associate Principal for Administration.
- Student vehicles will be towed if parked in fire zones, bus ramps or visitor parking area.
- 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 (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.

#### **Suspension of Parking (up to 15 school days)**

- Any moving violation.
- Any parking violation.
- Unregistered vehicle.
- Unauthorized use of personal vehicle during school hours.
- Twelve total tardies including "free tardies." Tardies are tallied cumulatively from the beginning of the semester.
- Truancy
- Registered in more than one parking space.

#### **Permanent loss of Parking**

- Attempt to remove or damage a boot on vehicle.
- Excessive Absences (in excess of 10% of classes in a semester)
- 20 tardies including "free tardies". Tardies are tallied cumulatively from the beginning of the semester.
- Second DAEP assignment.
- Any drug and alcohol related offenses.
- Second Truancy.
- Hangtag borrowed, traded, stolen, sold, lost or given away will result in all parties involved losing parking.
- Parking while serving a parking suspension.
- Any combination or repeated offenses for temporary suspensions will result in permanent loss of parking.

#### **Special Parking Circumstances**

- A temporary parking space will be issued in case of a doctor's 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 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 College Park High School is a privilege and not a right. Conroe I.S.D. provides 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 is charged at TWCPHS. If parking is permanently suspended during the school year no money will be refunded at any time. Any vehicle booted will receive a \$10.00 fine plus suspension. Additional parking suspensions/sanctions may be assigned at the discretion of the assistant principals.

Students parking at local businesses are subject to being towed by those businesses at the car owner's expense.

#### **PETS**

# The Woodlands College Park High School

## Campus Information

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.

### PROM

The Senior Class is responsible for sponsoring the spring formal event known as prom. This event is for the senior class and all seniors will be given one ticket to prom provided they have paid their senior dues. School rules will apply and be enforced during prom. Students will receive school discipline and seniors may be denied the right to walk at graduation and/or participate in other senior activities for violations of the student code of conduct while at prom.

### PROBLEM RESOLUTION

Students are encouraged to seek their own solutions to problems that they may be experiencing at school. Teachers, Counselors, and Administrators are available to assist students in their efforts.

### SCHEDULED ACTIVITIES

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

TWCPHS facilities must also be scheduled through the Associate Principal for Operations. 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 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 ACTIVITIES/DRESS CODE/EXPENSES

The principal, in cooperation 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.

Students should be aware that there are additional expenses that may be required for some extracurricular activities, such as drill team and cheerleading. The sponsor will provide a written estimate of required expenses.

### STUDENT ACTIVITIES POLICIES

**Co-Curricular:** An extension of classroom instruction in which participation is by the entire class or a significant portion of the class, such as field trips. Absences that occur in classes other than the class taking the field trip will be counted as extracurricular absences.

**Extracurricular:** School sponsored activities that are not directly related to instruction of the essential elements but offer significant contributions to a student's development. Participation in extracurricular activities is a privilege and not a right. Students must meet specific requirements in order to participate. Absences due to extracurricular activities will be limited to 5 per semester.

#### **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.)

#### **Students Requesting a Campus Transfer:**

Students transferring from one senior high school attendance area to another will not be eligible to participate in the varsity level extracurricular program of the new school for a period of one calendar year following the granting of the transfer. The eligibility of a student is not affected when there is a change in school due to a documented change in the family primary residence. (Note: Students who choose not to participate in required practice and/or after school events may be removed from the performing group/team and/or receive an academic penalty. When selecting courses, a student should investigate practice/events requirements).

### ACADEMIC ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN UIL ACTIVITIES:

**First Grading Cycle:** All students are eligible for participation during the first six weeks of school, as long as the student has been promoted to the next Grade Level. If a student is not promoted or does not earn enough credits by the beginning of the school year, the student is considered ineligible only the first six weeks of school. The student may become eligible the second six weeks if he/she passes all courses the first six weeks. The student does not remain ineligible the whole semester.

**Summer School Credits:** Credits earned in summer school, night high school, or in approved correspondence courses may be used to determine eligibility for extracurricular activities.

**Dropping a Course:** A student may not drop a course after the first eight (8) days of the new semester. The principal may consider an exceptional situation; however, any grade earned by the student in the course he dropped after the first eight days of the semester will be recorded and used for purposes of determining/maintaining eligibility. If the grade is below 70, it is treated like any other failing grade in

# The Woodlands College Park High School

## Campus Information

computing the grade point average (GPA) or in determining UIL eligibility.

**Subsequent Grading Cycles:** A student whose recorded grade average in any course is lower than 70 at the end of the six-week period shall be suspended from participation in any extracurricular/co-curricular activity event during the next six week period. If, however, a student is passing all courses at the end of the subsequent 3-week check, the student's eligibility is restored. The only exception may be in an Advanced (as defined by the state) or AP course, with principal approval. An ineligible student may practice, but not participate in contests or non-practice activities. Such suspensions shall become effective at 2:30PM, seven (7) calendar days after the last day of the marking period in which the grades lower than 70 was earned.

**Incomplete Grades:** A student receiving an incomplete (I) grade in a course is considered ineligible seven days after the end of a grading period or until the incomplete is replaced with a passing grade for the grading period.

**Activity Eligibility:** Eligibility is determined by student academic progress and/or student conduct (governed by the Addendum to the Student Code of Conduct: Participation in Extracurricular/Activities.) Eligibility rules apply to all athletic teams and levels, all other UIL (University Interscholastic League) and Vocational competition, Marching Band, Drill Team, Cheerleading, school-sponsored clubs and organizations, etc. Students not meeting the designated grade and/or conduct requirements may not participate in any of these activities even though that activity would not require them to miss any class time.

### 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-May) have 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 TWCPHS.

### GRADE LEVEL OFFICE / STUDENT SERVICES

This is an office for student information. This office will have information on the following but not limited to:

Textbooks	VOE's	Senior Dues
Parking Registration	PTO Grad Night	School cash online
ID Cards	Event Tickets	Special Events
Lost & Found	Office Aide Badges	Prom Tickets

### TEXTBOOKS

It is the responsibility of each student to take care of the books issued. Students and/or parents are required to pay for books lost, damaged or stolen. A student whose textbook record is not clear will not be issued any additional textbooks until delinquent charges have been collected. Students can be charged for damaged books. Cost is determined by the severity of the damage.

- A student will be charged half of the cost of the book if the book is determined to be damaged. This includes torn pages, pages torn out, damaged spine, damaged cover, dog-eared pages, marked pages or book edges, and/or obscenities marked in pen or 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

### VENDING MACHINES

CISD/TWCPHS is not responsible for lost items or money in any vending machines. Vending machines are available before school, during class change, lunch, and after school only. The vending machines should not be accessed during classes.

### 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. A student picture may be denied inclusion into the year book if the picture is deemed inappropriate or if in the picture of the student is in violation of the Student Code of Conduct.