

Student/Parent Handbook Supplement 2021-2022



Booker T. Washington High School

507 Martin Luther King Place North

Conroe, Texas 77301

Dr. John Williams, Principal

Washington High School

The following is an electronic file of our student handbook supplement that will answer most frequently asked questions related to the functioning of the school regarding student policies and procedures.

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

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

Conroe independiente School District (distrito) como un empleador y proveedor de igualdad de oportunidades educativos no discrimina por raza, color, origen nacional, sexo, religión, edad o discapacidad en programas educativos o actividades que opera o en el empleo es importante. El distrito es requerido por los título VI y el título VII de la ley de derechos civiles de 1964, según enmendada, Título IX de las enmiendas de Educación de 1972, la ley de discriminación de edad de 1975, según enmendada, la sección 504 de la Rehabilitation Act de 1973, la ley de estadounidenses con discapacidades, así como de la mesa directiva no a discriminar de tal manera.

Para obtener más información sobre Título IX derechos o derechos de sección 504/ADA, póngase en contacto con el Coordinador del Título IX o el Coordinador de sección 504/ADA en el 3205 W. Davis, Conroe, Texas 77304; (936) 709-7752.

This document is the Booker T. Washington High School supplement to CISD's posted student code of conduct. You can find an electronic version of CISD's student code of conduct on CISD's website.

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Booker T. Washington High School Administrative and Support Personnel



| | | |
|-------------------|----------------------------|--------|
| Dr. John Williams | Principal | 9-7410 |
| Rhonda McLaughlin | Assistant Principal | 9-7427 |
| Sheri Scheier | Lead Counselor | 9-7435 |
| | | |
| Renee Saunders | School Nurse | 9-7404 |
| Lynda Null | ARD Facilitator | 9-7407 |
| Michelle Vaughn | Librarian | 9-7426 |
| | | |
| Nancy Sim | Campus Secretary | 9-7431 |
| Rose Orozco | Data Clerk | 9-7405 |
| Kerri Hom | PEIMS | 9-7438 |
| Adali Dominguez | Receptionist | 9-7400 |
| | | |
| Lynda Gowin | Social Worker | 9-7831 |
| Latanza Gaddis | Community Outreach | 9-7760 |
| Shirley Herbert | Prevention Control Officer | 9-7436 |

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INTRODUCTION

Teaching good citizenship is a primary goal of our school. All students of Washington High School should respect others' property and rights, practice honesty, and show respect to teachers and administrators.

The academic benefits and privileges received by students attending Washington High School 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.

All staff members have the authority and the responsibility to correct inappropriate behavior when 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.

ATTENDANCE

Attendance is one of the most important factors in determining if a student will do well in school, graduate and be prepared for success in their postsecondary education and career.

Exceeding nine (9) absences in a class per semester may result in credit being denied. The principal will schedule a conference with the parent/guardian when a student misses more than 10% in any one class. A student who attends at least 75%, but fewer than 90%, of the days the class is offered may receive credit for the class if he/she completes a plan, approved by the principal, which allows the student to fulfill the requirements for the class.

If a student attends less than 75% of the days a class is offered and has not completed the plan approved by the principal, the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences.

Both the student and the parent/guardian are expected to be present for the committee hearing. It is recommended that parents submit any medical or legal documentation to the assistant principal's office at least two school days prior to the

attendance hearing. The appeals process does not guarantee that credit will be awarded for grades accomplished. The attendance appeals committee will grant or deny credit for grades earned for individual class periods. See *Attendance and Absences* in the CISD Student Handbook for compulsory attendance laws.

ARRIVING LATE / LEAVING EARLY

Students who arrive at school after 7:45 A.M. must sign in with the receptionist at the front desk.

STUDENTS WHO LEAVE CAMPUS DURING THE DAY MUST DO ONE OF THE FOLLOWING:

- With a parent, sign out with the receptionist at the front desk.
- Without a parent, sign out in the appropriate principal's office before reporting to and signing out with the receptionist at the front desk.
- With a permission note from the clinic, sign out with the receptionist at the front desk.

The only absences that will not count against a student are school sponsored events, appointments to get driver's license, or if a student has left school and returned from a doctor's appointment with the absence code HCP assigned.

BUS RIDER EXPECTATIONS

Students will be required to follow all instructions given by the bus driver. Students will be required to sit in their seat assigned by the bus driver or the transportation department. Students will load their bus immediately after they are dismissed from class in a timely manner. The school bus is an extension of the campus and all code of conduct behavior and dress code expectations will be followed while on the school bus. Washington bus riders are forbidden to accept or hold any items (bags, cell phones, etc.) belonging to students assigned to DAEP. Failure to follow these expectations will result in disciplinary action and may result in suspension from bus ridership privileges.

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CAFETERIA REGULATIONS

- Enter the cafeteria in an orderly manner and form orderly service lines; no cutting in line.
- Students must remove trays, paper, cups, glasses, etc. from the table and put them in the proper disposal container after lunch. Violation of this rule may result in disciplinary action.
- Shouting or “horseplay” of any type will not be allowed, and subject to disciplinary action.
- Students are allowed to move around inside or around the outside perimeter of the cafeteria.
- Students desiring to get outside for fresh air are also allowed to walk the track as long as they keep moving around the track.
- Administration reserves the right to require you to stay seated in an assigned seat or an assigned area if deemed necessary.

CAMPUS DISTRIBUTIONS AND POSTINGS

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

DELIVERIES TO CAMPUS

Students who have left things at home such as lunch, homework, projects, etc., should stop by the front office and see if these items have been delivered. No items of this nature will be delivered to the student in the classroom. Deliveries from florists and other business will not be delivered to the student. Balloon bouquets and floral arrangements are not allowed in the halls or classrooms. The school will not accept deliveries from restaurants or delivery companies such as *DoorDash* or *Grubhub*. School lunches must be delivered by a parent or family member.

DISCIPLINE

Lunch Detention (LD)

Students may be assigned Lunch Detention for various discipline violations. On the day of their Lunch Detention assignment, students will report to

Room 503 no later than five minutes after the tardy bell rings for their assigned lunch period. Students are allowed to bring their lunch from home, or they can sign up for a lunch from the cafeteria when the referral is processed.

Rules for Lunch Detention (LD)

- Students will eat their lunch first.
- Students are expected to do schoolwork during the entire assigned session. All needed material (books, paper, pencil, etc.) should be brought to detention.
- Students will not be permitted to leave the classroom once the detention session has started. Personal matters should be handled prior to arriving to the detention room.
- Students will not be allowed to leave early.
- There will be no whispering, talking, passing notes, or any attempt to communicate with other students.
- There will be no sleeping.
- There will be no use of electronic devices (Ex. cell phones, Bluetooth headphones).
- The school dress code will be enforced.
- The teacher will dismiss the student when the bell rings.

In-School-Suspension (ISS)

ISS is provided as a disciplinary action for repeated offenses or offenses of a serious nature. ISS at WHS is located in Room 503. ISS hours are the same as the regular school hours. 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 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 to create a more structured environment. ISS rules will be discussed with all students at the time they are assigned to ISS.

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Rules for In School Suspension (ISS)

- Students assigned to ISS will report to the ISS room at 7:45 am and will be released at 2:00 pm.
- Students are expected to do schoolwork during the entire assigned session. All needed material (books, paper, pencil, etc.) should be brought to detention.
- Students will be permitted limited restroom breaks but cannot leave the classroom for any other reason.
- Students will not be allowed to leave early.
- There will be no whispering, talking, passing notes, or any attempt to communicate with other students.
- There will be no sleeping.
- There will be no use of electronic devices (Ex. cell phones, Bluetooth headphones).
- The school dress code will be enforced.
- The teacher will dismiss the student when the bell rings at the end of the day.

Out of School Suspension (OSS)

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

Short-Term DAEP

Short-term DAEP is a 5, 10, or 15-day placement located at 507 Martin Luther King Place North in Conroe. It is the consequence for serious or persistent misbehavior identified in the Student Code of Conduct and/or the CCHS Disciplinary Management Plan.

Disciplinary Appeals

Disciplinary decisions made by the Assistant Principal may be appealed to the Principal within five school days of the Assistant Principal's decision. Decisions made by the Principal are final. Exceptions are cases of expulsion, which may be appealed to the superintendent or his designee.

DRESS CODE

All students are required to dress in a modest and non-disruptive manner. The student's dress...

1. Shall not disrupt, interfere with, disturb, or distract from the learning environment or school activities.
2. Shall not create a health or other hazard to the student's safety or to the safety of others.

CLOTHING

- Clothing that could conceal any form of weapon from a visual inspection is prohibited, i.e., trench coats, oversized clothing, baggy pants, wide-legged pants.
- All clothing must be neat, modest, and in proportion to body size.
- All shirts or blouses must be closed in front and long enough to tuck into pants, shorts, or skirts. Halter tops, tank tops (such as basketball type jerseys with large armholes, muscle shirts), tube tops, see-through attire, backless tops, off the shoulder blouses/dresses and tops with spaghetti straps are prohibited. Cleavage may not be shown.
- The waistband of pants or shorts must be worn at or above the waist and fastened appropriately with no more than two fingers extra width at the waist.
- Skirts and shorts may be worn provided they are the appropriate size and extend to fingertip length when arms are extended at the side. Shirts may not be longer than the shorts. Boxer, biking, or spandex shorts are not allowed. Also, this type of apparel is not allowed over other clothing.
- Any garment worn over tights/leggings/yoga pants must be fingertip length when arms are extended at the sides.
- Clothing with safety pins or holes/tears higher than fingertip length must be covered. **No holes that show skin above fingertip length are allowed.**
- Students may not wear boxers or any other pajama-style clothing.
- Any clothing with shoulder straps must be worn with the shoulder straps fastened over the shoulders. Undergarments may **NOT** be visible.
- Proper footwear must be worn at all times for health and safety reasons. **Students are not allowed to wear house shoes, beach sandals, roller shoes, cleated shoes, etc.** to school.

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- Head-gear [hats, caps, headbands (worn across the forehead), and bandanas] are not allowed and **should not be brought into the building**. Any headgear worn in the building may be confiscated and given to the appropriate assistant principal. Headgear may not be returned until the end of the semester.
- Costumes are prohibited except on approved theme days.

ACCESSORIES

- Body piercing deemed inappropriate by administration is prohibited. Minimal body piercing (up to 2 facial piercings ONLY, excluding ear piercings) are acceptable.
- Spikes, chains, and oversized loops are not allowed. Covering with a band-aid is not permitted. Students will be required to remove any jewelry that is not deemed acceptable by school administration.
- Wallet chains, long key chains, or any other kinds of chains, including dog collars, are not allowed.
- Hair must be neat, clean and worn in such a manner that it will not cause distraction.
- Tattoos/body writing/body art deemed inappropriate by administration must be covered at all times. Coverage/bandage must be applied before arriving on campus.
- Sunglasses are not to be worn in the building unless they are medically prescribed and the proper documentation is on file with the school nurse.
- Court-ordered monitoring devices must be concealed.
- No student may wear an article of clothing displaying prohibited substances, obscenities, suggestive pictures/comments, or acts of violence.
- The advertising of the product does not have to mention the name of the substance to be considered prohibitive for wear on campus. If the item in question contains a logo, emblem, mascot, name, or any other symbol or word that is used by the manufacturer to represent their product then it may not be worn or displayed on campus.
- No student may wear gang related apparel.

- No student may wear badges, patches, decals, or emblems of any kind or in any place that may be disruptive to the learning environment, offensive to others, advocates the use of prohibited substances, or encourages unacceptable actions.

The administration reserves the right to evaluate any current fashion or fad and determine whether it is appropriate for school wear.

SPECIAL OCCASION DRESS CODE

Appropriate dress for Prom will include the following guidelines:

- Spaghetti straps and strapless dresses are okay.
- Two-piece dresses must overlap.
- Mesh or see-through inserts in the midriff will not be allowed.
- Camisole backs (lace-up) are okay. Single-string ties are not allowed.
- Front and back of the dress must not be too low-cut or revealing. The back of the dress or the waist of a skirt should not go below the natural waist. Your natural waist is within one (1) inch of your navel.
- Short dresses must follow dress code measurement. This includes slits on long dresses.
- Appropriate undergarments must be worn.
- Proper and formal grooming is expected.

If you are not dressed appropriately, you may not be allowed to participate in the special occasion.

Remember, if in doubt, don't wear it!

ELECTRONIC DEVICE POLICY

Washington High School is not responsible for theft, damage, or loss of personal electronic devices. The student assumes all responsibility for any electronic devices brought to school.

Between 7:50 a.m. and 2:00 p.m. electronic devices (Ex. Cell Phones/Ear buds/Headphones) may not be used in the building or during passing periods without express approval of the classroom teacher. The devices should be stored away, out of site. These devices may be used in the cafeteria area before school, during the lunch period, and after school.

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Use of electronic devices should not impair a student's ability to hear and comply with verbal direction.

Failure to comply with this policy will result in disciplinary action.

- Electronic Devices/Cell Phones/Ear buds/Headphones must be turned off and out of sight during passing periods.
- The use of the device is to be for personal use and not audible by others.
- Unless approved by the teacher, electronic devices/cell phones must be turned off and out of sight during class time.
- Unapproved/inappropriate use of these devices during instructional time will result in confiscation of the device and disciplinary consequences will be assigned.
- Repeat offenses will result in graduated disciplinary consequences and a parent will be required to obtain the confiscated electronic device from the Assistant Principal.
- Use of cell phones for pictures or video recordings of other students or staff members during school hours is prohibited.
- Pictures/video recording in restrooms or locker rooms is explicitly prohibited and may result in significant discipline consequences including criminal charges.

EMERGENCY MEDICAL TREATMENT AND INFORMATION

If a student has a medical emergency at school or a school-related activity and the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and will need information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.) Please contact the school nurse to update any information.

GRADING POLICY

Washington uses a 4-point GPA scale with 4.0 = A, 3.0 = B, 2.0 = C, etc. Students transferring in will be ranked according to the 4.0 scale.

| Grade Range | Letter Grade | Grade Point |
|-------------|--------------|-------------|
| 90-100 | A | 4.0 |
| 80-89 | B | 3.0 |
| 75-79 | C | 2.0 |
| 70-74 | D | 1.0 |
| Below 70 | F | 0 |

Summa Cum Laude:

- Students who earn rank in the top 5% of their class according to GPA.

*In order for a student to be considered for Summa Cum Laude honors, he or she must have **completed the final 3 semesters at the awarding school** beginning in January of the year prior to graduation. Seniors not meeting this requirement may still earn Magna Cum Laude or Cum Laude honors. The student's class rank will not change, only the level of honors earned.*

Magna Cum Laude:

- Students who rank between the top 5% and 10% of their graduating class according to GPA.

Cum Laude:

- Students who rank between 10% and 15% of their class according to GPA.

Valedictorians:

- The Valedictorian and Salutatorian must be selected from the Summa Cum Laude graduates.
- In the event two or more students have the same grade point average, the awards will be determined by calculating numerical averages.

INFLAMMATORY LANGUAGE OR BEHAVIOR

Use of inappropriate language such as profanity, vulgarity, ethnic or racial slurs and/ or any other inflammatory language either spoken or written that could cause a disruption to the learning environment will not be allowed. Students may face discipline consequences for failure to follow this policy. Actions or language that occur off campus but could

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significantly disrupt the learning environment during the school day may be referred to the appropriate administrator for consequences.

LATE ARRIVAL/ EARLY RELEASE

Late arrival and or early release is a privilege. Late arrival students must be on campus by the start of 2nd period (8:35 A.M.). If a student has early release, they are expected to leave campus when their early release time begins. Failure to comply may result in loss of late arrival or early release periods.

LEAVING SCHOOL

Once a student arrives on campus, he/she may not leave without permission from school personnel. Leaving campus without permission from the school during any part of the school day is truancy. Students will receive discipline for truancy.

POSSESSION OR USE OF PROHIBITED ITEMS

Alcohol/Drugs/Tobacco/Vapes or other Illegal Substances or Paraphernalia:

Cars may be searched for tobacco, alcohol, drugs or other prohibited items in accordance with Board Policy FNF. Non-prescription drugs, prescription drugs or natural herbal products or any type of stimulants are specifically prohibited from campus. Students possessing or using such drugs will receive disciplinary action. Any student in possession of and/or use of any substance identified by law enforcement agencies as a substance that is or has been used as a drug to illicit a behavioral change may result in disciplinary action.

Possession and/or use of any drug paraphernalia as identified by law enforcement agencies may result in disciplinary action.

ELECTRONIC SMOKING DEVICES

E-Cigarettes and other electronic smoking devices are prohibited at Washington High School. Possession and/or use of such devices by students on school property may result in disciplinary action.

WEAPONS

Fireworks, stun guns, firearms, knives, and/ or any projectile device or weapon item found on a student or in a vehicle will be taken up. These items may be returned only to the parents or guardian of the student. Weapons of any kind will not be tolerated on school grounds and will result in disciplinary action.

Confiscated items will be kept until the end of that school year. Information regarding the return of these items may be obtained from the assistant principal's office during the week following graduation. Contraband items will not be returned.

PUBLIC DISPLAY OF AFFECTION

Tangible courtship: students should conduct themselves in a dignified manner at all times while at school. To preserve this dignity, it is considered a violation to engage in inappropriate personal display of affection. Inappropriate personal display of affection may result in disciplinary action.

CATCH & RELEASE POLICY

Public displays of affection (PDA) are not allowed while on campus. Students are required to follow the "Catch & Release" Policy which allows students to hold hands and/or exchange a quick hug. All social distancing guidelines mandated by the State of Texas or the T.E.A. will supersede this "Catch & Release" Policy and must be followed by all students.

SAFETY

Accident Prevention

Student safety on campus and at school-related events is a high priority of the district. Although the district has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the administration safety hazards, such as intruders on campus and threats made

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by any person toward a student or a staff member.

- Know emergency evacuation routes and signals.
- Follow immediately the instruction of teachers, administration, bus drivers, and other district employees who are overseeing the welfare of students.

STUDENT CONFERENCE

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. The parent will be contacted regarding the problem and corrective actions.

STUDENT PARKING

Washington High School (WHS) regulates student parking with guidelines for safety and convenience. Reserved parking for students is a privilege and not a right. Conroe ISD furnishes bus transportation; therefore, WHS is not obligated to furnish parking for students. Conroe ISD/Washington High School is not responsible for loss or damage to vehicles or property. The following information applies to students requesting a parking permit.

Parking Permit

The student must provide...

- Proof of driver's license
- Proof of liability insurance
- Registration and license plate number
- A current registration inspection sticker on vehicle

TARDY POLICY

Students are expected to be in class at the designated time. Tardiness will cause students to receive referrals for disciplinary action. Students who are more than ten minutes late will be considered absent resulting in academic and disciplinary penalties.

1. When a student is tardy to class past the 5-min tardy bell but less than 10 minutes, the teacher will input the tardy into the electronic gradebook.

2. Any student arriving to class more than 10 minutes late may be considered truant to class. The teacher will mark the student as absent in the electronic grade book, but document the late arrival time in their records. Parents or guardians will be notified by phone or in writing about the documented absence. Students who present notes from the attendance office indicating an appointment with a health care professional should still be counted as absent in the electronic gradebook. The attendance office will input the correct data.
3. Excessive tardies will result in disciplinary action.
4. The tardy policy will be communicated via the school webpage and is subject to change.

TECHNOLOGY USAGE POLICY

With the increased amount of technology available to Washington students, it is necessary to ensure that all equipment is maintained at peak performance level so that all students may benefit from this technology. In order to help keep all technological equipment in prime operating condition it is important for students to know what is expected of them when they use school equipment.

The following are some of the expectations that the administration of Washington Alternative School will require of all students:

- Students should not physically damage or abuse any piece of equipment through misuse or careless operation
- No DVD, flash-drive, or CD disc should be inserted into any computer without the express permission of the teacher
- No programs, software, or other "enhancers" shall be downloaded onto a computer
- No piece of equipment is to be disconnected, moved, or relocated
- Peripherals are not to be disconnected, moved, or added to existing setups
- Absolutely NO desktop settings or computer configurations are to be altered, erased, or reset

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Additional Washington Policy:

- Students are not allowed to have any food or drink with them while they are working at a computer station
- Students are not allowed to perform any repair on machinery
- Personal business is NOT to be conducted on school equipment (e-mail, chat rooms, web page construction, etc.) unless expressly directed by a teacher

The consequences for violation of any of the above policies will result in immediate disciplinary action, including but not limited to, the following:

1st Offense – CISD computer privileges revoked for 1 semester

2nd Offense – CISD computer privileges revoked for 1 year

Additionally, any violation will be subject to the guidelines stated in the Texas Penal Code 33.02 Breach of Computer Security and will be prosecuted to the maximum extent allowable under the law. Time in LD, ISS, or DAEP may also be assigned for any violation of Washington Alternative School's Technology Usage Policy.

TESTING

Students are expected to follow WHS testing procedures as directed by teachers. Students caught with phones during testing could be considered cheating and receive a zero. The phone will be confiscated and turned in to the assistant principal's office. Students may receive up to three days of In-School Suspension for using a phone during a test.

VERIFICATION OF ENROLLMENT

A Verification of Enrollment (VOE) form is required for acquiring a driver license or renewing a driver's license. VOE's will be issued to students meeting the attendance rules required by the state of Texas. In order to receive a VOE, students must also have cleared all fees and fines. Students must request a VOE form 24 hours in advance from the front office. During the summer months, verification of enrollment forms can be obtained through the receptionist at the front office.

VIOLATIONS OF STATE LAW

CISD Police officers may issue citations for violations of state law. Some of the offenses include but are not limited to:

- Failure to attend school
- Alcohol/Drug possession/use, etc.
- Weapon possession
- Disruption of instruction
- Disorderly conduct/fighting/profanity
- Possession or use of tobacco products
- Motor vehicle violation
- Criminal trespass
- Other violations as they occur

WALK & TALK POLICY

During class changes, students are required to maintain the campus "Walk & Talk" Policy. This policy requires students to continue walking as they are talking to friends/classmates and *not* stop and talk, which causes hallway congestion as well as causing students to be tardy.

