

Stephen P. Waltrip High School  
Student and Parent Handbook 2021-22

**RETURN TO RAM NATION**



**YOU CAN'T HIDE THAT RAM PRIDE!**

General Student Information and Expectations

NOTE: Due to the current COVID-19 pandemic, all items within the Student and Parent Handbook are subject to change by the principal throughout the year. Updates and associated communications will be made periodically as needed.



It is the policy of the Houston Independent School District not to discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status or political affiliation in its education or employment programs and activities, as required by Title VI of Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

## Table of Contents

Item	Page
Mission, Vision, and Goals	3
School Administration and Support Staff	4
Technology Support	5
Social and Emotional Support	6
Communicaitons Platforms	7
Parent Support	8
Bell Schedule	9
What To Do If...	10
Progress Reports. Report Cards, and Conduct Marks	11
Enrollment Requirements	12
Breakfast and Lunch	13
School Attendance -- Personal Items -- Absences and Course Credit	14
Transportation and Parking	18
Clinic, School Nurse, and Medication	20
Verification of Enrollment (VOE) and Transcripts	21
PowerUp Laptops	22
Dress Code	23
Student Conduct	24
Student ID Badges	25
Academics and Counselors	27
Parent Communicaitons with School Personnel	28
Student Activities and UIL Eligibility	29
Off Campus Student Activities	31
Personal Graduation Plans and College Access Center	31

### **School Mascot**

The Ram

### **School Colors**

Red and Grey

NOTE: HISD's [Ready, Set, Go Plan](#) is part of the 2021-22 *Back to School Guide*.

See it at this link: [Back to School Guide / New For 2021-2022 \(houstonisd.org\)](#)

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## MISSION, VISION, AND GOALS

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### **Mission Statement**

Waltrip High School fosters a safe and challenging learning environment, preparing students for post- secondary education and a competitive global workforce through rigorous core academic instruction, comprehensive social-emotional supports, an array of quality fine arts and athletics programs, and comprehensive career and technology education.

### **Vision Statement**

Waltrip High School will be the school of choice for those living in and around the Waltrip community and will be widely regarded as the best comprehensive high school in Houston as evidenced by the thoughtful, innovative, and college and career ready students who graduate from our school.

### **School Song**

"Our Waltrip High"

"Waltrip High, we sing to thee, Our loyalty we raise.  
Strong and noble always, These tributes we now praise.  
Honor, faith and courage, These we testify.  
Thee we'll always honor, Our Waltrip High  
Long we shall remember thee, May mem'ries never fade.  
Honesty, integrity, These traits we have portrayed.  
Qualities we'll cherish, Always glorify.  
Thee we'll always honor, Our Waltrip High."

*Music by Dr. Joe Stuessy '61 and Words by Dr. Jon Enloe '61*

## Waltrip High School Administration and Support Staff 2021-22

Michael Niggli – Principal

Rosalind Barley – Associate Principal

Ronnie Joseph – Business Manager

### Grade Level Administrators

9 <sup>th</sup> Grade	10 <sup>th</sup> & 11 <sup>th</sup> Grade	12 <sup>th</sup> Grade
Aaron Vasquez (A-M) Office 1303F Laura Perez (N-Z) Office 1303E	Warren Anderson (A-M) Office 3227 Alan Moore (N-Z) Office 1408	Accelyn Williams-Hickman Office 2115B
Adrienne Bykowicz-Krul Special Education & 504 Office 3107		

### Grade Level Counselors

Counselors' Suite 3116

9 <sup>th</sup> Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade
Angela Barajas	Yonsuetta Johnson	Vanessa Rios-Hager	Anita Griffin

### Instructional Leadership

Mar Azcarraga – Dean of Instruction

Department	Department Chair	Room	Administrator
Career & Technology	Julie Grimm-McKinley	1115	Alan Moore
English Language Arts & Reading	Stephanie Seewald	2103	Mar Azcarraga
Fine Arts	Jesse Espinosa	1533	Laura Perez
LOTE	Rafaela Benitez	3202	Accelyn Williams-Hickman
Mathematics	Hai Trinh	1208A.1	Aaron Vasquez
Physical Education & Health	Brandon Salinas	3201	Adrienne Bykowicz-Krul
Science	Lawrence Garnett, Jr.	2220	Rosalind Barley
Social Studies	Darrin Vail	1208A.1	Warren Anderson
Special Education	Herson Barbosa	1302	Adrienne Bykowicz-Krul

### College, Career, & Military Readiness

Department	Manager	Location
Advanced Placement	Rosalind Barley	1303B
Armed Forces	Alan Moore	1408
Dual Credit Courses	Jennifer Grimm	1115
Graduation Coach	Darcy Ruffino	1208C.1
Apex Administrator	Alan Moore	1408
CCMR Accountability	Alan Moore	2218
Montessori	Laura Perez	1303E
PGP Accountability	Aaron Vasquez	1303F
TEA Industry Certifications	Alan Moore	1408
TSI Criteria	Accelyn Williams-Hickman	2215B

## TECHNOLOGY SYSTEMS



**TECHNOLOGY IS AN IMPORTANT PART** of education today. Our IT team supports many platforms to make sure our students have the tools necessary for a great education. All students will use The Hub as the main learning management system, while Microsoft Teams, Google for Education Suite (G-Suite), Khan Academy, Flip-grid, Remind, Quizlet, PearDeck, and Jamboard, to name a few, all are used extensively in the classroom. To ensure the best learning experience for all students, regardless of the delivery, Waltrip will continue to explore new technologies and applications.



The district's adopted learning management system (LMS), the HUB, will be used to host, deliver, and manage content, instructional resources, and student assignments. The HUB will also be used to monitor student engagement and progress.

### HUB SUPPORT

[Academic Instructional Technology Training](#)

You can always email your teacher or someone on the instructional support team, too!

### OUTLOOK EMAIL

Students are expected to use their HISD Microsoft Outlook Email regularly and check it daily for announcements and communications with teachers.

For login and other technical issues, please contact the HISD Service Desk at 713-892-SERV (7378) or email Mr. Gerhard at [CGERHAR1@houstonisd.org](mailto:CGERHAR1@houstonisd.org)

## SOCIAL AND EMOTIONAL SUPPORT

Waltrip High School's diverse SEL Team has the resources to help students develop skills to manage their emotions, form positive relationships, feel empathy for others, and make responsible decisions.



The mission of Communities in Schools (CIS) in Texas is to **surround students with a community of support**, empowering students to stay in school and achieve in life.

Contact Alison Flores at [Alison.Flores@houstonisd.org](mailto:Alison.Flores@houstonisd.org)



Social work at Waltrip High School seeks to enhance human well-being and help meet the basic human needs of all people.

Contact Tralynza Conley at [TCONLEY1@houstonisd.org](mailto:TCONLEY1@houstonisd.org)



### Waltrip High School Wraparound Specialist

*Rose Cabral* provides students with the non-academic supports necessary to be successful in school including access to mental and physical health professionals, food, housing, and more.

Contact Rose Cabral at [rose.cabral@houstonisd.org](mailto:rose.cabral@houstonisd.org)



### Grade-Level Counseling Team

Grade-level counselors support students' academic and social & emotional needs.

Name	Grade
Angela Barajas	9
<a href="mailto:angela.barajas@houstonisd.org">angela.barajas@houstonisd.org</a>	
Yonsueta Johnson	10
<a href="mailto:yjohnso1@houstonisd.org">yjohnso1@houstonisd.org</a>	
Vanessa Rios-Hager	11
<a href="mailto:VRIOSHAG@houstonisd.org">VRIOSHAG@houstonisd.org</a>	
Anita Griffin	12
<a href="mailto:AGRIFFI2@houstonisd.org">AGRIFFI2@houstonisd.org</a>	

**Let's Stay Connected 24/7**  
through Houston ISD's Mental Health Hotline. Callers may remain anonymous.

713-556-1340

## COMMUNICATIONS PLATFORMS

**Coffee with the Principal**



Throughout the school year... details coming soon.

**SCHOOL WEBSITE**

<https://www.houstonisd.org/waltrip>

**TWITTER**

@ Waltrip Ram

**FACEBOOK**

facebook.com\waltrip-high-announcements

**ALL STUDENTS SHOULD CHECK THEIR HISD  
MICROSOFT EMAIL ACCOUNT DAILY**



**School Call Outs!**

**Principal's Remind App**



Send a text to 81010 and text the message @waltriph

**Waltrip High School Main Office: 713-688-1361**

## PARENT SUPPORT



Waltrip High School **WRAPAROUND SPECIALIST**  
*Rosemary Cabral* can help connect your family with  
community resources to address many student  
challenges and needs.

Contact Ms. Cabral at [Rose.Cabral@houstonisd.org](mailto:Rose.Cabral@houstonisd.org)



Waltrip High School **PARENT ENGAGEMENT REPRESENTATIVE** Kat Creech can assist you with the  
HISD Connect Portal, parent computer trainings, food  
distribution sites, teacher contacts, and important  
resources to support your family.

Contact Ms. Creech at [Kathryn.Creech@houstonisd.org](mailto:Kathryn.Creech@houstonisd.org)

**HISD CONNECT PARENT PORTAL** is an online service that allows registered users (i.e., parents and students) to log in to access a variety of student information, see class assignments and school calendars, and even communicate electronically with teachers.

**Use:** Users can also choose to have an e-mail or text message sent if a child's grades drop below a selected average or is absent or tardy to class.

Information that PSC provides access to includes:

- Period and Daily Attendance
- Class Schedules and Assignments
- Progress Reports and Report Cards
- Parent and Student Resources

**Where to get support:** HISD Technology Service Desk

**Phone:** 713-892-7378

**Email:** [servicedesk@houstonisd.org](mailto:servicedesk@houstonisd.org)



# 2021-22 Bell Schedule

## Monday Traditional Schedule

Period	Start	End	Duration in Minutes
1	8:30	9:16	0:46
2	9:21	10:07	0:46 (ADA @ 9:45)
3	10:12	11:03	0:51
4 <sup>th</sup> period - A Lunch			
A Lunch	11:08	11:43	0:35
4	11:48	12:36	0:48
4 <sup>th</sup> period - B Lunch			
4	11:08	11:56	0:48
B Lunch	12:01	12:36	0:35
5	12:41	1:27	0:46
6	1:32	2:18	0:46
7	2:23	3:09	0:46
8	3:14	4:10	0:56

## Tuesday/Thursday (Red Day 1, 3, 5, 7) and Wednesday/Friday (Gray Day 2, 4, 6, 8) Block Schedule

Period	Start	End	Duration in Minutes
1/2	8:30	10:00	90 (ADA @ 9:45)
Advocacy	10:05	10:50	0:45
3 <sup>rd</sup> /4 <sup>th</sup> period - A Lunch			
A Lunch	10:55	11:25	0:30
3/4	11:30	1:00	90
3 <sup>rd</sup> /4 <sup>th</sup> period - B Lunch			
3/4	10:55	12:25	90
B Lunch	12:30	1:00	0:30
5/6	1:05	2:35	90
7/8	2:40	4:10	90

## WHAT TO DO IF ...



### **You arrive late to class ...**

Go to your assigned classroom and sign-in on the tardy log form and completely fill out the required information. If you have a pass from the office or a teacher, leave the pass with the teacher in addition to signing-in on the tardy log.

### **If you arrive late to class more than 30 minutes late ...**

Go to your assigned grade level Assistant Principal for a tardy pass to class and they will receive an automatic after school detention. Students will then take the tardy pass to the assigned teacher's classroom and sign-in on the tardy log form and provide the teacher the pass to return to class. Teachers will allow students to enter the classroom with a permit from an administrator so you avoid missing quality instruction.

### **You are returning after an absence ...**

Go to the attendance office within three (3) days of your return to school with an absence note from your parent/ guardian. You must:

- 1) sign in;
- 2) provide name, date, grade level, and
- 3) receive an absent note receipt.

If you do not follow this procedure, you may be in danger of losing class credit for the absence. The receipt is not verification that the absence is excused, but rather submission of a note to the Attendance Office. Submitting the absence note does not indicate that the absence has been excused if the student has reached the maximum amount of excused notes from your parent/guardian. For questions regarding, the maximum of acceptable absences, see your grade level Assistant Principal or Ms. Guidry in the Attendance Office for more information.

### **You need to leave school early ...**

wait until a staff member contacts the teacher requesting for you to come to the main office and/or information suite to be sign-ed out of school by your designated parent/guardian.

**Before leaving campus, your parent/ guardian must sign you out. Students will not be allowed to check out after 3:15 pm.**

### **You need to use a telephone ...**

For true emergencies requiring the use of a telephone, see your classroom teacher, school counselor, and/or grade level Assistant Principal for assistance.

### **You need to leave your classroom ...**

Obtain hall pass from your teacher. Students in hallways without hall *passes are subject to disciplinary action.*

### **You have questions, concerns, or need advice ...**

Schedule an appointment with the School Counselor.

### **You become ill or injured during school ...**

Obtain a permit from your teacher and go to the School Health Clinic.

### **You need to take medication during school . . .**

If your doctor has prescribed medication for you that must be taken during the school day, your parent must meet with the school nurse. The Health Clinic will need a written permission form from your Doctor on file in the clinic office. You must strictly adhere to these policies adopted by the HISD school board:

- ✓ A student may not carry medication on their person. All medications need to be kept locked in the Health Clinic.
- ✓ A written medication permission form with the original signatures of both a parent and the prescribing physician must accompany all medication.
- ✓ Each medication must be in its original container with an affixed prescription label listing the patient's name for which the drug was prescribed, the drug name, and the proper dosage and administration information.

These guidelines apply to ALL medications – both prescription and over-the-counter. Students found to be in possession of any medication will be subject to disciplinary action.

### **You have a conflict with another student . . .**

Seek immediate assistance from a teacher, mentor, Dean of Students or an Assistant Principal.

### **You need to withdraw from school . . .**

The withdrawal process begins in the Registrar's Office. *Remember that the enrolling parent/guardian must be present and identification must be verified.* Please bring books, laptop and school equipment, belonging Waltrip High School when you checkout.

### **You need information about HISD buses . . .**

See Mr. Vasquez or Ms. Vargas, or call HISD Northwest Transportation 713-556-9400.

### **You want to know more about your rights and responsibilities at Waltrip . . .**

Read this handbook carefully. It contains much of the information you will need as a student. During your attendance at Waltrip High School the administration team has made every effort to include useful and accurate information for you. The handbook is subject to change with or without notice.

Additionally, consult the HISD *Student Code of Conduct* booklet via the HISD Website at [www.houstonisd.org/codeofconduct](http://www.houstonisd.org/codeofconduct) The *Code* governs student conduct and discipline throughout the district.

In searching for additional avenues of communication, you can talk with your Counselor or Assistant Principal about issues important to you. Teachers also are available and approachable. At Waltrip, we want you to be well informed of both your rights and responsibilities.

If you have a question that is not answered here, then you can always check with your grade-level administrator.

## **Progress Reports, Report Cards, and Conduct Marks**

### **PROGRESS REPORTS**

Progress Reports will be issued to all students for all of their classes during the third week of the 6 weeks reporting period. These Progress Reports will be given to the students during 2nd period. If a student's grade drops to a failing grade after the school wide Progress Report is issued, a new Progress Report will be issued by the individual teacher. It is the responsibility of the student to deliver the Progress Report home. Progress Report grades will be posted on Grade Speed in the (PSC) Parent Student Connect portal.

### **REPORT CARDS**

Six Weeks report cards are issued on the following dates. The final report card is mailed home.

Cycle 1: October 8, 2021	Cycle 4: March 4, 2022
Cycle 2: November 19, 2021	Cycle 5: April 29, 2022
Cycle 3: January 21, 2021	Cycle 6: June 15, 2022

### **CONDUCT MARKS**

Marks in conduct are of great importance and will be awarded based on the following standards		
E	Excellent	The behavior of the student is excellent and the student has demonstrated a positive, cooperative attitude that characterizes a good citizen.
S	Satisfactory	The behavior of the student is generally satisfactory.
P	Probationary	The behavior of the student is not satisfactory: improvement is needed. Parent contact will be made by the teacher.
U	Unsatisfactory	The behavior is not satisfactory; sufficient improvement has not been demonstrated. A conference with the grade level Assistant Principal and Counselor is necessary.

## **Enrollment Requirements**

### **Residency**

Students must live in the Waltrip attendance zone with their parent(s) or legal guardian. Proof of residency must be provided by the presentation of all of the following:

- Recent utility bills (electric, gas, water) or lease agreement with name and address of parent or guardian
- Proof of custody if the parents are divorced or if the student is living with someone other than a parent;
- Parent or guardian must be present and provide Texas Driver's License with address matching the utility bill and/or lease agreement.

### **Health Records**

A student must meet all immunization requirements before being permitted to enroll. Acceptable immunization documents are limited to official health records from the previous school(s) attended and/or records verified by a licensed physician or public health personnel.

### **Moving or Changing Phone Numbers**

If your family moves during the school year, you must report that address change (and new telephone number) immediately to the registrar's office. Also, if your parent or guardian has a change in work telephone numbers, that information should be updated in the registrar's office. In order to ensure the safety of our students — especially in an emergency — and to allow for timely parent and student contact, it is critical that the school have accurate addresses and phone numbers.

In addition, students who are not on valid HISD transfers or do not live in the Waltrip attendance zone are generally not eligible to attend Waltrip High School and may be withdrawn from school. If students are planning a move or have any questions about their school zone residency or transfer status, they should consult with school officials.

### **Breakfast & Lunch at Waltrip**

Waltrip High School provides breakfast and lunch on campus. Services include a cafeteria, a snack bar, and variety of specialty food items (including baked goods). HISD publishes menus on a monthly basis. Information regarding breakfast and lunch prices is provided at the beginning of the school year. **Breakfast and lunch is provided free of charge to all students and is served in the school cafeteria, daily.**

**All students need to submit the blue socioeconomic form to the main office.**

### **Breakfast Expectations**

Students are encouraged to eat breakfast every morning. Breakfast starts being served at 7:50 AM in the cafeteria. Satellite breakfast locations are stationed around the school (such as near four corners, near the front entrance, and outside near the flagpole) for students to obtain a healthy breakfast.

### **Lunch Expectations**

Lunch is a time to eat, socialize, get tutoring, and engage in club activities. Breakfast and lunch are to be eaten only in the cafeteria, inner courtyards, and other supervised areas as designated. At other times food and beverage are not allowed in the building without prior permission from an administrator. Students may have water in its original container. Students must leave their area clean and place all trash in the proper receptacle. Students are allowed on the main hall on the 1st floor during lunch, or the library for tutorials and club meetings when announced. Students are not allowed on the third floor except to visit with their counselor with a note.

### **Waltrip is A Closed Campus**

Consequently, students may not leave campus during the instructional day for any reason without prior approval. This includes seniors who have off campus lunch privileges. The requirements for senior off campus lunch are: perfect attendance, less than three tardies in any class, passed all STAAR tests, no discipline record

### **Maintaining A Pleasant Eating Environment**

The opportunity for a pleasant lunch either inside the cafeteria or at the patio tables is dependent on the continued cooperation of all students in keeping eating areas free of trash. Students who are careless are actually committing an offense against their fellow students. Pride in the Waltrip campus begins with each student assuming the responsibility for his or her own actions. If you experience any difficulty while at lunch, the administrative team will be available in the lunch areas for assistance. Seek their assistance. Do not take matters into your own hands. Students who participate in food fights are subject to disciplinary action.

### **No Deliveries**

- Students are not to order food to be delivered to the campus at lunch or any other time. Such deliveries will be confiscated, and students are subject to disciplinary action.
- Students are not to order flowers, balloons, or other specialty items to be delivered to the campus at any time. These items will not be accepted and returned to the business that sent them.

NOTE: To minimize campus disruptions and facilitate a safe campus environment, no commercial food deliveries/orders (i.e. Uber Eats, Grubhub, Door Dash, etc...) will not be accepted or delivered to any students at any time of the day.

### **Personal Items**

***Waltrip is not responsible for personal property at any time.***

- Use of skateboards, skates, and roller blades are strictly prohibited on campus.
- Audio and electronic equipment such as lasers, wireless or wired speakers, radios, boom boxes, CD players, TVs, games, and similar electronic devices are prohibited on campus during school hours.
- Cell phone usage is not permitted during class time unless permission has been granted by a teacher or an administrator and is being used for instructional purposes only. Students that fail to comply with the cell phone policy are subject to disciplinary actions. *Confiscated cell phones will be placed in the assistant principals' office and will not be available for pick up until after 4:15 pm.* HISD policy requires a fee for the return of cell phones. Texas Education Code 37.082 requires a \$15.00 retrieval fee for cell phones.
- Confiscated items such as food, balloons, etc. may not be returned to students.

*Check with the main office front desk for lost and found items.*

### **School Attendance Policies**

#### **Texas Compulsory Attendance Law**

School attendance is state law. Texas law requires students who have not yet completed the academic year in which their 18th birthday falls to be enrolled in and attend school each school day. Students with excessive absences may be referred to the district attendance officer for further action. The Houston Independent School District expects all students to attend school regularly and to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

#### **Daily Attendance Reporting**

State law requires Waltrip High School to record accurately the number of students in attendance daily and report that figure to the state. That official state attendance, known as ADA or "Average Daily Attendance", is taken every school day at 10:25 am.

### **Absences & Course Credit**

#### **Absences and Denial of Course Credit**

The Texas Education Code requires that a student be in attendance for 90% of the days a class is offered during a semester in order to be awarded credit for that class (TEC 25.092). Additionally, HISD states that students with three or more *unexcused* absences in any credit course will have their credit withheld and an asterisk (\*) will appear on the student's report card.

**NOTE:** A student may be passing the course, but if they have five or more unexcused absences and a resulting asterisk, credit will be withheld.

### Credit Appeals

A student who has credit denied for a class may appeal for the credit if:

1. the student has earned a passing semester grade in the class; **and**
2. acceptable excuses for the absences are provided in a timely manner by the student's parents or legal guardian and are determined to be valid by the credit appeal committee. Students who desire to appeal for credit should secure, complete and return the Credit Appeal Form to Ms. Ruffino or Grade Level Counselor and/or Grade Level Assistant Principal. Completed appeal forms must be submitted to the committee along with proper documentation to support the absence. ***To avoid appeals, all students are strongly encouraged to clear any erroneously marked unexcused absence before the end of each grading cycle.***
3. Credit may be restored if the appeal is approved and the credit recovery time assigned is completed within the timeframe determined by the Attendance Committee.

Regular attendance and punctuality are the responsibilities of student and parent. Daily attendance in all classes is imperative for academic success. It is important that students conduct non-school business after school hours or non-instructional days. More than four absences per semester could result in loss of credit in the course affected if these absences remain unexcused. Avoid loss of credits by turning in excuse notes within 3 days of returning from the absence. Loss of credit may be appealed through the credit restoration process.

### Excused Absences

Acceptable Reasons for Excused Absences:

- Death of an Immediate Family Member
- Personal Illness: Under certain circumstances (such as during lengthy illnesses, or for illnesses that occur during final examinations), the principal may require a parent/guardian to secure documentation from a physician for 3 to 5 consecutive days of absences prior to excusing absences.
- Medical/Dental Appointments: Please schedule appointments to avoid the student being counted absence for the official ADA Time. *Emergencies or unusual circumstances excused by the grade level Assistant Principal, Student Health Services and/or Family or Student's Counseling Therapy Appointments.* A note is required, signed by the parent/guardian, when the school is asked to release students for an appointment during the school day. In the note, parents should provide phone numbers so that the school can confirm the appointment. Notes should indicate the type of appointment for which the student is being released. Students should return from any such appointments with official documentation of the visit from the service or office consulted.
- Religious Days and Major Activities: Any child of an established religious faith will be excused if his/her absence is for the expressed purpose of observing a religious holy day, consistent with his or her creed or belief should provide a signed parental note is sent to the Attendance Office in advance.
- Required Court Appearance: The principal shall require the presentation of appropriate court documentation, such as a subpoena, indicating that a student is legally required to appear in court.
- Authorized School-Sponsored Activities: A student may be excused for absences resulting from participation in off-campus school related activities. Absences of this nature will be marked as extra- curricular activity absences. However, HISD may not permit students to participate in activities that would result in the student's absence from any class more than five (5) times a semester.

Note: Any other request for an excused absence must be submitted to the grade level Assistant Principal/Associate Principal/ Principal in writing. These must be provided at least 2 days in advance so that the request can be given proper consideration in light of state law and HISD board policy. Once the

advanced approval is obtained and the student returns to campus with a parent note for the excused absence and a dated letter on letterhead from the organization that was visited.

#### Notes for Absences

Students returning from an absence must submit the absence excuse note to the offices by 10:30 a.m. within three (3) school days. The note from the parent/ guardian must specify the exact reason for the absence. Parent/guardian notes should be clearly written and include the following:

- Date of the note and Date(s) of the absence
- Exact reason(s) for the absence
- Parent's printed name
- Parent's/Guardian's signature
- Parent's phone number(s) where parent/guardian can be reached for verification
- Absences of 3 or more consecutive days must be excused with a doctor's note
- Parents may fax excuse notes to the attendance office @ 713-957-7742 or scan the note to the email to attendance at [gguidry@houstonisd.org](mailto:gguidry@houstonisd.org)
- Students arriving late for school must report to the Attendance Office with a note. Daily assignments that occur on the day of the absence, either excused or unexcused, may be made up.

#### Unexcused Absences

An absence for any reason other than those listed above shall be classified as *unexcused*. Absences will be considered unexcused if the parent does not send an excuse note within three school days of the absence.

#### Truancy

Any unauthorized absence from school will be considered truancy and will be unexcused. Disciplinary action will be taken and/or a police citation may be issued. This includes any class that is "skipped" during the course of the school day. Truancy may result in loss of credit and may not be appealed.

#### Closed Campus Policy

Once a student arrives on campus for the school day, he or she will not be permitted to leave the campus without administrative approval. Students may not leave school for any reason (other than for an approved school- sponsored activity) without ***checking out first through the appropriate office.*** Students who leave campus without following these procedures will be disciplined and may not appeal the absence. Also, students are not allowed to leave campus during the lunch periods.

#### Off Campus Students

Students with off campus on their schedules must adhere to the following:

Failure to adhere to the off campus policy can result in a student losing off campus privileges and schedule changed to a full day schedule

- Leave campus according to the time on their schedule. Students cannot be on campus during their scheduled off campus time.
- Students with after school activities and off campus, must not be on campus until the school day has ended.
- Students who do not have the transportation to leave campus must have a full daily schedule.

Failure to adhere to the off campus policy can result in a student losing off campus privileges and schedule changed to a full day schedule.

#### Tardy Policy

Tardiness is defined as arriving late to class without an approved permit after the tardy bell rings. It is imperative that students be prompt and prepared to each class. *The following rules apply:* Students riding HISD school buses are excused if the late arrival of their bus makes them late for class. Permits will be provided. This does not apply to Metro buses.



Students are expected to be to school and class on time. Parents/Guardians, please support the campus by supporting students to manage their time and arrive to school and be to class on time. Tardiness is unacceptable.

In order to support a full period of instruction, the following tardy policy will be enforced.

- After the second tardy to class, consequences include a call home to inform the parent and notification the grade-level counselor as well so that the counselor can schedule a conference with the student.
- After the fourth tardy, expect a call home and a parent meeting on the campus about the student's tardiness. At the fourth tardy you may also expect as a consequence a teacher-issued detention which may be served either before school, during lunch, or after school at the teacher's discretion (this could be a department detention).
- After the sixth tardy, administrative intervention will be necessary to assist with the student's excessive tardiness. It is at this time that an administrator may take disciplinary action including but not limited to restorative justice circle with stakeholders, small group conferences, behavior contract, administrator-issued after school detention or in-school suspension.

Note:

- Tardies are reset each 6 weeks period.
- If a student is 15 minutes or tardier to class on Mondays and 30 minutes or tardier to class Tuesdays-Fridays, they must report to their respective Assistant Principal and get a permit to enter the class. Teachers are to allow students to enter the classroom with a permit from an administrator in order for students to avoid missing quality instruction.
- Any questions or concerns related to the tardy policy and/or detention must be directed to the appropriate Assistant Principal. Students who remain out of class and do not report to their alpha Assistant Principal for a tardy after the tardy bell rings will be dealt with according to the HISD Student Code of Conduct Policies.

#### Early Arrival/Departure

- Students are not allowed to go to the 2<sup>nd</sup> or 3<sup>rd</sup> floor before 8:20 a.m.
- Students who have no first period class and arrive before 8:15 a.m. must report directly to the library and check in with Coach Ruffino or go directly to the cafeteria for breakfast.
- Students are required to exit the campus within 15 minutes after their last scheduled class of the day unless they are reporting directly to a school-sponsored team, club, or activity. Students must have off campus on their schedule identifying the class in which they have the privilege of leaving campus early.
- Students who experience challenges reporting to the designated location and/or exiting the campus in a disruptive manner will conference with their grade level administrator and may result in possible loss of privileges during and/or within the next grading cycle.

#### Parents Picking up Students Early

The parent/legal guardian must report to the Registrar's office and present legal I.D. or proof of guardianship before being permitted to pick up a student. Individuals listed on the student's contact page in Chancery may also pick up a student but must have the appropriate I.D. Students will not be allowed to check-out after 3:15 PM.

- All students must check out through the Attendance Office before leaving school during the course of the school day. Students who do not check out through the attendance office will receive an unexcused absence.
- On the day the student is requesting to leave early the student must present a note from home to the Attendance Office. This note must indicate time, date, and reason student will leave school, telephone number(s) where the parent/guardian can be reached for verification of the note, and parent/guardian signature.
- Approval will not be granted until the signature is verified. At the time noted on the excuse note, the student's teacher signs the permit, and the student reports to the Attendance Office to sign

out. No student may leave campus before the official end of his/her day without a permit. This permit is the official documentation.

- There is no guarantee that the student will be reached if sent for after 3:15 p.m.

#### To Leave School Early Due to Illness

If a student becomes ill while at school, he or she should get a permit from the classroom teacher to go to the clinic. If the nurse is absent, the student is to report to his or her assistant principal's office. Under no circumstance are students to contact their parent to pick them up and then leave school. Students are not allowed to leave without proper authorization.

### **Transportation and Parking**

#### General Regulations

Students must park in designated student parking only. There will be a yearly parking fee of \$25.00 (cash or money order) for students wishing to use the student parking lot. When purchasing a parking tag, a student must furnish:

- His or her valid driver's license
- Current proof of liability insurance for the vehicle(s) that the student will be driving, with the student listed as a covered driver
- Current registration of the vehicle(s) that the student will be driving.

Parking stickers must be placed on the front windshield, passenger side. Students must pull into their parking space with the front end in first. You may not back into the parking space. Vehicles parked illegally will be towed. Students are reminded that faculty parking areas and the visitors' parking lot are off limits before school and at all times during the school day; any student automobiles found parked there will be towed at owner's expense.

While every reasonable attempt will be made to ensure parking lot security, the school cannot guarantee that incidents will not occur. Waltrip High School, therefore, assumes no responsibility for accidents or the loss of property in the Waltrip parking lots. All parking on campus is at the vehicle operator's own risk. Security demands that students leave their vehicles immediately upon arrival in the parking lot. Students must have a pass from an administrator to enter the student parking lot at any time during the school day. Students should **not** use their automobiles as lockers. Students found in the parking lot during the school day without authorization are subject to disciplinary action.

Students who park their cars on the city streets surrounding the school should carefully observe the City of Houston "no parking" zones. Once school has begun, students may not leave campus to go to their cars until dismissed at the end of the school day.

#### Parking Regulations

- Parking is prohibited in all areas where the curb is painted yellow or red.
- The main parking lot, the service yard, and the parking spaces behind the CTE- TED wing are reserved for faculty and school employees. Only vehicles displaying an official parking permit are permitted in the faculty parking areas. Those parked illegally will be towed.
- Spaces for handicapped parking are designated on W. 34<sup>th</sup> Street and the circular drive. Limited visitor parking is also located on W. 34<sup>th</sup> Street. Students are not allowed to park in the circle drive on W. 34<sup>th</sup> Street, in the reserved parking area on Ella Blvd, or in the visitors parking area on athletic facilities.
- Students and parents are requested to make every effort to avoid blocking traffic while loading or unloading passengers. Parents may not drop off or pick up students at the entrance to the teacher's parking lot nor near the bus ramp.

- Students are not allowed in the parking areas or in parked cars during school hours including lunch.
- When parking along adjacent streets; do not block driveways and please respect the home/property of Waltrip High School neighbors (no litter, no loud music, no fast or reckless driving on the neighborhood streets).
- When leaving or returning to cars, do not trespass on private property. Vehicles will be towed at owner's expense if parked incorrectly or in violation of regulations.

**Student Parking lot:** The enclosed student parking lot located at the west end of the building for students who have completed the necessary paperwork and who have paid a \$25.00 fee and who display an official permit. Cars parked illegally are towed.

#### Transportation

Bus transportation is provided for Magnet students and special education students. Bus schedules are posted at the beginning of the school year. Questions concerning bus transportation should be directed to the Magnet Office - 713-688- 1361 to speak with Ms. Vargas or Ms. Grimm. General bus questions are directed to Mr. Moore. Special Education students' questions concerns bus transportation should be directed to Herson Barbosa. WHS students are required to have their Waltrip or HISD issued ID badge along with their bus pass to ride the bus.

The time spent on the bus is considered an extension of the school day. All school rules apply. A student who misbehaves on the bus may lose bus-riding privileges. Metro bus riders will be held to the standards of Metro.

Students riding the bus should remember:

- Stand away from the road while waiting for the bus.
- Exhibit appropriate behavior at the bus stop. Behavior that is disruptive, destructive, or unsafe for traffic will not be tolerated.
- Be on time. Buses are not required to wait for students.
- Board the bus in an orderly manner. Do not stand when seats are available. Fill seats in the rear first. If it is necessary for you to stand, hold on to the handrail. Do not change seats while the bus is in motion.
- Do not distract the driver by making unusual noises, shouting, or creating a disturbance. Do not speak to the driver unless absolutely necessary.
- Keep belongings and legs out of the aisles.
- Do not throw objects out the window. Do not extend arms, legs, or heads out the window.
- Smoking of any kind is prohibited on the bus.
- Keep the bus litter free.
- Ride only your assigned bus and get off at your assigned stop. No variations are allowed.
- Obey the driver. He or she is an HISD employee with responsibility for your safety. If a driver experiences any disciplinary problems, he or she will inform the Waltrip administration.
- Know your bus driver's name and your bus route number.

#### **Private Car Drop Off & Pick Up**

Parents and others who drive students to and from school are encouraged to carpool and to stop only at designated points.

### **CLINIC, SCHOOL NURSE AND MEDICATION**

The function of the school nurse is health promotion through assessment, counseling, education, and minor first aid; however, the nurse cannot diagnose and/or treat. It is important that the nurse be made aware of any student with a chronic or serious illness. A medical statement describing the condition should be provided by the parent for the student's confidential school health record. To be admitted to the Clinic students must have a written permit from the teacher whose class the student will be missing. Students may come to the Clinic during lunch without a permit. Students must sign in and out on the daily register when coming to the Clinic. Any student desiring to leave school because of illness must come through the Clinic and sign out in the Attendance Office. A parent or responsible adult will be notified before any student is dismissed from school due to illness. Students may not stay in school with any of the following conditions:

Fever of 100.4 or more

- Suspected contagious condition
- Vomiting
- Diarrhea
- Undetermined rash

Parents are to pick up ill students from the Clinic as quickly as possible after being notified. Students who call their parents to pick them up prior to coming to the Clinic will be sent to their alpha Assistant Principal for permission to go home. Students who feel ill and go home without a permit from the nurse will be considered truant and subject to disciplinary action.

#### **Medications**

HISD Board policy prohibits students from bringing medications to school; however, should it be medically necessary for a student to take long-term medication at school, a HISD form must be completed by the student's physician and kept on file in the Clinic. The medication is then kept in the Clinic and administered by the school nurse. No medication, prescription or non-prescription, will be dispensed without this form being on file. With the required documentation on file in the Clinic, students with asthma may self-administer asthma medication. All medications kept for students in the Clinic must be in its original container with an affixed prescription label which includes the student's name, the drug name, and the proper dosage and administration information. Special permits to leave class early for health reasons must be secured from the school nurse. The student must return to the Clinic for renewal if the permit is required after the expiration date. All medical excuses for P.E. restrictions must originate with the school nurse.

#### **Immunizations**

Students must be fully immunized against specific diseases in accordance with the Texas Department of Health Immunization Schedule and shall show acceptable proof of vaccination prior to entry, attendance or transfer to a school in Texas. Students not in compliance will "be excluded from school attendance until the required dose is administered" according to the Texas Department of Health. Any exclusion from immunization compliance for medical or religious reasons requires an original affidavit obtained from the Texas Department of Health.

#### **Other Health Related Services**

- Pregnancy Related Services: a teen pregnancy and parenting program designed to provide support services for pregnant students.
- Drop-Out Recovery and Preventions Outreach Program- A program designed to assist pregnant and parenting students as they seek to remain in school or return to school.
- Blood Sugar/Glucose Monitoring-a procedure conducted in the clinic with no exceptions.

- Homebound Program-a program whereby students who expect to be out of school for at least four consecutive weeks for health reasons as documented by a physician may receive instruction at home.
- Eye Care for Kids-a non-profit organization that provides comprehensive eye exams and corrective lenses for children needing financial assistance.
- Texcare Partnership-Chips/Medicaid Application-a health insurance program for Texas children designed for families with income levels above Medicaid income guidelines but with inability to afford private health insurance \* See the School Nurse for applications and/or information on the above services.

### **Visitors**

Only students of the school and school/district employees doing school business are permitted on campus. Others having business on the campus must check in with the receptionist in the main office. School age visitors, toddlers or infants are not permitted on campus unless accompanied by a parent who has checked in with the main office receptionist and received a visitor's badge. Visitors are not allowed to be on campus during school hours simply to visit with a former teacher or colleague.

### **Verification of Enrollment Form (VOE) and Transcripts**

#### **Verification of Enrollment Form (VOE)**

According to Texas law and the Texas Department of Public Safety, a Texas Education Verification of Enrollment Form is required to enroll in a Driver's Education Program to obtain a driving permit, to get a driver's license, or to renew a license. Students who have more than eight unexcused absences for the prior semester are not eligible to receive this form. Students who are eligible for the form must go to the Registrar's Office to acquire this form. The form will be ready for pick up the following day after school. Students must present a school ID to get the VOE form.

#### **Transcripts**

Students who desire an official transcript of their academic record must complete a transcript request form through the registrar's office. All unofficial transcript requests should be made through the grade level counselor. Students may access their academic record through Naviance.

Final transcripts requests for graduating seniors will be done during the senior checkout process on the last week of school. Each graduating senior is expected to request a final transcript in order for the registrar to send it to the desired college/university. After graduation the graduating students are the only ones to be able to request an official transcript and it has to be done in person at the school. There is a three (3) day wait list for processing with a \$1.00 fee per official transcript.

Any senior who needs the registrar to send his or her *final* transcript to a college or university must request that final transcript before the end of the school year in May. Request during June and July may take may result in a longer processing time. There is a \$1.00 charge per transcripts. All requests are to be made at the Registrar's office in writing and there is a three (3) day wait for processing. At the time for pick up a state issued ID is required.

#### **GPA/Class Rank**

Unofficial preliminary grade point averages and class ranks will be calculated and determined at the end of the junior year during the month of June. Middle School grade point averages are not a part of the official Waltrip High School grade point average rank. These unofficial GPA's and ranks will be used for transcripts sent in the summer. Unofficial grade point averages and class ranks will be calculated in September for transcripts sent in the fall semester. Summer school grades and grade corrections made after June of each year will be included in the calculations. Official grade point averages and class ranks

will be determined in the middle of January after the end of the fall semester for seniors. These GPA's and ranks will be used for transcripts sent for all spring semester submission deadlines.

### Naviance

Naviance is a college and career readiness platform that helps connect academic achievement to post-secondary goals. It's a comprehensive college and career planning solution to optimize student success, enhance school counselor productivity, and track results for school and district administrators. Houston ISD added Naviance Succeed as a tool for its high schools and middle schools. Naviance acts as a platform to help schools promote college and career readiness through increased collaboration, rigor and transparency.

Students need to see Mrs. Monsivais in the college center at lunch or after school to receive a code to register for Naviance. This cannot be accomplished via phone or email because of security reasons. An easy way to link to Naviance is to go to <https://www.houstonisd.org/waltrip> then scroll over "academics", click on "College Center" and in the middle of the screen you will see "Naviance full access login" click on this.

### **PowerUp Laptop Distribution**

Students have the opportunity to check out an HP laptop for the school year. This educational tool will assist student in their coursework and encourage students to produce quality work that demonstrates Critical Thinking and Creativity, while encouraging Communication and Collaboration between both students and teachers.

#### Requirements:

- There is a \$25.00 (cash or credit card)) non-refundable security deposit fee.
- Required parent and student signatures on PowerUp Agreement Form
- Students log into the laptop using their PowerSchool username/password
- Students(s) must return the laptop at the end of each school year
- Report lost/stolen/damaged laptop to Waltrip IT (Library) immediately
- Laptops are secured with a LoJack® to locate or disable remotely

#### Responsible Use of Laptops and Proper Online Behavior:

- Students are expected to follow the same code of conduct on the Internet as they do in the classroom
- Follow copyright laws
- Like a textbook or a locker, HISD owns the laptop. Students are only permitted to use it for educational only
- Use appropriate language
- Students will make available all messages or files upon parent, administrator or teacher request; and
- Administrators have the capability to remotely view student computers.

### **What is Prohibited?**

Improper use of the laptop will result in consequences such as discipline, detention, and/or limited use of the device. The following actions are prohibited:

- Bypassing the filter.
- Tampering with hardware.
- Using another student's username or password.
- Using chat rooms, IM; hosting non-school approved web pages.
- Sharing passwords (other than with parents)
- Accessing inappropriate material that is that is unacceptable in a school setting.
- Downloading or installing software that has not been approved.



## **2021-22 Campus Dress Code**

The faculty and staff of Waltrip High School expect students to come to school each day dressed appropriately, according to dress code, in order to ensure the health and safety of everyone on campus at all-times on campus and while representing Waltrip High School at school related activities.

*The Waltrip student dress code means that students will dress appropriately for the learning environment at school and for school-related activities*

**Masks:** Due to the current pandemic, PPE masks are to be worn in the building at all times.

**ID Badges:** Students are required to wear their ID badge with a lanyard around the neck at all times while on campus. All students will be issued one ID badge and a lanyard.

**Shirts:** Although there is no color requirement for clothes, shirts must have arm sleeves and must cover top of the pants. Shirts must be worn in such a manner that no cleavage or midriff is exposed.



**Pants:** Pants must fit appropriately at the waist and crotch. That means no sagging pants. Skirts, shorts, skorts must be of appropriate length (not above mid-thigh). Jeans (or any pants) may not have any holes or tears in them. No jogging pants, sweat pants, athletic pants, basketball shorts, biking shorts or leggings, workout or athletic attire may be worn at any time unless directed to do so by a coach during athletic or P.E. class.



**Undergarments:** Students must wear appropriate undergarments at all times. Undergarments must NOT be visible, including underneath clothing.



**Headwear:** Hats, caps, bandanas, skull caps, do-rags, hoods or any other head covering may not be worn at any time while on campus, whether inside or out. Hoodless sweatshirts or fleeces are encouraged. Waltrip fleeces in school colors are available at the Waltrip Student Store.



**Footwear:** Footwear deemed unsafe will not be allowed. Open-toed shoes are permitted for medical purposes and only when accompanied by a doctor's note. An example of open-toed shoes include Crocs with holes in and around the front of them. House slippers, flip-flops, and other open-toed shoes are not allowed. Tennis shoes and other closed toe designs are the preferred footwear.



**Jewelry and Accessories:** Jewelry with symbols or representations of illegal/inappropriate items are not allowed. Sunglasses are not to be worn on campus, whether inside or out. No "grills" or other mouth accessory will be allowed (with the exception of orthodontia).

***Any article of clothing with representations of gangs, drugs, alcohol, sex, violence, death, or any other design deemed inappropriate or distracting to the educational process is not allowed.***

The administration reserves the right to make the final decision regarding the appropriateness of clothing and/or accessories. Students will be asked to change clothes to comply with dress code before returning to class. Failure to comply with the dress code will result in the following discipline measures:

1. 1<sup>st</sup> offense: Parent contact and parents are to bring a change of clothing to adhere to the Campus Dress Code is expectations.
2. 2<sup>nd</sup> offense: Detention and Parent contact
3. 3<sup>rd</sup> offense: Detention and Parent contact
4. 4<sup>th</sup> offense: possible SRC (In school suspension)
5. Repeated infractions may result in out of school suspension.

### **Student Conduct**

All Students must comply with all policies and procedures as outlined in the *HISD Code of Student Conduct: Your Rights and Responsibilities* and in this student handbook. Waltrip High School is committed to fostering a climate of mutual respect for the rights of all students. Students who violate the rights of others or violate district and/or school rules shall be subject to disciplinary action in accordance with established district/school policies and procedures. All district and school rules apply to school sponsored activities occurring on and off campus. The student's responsibilities for achieving a positive learning environment at school and/or school related activities are detailed in the *HISD Code of Student Conduct*. Each student is responsible for adhering to these guidelines. Also, all students are expected to maintain the highest level of discipline and decorum at all school functions. Failure to comply with administrative directives promoting order and respect will result in the student being removed from participation in school activities, including commencement exercises as stated in *HISD Code of Student Conduct: Your Rights and Responsibilities*.

All school rules apply to actions of students at all school-sponsored or school-related activities or events, such as field trips, sporting events, stadium assemblies, or evening school-related activities. (*HISD Code of Student Conduct: Your Rights and Responsibilities*). The link to the *HISD Code of Student Conduct* can be found at [www.houstonisd.org/codeofconduct](http://www.houstonisd.org/codeofconduct)

Please note that school officials may search a student's outer clothing, pockets, or property either by establishing reasonable cause or securing the student's voluntary consent.

A search is reasonable if it meets both of the following criteria:

1. The action is justified at the inception; i.e., the school official has reasonable grounds for suspecting that the search will uncover evidence of a rule violation or a criminal violation.
2. The scope of the search is reasonably related to the circumstances that justified the search in the first place; i.e., the measures adopted are reasonably related to the objectives of the search and are not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

### **Electronic Devices**

Cell phone and personal electronic use is restricted to before and after school, texting during passing periods and during lunchtime unless authorized by the teacher as part of the instructional process. As a safety precaution, earbuds should not be worn during passing time. Confiscated phones will be returned in accordance with HISD policy. There is a \$15.00 fee for the return of cell phones and electronic devices.



### Student Identification Cards

Each student is issued an ID card; this ID card must be in possession of the student while on campus and at all school events. New ID cards will be issued to all new and returning students at the beginning of the school year at no cost to the student. A temporary ID card may be purchased for \$1.00 when a student does not have their ID. Repeated violations will result in further disciplinary action. Replacement ID's are issued every day during before and at the beginning of the school day in the library.

### Student ID Badge Requirements:

1. All students are required to wear their ID Badges on a lanyard around their necks. Lanyards must be visible while on school and district properties.
2. ID badges must be worn every day. Students should be in compliance with the ID badge policy from the time that he/she arrives at school until he/she leaves campus. Refusal to comply with the school ID policy can result in disciplinary action including ISS and/or out school suspension.

Students will need their Student ID for all of the following:

- To check in or out of school through the attendance office.
- To receive breakfast or lunch
- To sign in at the clinic, trainer, etc.
- To conduct a transaction at the finance office.
- To check out a book at the library.
- To receive exemption cards, class ranks or results of state assessments.
- To enter and exit each classroom.
- To purchase student tickets during school hours for school sponsored athletic events.
- To request transcripts or other confidential documents through the registrar's office.
- To leave the classroom for the restroom or clinic.
- To ride the late bus
- To attend after school tutoring or after school library.
- To be admitted to after school clubs.

### Temporary ID Badges

1. If a student arrives to school without his/her badge, he/she will receive a temporary badge for \$1.00 from the library.
2. Temporary badges are good for 1 day only and must be displayed on clothing in a reasonable location. Avoid placing the temporary badge on your electronic device.
3. All ID fees must be paid in full for a student to exempt exams or participate in specified activities.
4. ID Badge fines will be paid in the financial office.
5. Chronic failure to wear an ID badge during the school day may result in further disciplinary consequences.

### Replacement ID Badges

1. Permanent replacement ID badges may be purchased for \$5.00.
2. Lanyards and/or clip may be purchased for \$1.00.
3. Badge and lanyard may be purchased for \$5.00

### Skateboards, Roller Blades, Bicycles, Wheeled Shoes

These items are not to be ridden on the school grounds at any time before, during or after school hours. They must be stored in lockers, AP offices or bike racks during the instructional day.

### Schoolwide Detention

School wide detention is held on Tuesdays, Wednesdays, and Thursday after school. Students must wear their ID badge and sign-in and sign-out of school wide detention. Any student failing to remain in and/or identified as being uncooperative during detention, may result in being re-assigned to detention. For any questions, speak with a grade level Assistant Principal.

### Bullying

Bullying, meaning engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the district and that:

- (1) has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
- (2) is sufficiently severe, persistent, and pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- (3) exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
- (4) interferes with a student's education or substantially disrupts the operation of a school.

### Cyber Bullying

Cyber bullying, at or away from campus, defined as the use of the Internet, cell phones, or other devices to send, post, or text-message images and material intended to hurt or embarrass another student. This may include, but is not limited to, continuing to send e-mail to someone who has said he or she wants no further contact with the sender; sending or posting threats, sexual remarks, or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in electronic forums and posting false statements as fact intended to humiliate another student; disclosure of personal data such as another student's real name, address, or school on web-sites or forums to embarrass or harass; posing as another student for the purpose of publishing material in his or her name that defames or ridicules him or her; sending threatening and harassing text, instant messages, or e-mails to another; and posting or sending rumors or gossip to incite others to dislike and/or gang up on the target, which is determined to have a material and substantial interference with school activities or with the rights of students.

### Campus Distributions

No materials, circulars, advertisements, notices, or similar materials may be sold or distributed on the campus or at school-sponsored activities unless approved by the principal or his designee.

### Fundraising

Students may sell items as fundraisers which have been approved by the principal or his designee. *Unauthorized* selling or solicitation of items is prohibited on campus or at Waltrip High School functions. Prohibited items may be confiscated by school administration.

### Damage to School Property

Anyone who accidentally or intentionally destroys or damages anything on campus must pay the cost for repair and/or replacement. Students who are caught in the act of vandalizing the school in any way will be prosecuted to the fullest extent of the law, and they and their parents will be billed for the cost of repairs.

### Hall Passes

During instructional time, a hall pass is required of any student outside the classroom. Staff will ensure that all the information requested on the hall pass (including student name, destination, and date and time) is included in ink. Students in the halls without permits are in violation of school rules and may be taken to office for disciplinary action. Students leaving a classroom for any reason during class time should be certain to get a permit from the teacher before entering the hallway.

### Publications

The principal is responsible for all publications edited, produced, or distributed on the Waltrip campus, and therefore he may exercise editorial control over them. All school publications at Waltrip must be supervised and approved by a faculty sponsor, and reflect the high ideals and expectations of the citizens of the Waltrip community. No unauthorized publications may be produced or distributed on campus.

## Academics

To meet the diverse interests and needs of its students, Waltrip High School offers a challenging and comprehensive curriculum. Several levels and content areas are available so that a student can select from a variety of courses to best match his or her individual goals, interests, abilities, and needs.

### Advanced Placement Courses

Students wanting a more rigorous curriculum are encouraged to enroll in our Advanced Placement (AP) Program. The AP Program is well known as a college preparatory program that allows students to earn college credit while in high school. Through this program students are not only better prepared for college, but can also graduate earlier, saving both time and money. Please click on the Academic tab of the Waltrip website for more information.

### Magnet

Discovery has always been the greatest catalyst of education, teaching the individual how to learn rather than simply what to learn. This is the focus of Waltrip's Research & Technology Magnet Program. As students' progress through the program, they will acquire all of the primary traits of life-long learners.

### Montessori

Student centered holistic approach to learning. Student work is self-directed, collaborative and hands on. Project based learning is emphasized.

### Schedule Changes

Schedule changes will be made *for the purposes of correcting improper course placements and leveling classes*. Unless an advisor sends for a student, he or she is to remain in class and follow the original schedule until notified otherwise. In accordance with TEA policy all schedule adjustments will be completed by the 15th day of a new semester.

### Grade Level Classifications

Grade	Classification	Credit Range
9	Freshman	0.0 – 0.5
10	Sophomore	6.0 – 11.5
11	Junior	12 – 17.5
12	Senior	18+

Waltrip High School juniors receive a preliminary class ranking in the summer towards their twelfth-grade semester. Twelfth- grade students receive both a preliminary and a final class ranking during their senior year. The registrar calculates tentative class ranks in October based on a student's grades from all courses taken for high school credit through the spring semester of his or her junior year (including any courses taken for high school credit in eighth grade). At the close of the fall semester, the registrar then calculates final class ranks for twelfth-graders based on all grades earned through that senior-year fall semester. Class rank is not determined for grades 9-11.

### Freshmen/Sophomore/Senior/Junior Final Exam Course Exemptions

Students who are classified as *seniors* at the beginning of the spring semester may be exempt from final exams if the following criteria are met:

- 85 or above average in the course for which exemption is sought.
- No more than 3 regular and 2 college excused Spring absences in the course for which exemption is sought. Attendance is checked through end of course.
- A conduct average of S or better in the course for which the exemption is sought.
- Student must maintain these requirements through the date of the final exam.

Students who are classified as *freshmen, sophomores, or juniors* at the beginning of the spring semester may be exempt from final exams if the following criteria are met:

- Freshmen/Sophomore/Juniors may qualify for the exemptions based on grade level at the following criteria is meet and/or exceeded:
  - 85 or above semester average in the course for which exemption is sought.
  - No more than a total of 3 excused spring absences in the course for which exemption is sought. Attendance is checked through end of course.
  - A conduct average of S or better in the course for which the exemption is sought.
  - Students must select the course for which there are electing to utilize the final exam in the course where the exemption is sought.
  - Student must maintain these requirements through the date of the final exam.

#### Counselors and Student Support

Academic counselors are available to assist students reach their full academic potential, prepare for post-secondary educational and employment opportunities, investigate career pathways, and support academic and personal growth. Students are assigned to counselors by grade level division according to the student's grade level. A counselor is available to assist all students in the college center. Our Certified School Counselors and Social Worker are available to assist students with personal problems impacting instructional goals. Communities in Schools and campus Wraparound Services are also here to support students.

#### Make-Up Work

A student will be given the opportunity to make up work missed due to an absence. However, it is the responsibility of the student, immediately upon his or her return to class from an absence, to request and complete any assignments or tests missed because of an absence.

HISD board policy says that teachers will provide a reasonable amount of time for students to make-up work. A rough standard is one day of make-up time for every school day missed. Even so, the district generally allows the teacher to determine what is reasonable given the circumstances of a student's absence and the activities missed. For example, in determining when a student should make up a missed test, the teacher might legitimately consider such factors as the amount of time the student was absent, whether new material was covered during the absence, whether there was notice of the date and nature of the test available to the student prior to his or her absence, and so on. HISD board policy says that missed tests and quizzes must be made up outside of class time, usually before or after school.

Remember that make-up work is the responsibility of the student. Also, the teacher schedules the time to complete make- up work, not the student.

If a student is going to be absent for five or more days in a row, a parent or guardian may contact their advisor to request collection of the assignments.

Students who miss class for an approved school activity are to notify the teacher in advance concerning the possibility of completing any tests or assignments *before* the class is missed.

#### **Parent Communication with School Personnel**

Waltrip High School encourages parents to contact the school concerning the education of their children. A healthy partnership between parents, students and staff members is likely to benefit all involved. Parents requesting a telephone conference, especially with their son or daughter's teachers, should provide both a day and an evening telephone number with their message. Please give teachers at least 48 hours to respond to your message. As a rule, teachers cannot be called to the phone (or to a conference) while they are teaching. Should you not receive a return call from the staff member you called within a reasonable amount of time, please call your child's grade level administrator.

Email is an effective form of communication between a student's parent/guardian and the student's teacher.

Should parents wish to arrange a conference, they may call the school office at (713) 688-1361 to make an appointment or request a return call. Due to the various duties and commitments of school personnel during the school day, teachers and other school officials may not be able to meet with parents who arrive at the school without an appointment. Parents can leave their names and phone numbers with the main office receptionist and request a return call.

### **Student Activities**

Go to the Waltrip website to find a club or organization that interests you. When establishing a new club, a designated faculty sponsor must be approved by the administration. HISD Board Policy prohibits fraternities, sororities or other secret organizations within HISD schools.

### **Definitions**

Curricular - A part of the regular school day; constitutes the delivery of instruction.

Co-curricular - These are an extension of classroom instruction in which participation is by the entire class or a significant portion of the class, such as field trips. Co-curricular absences that occur in classes other than the one 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 that 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 five per semester.

### **First Grading Cycle**

All students are eligible for participation in extracurricular and co-curricular activities during the first six-weeks of a new school year, as long as the student has been promoted to the next grade level. If a student has not been promoted or does not earn enough credits by the beginning of the new school year, the student is considered ineligible for at least the first three weeks of school. If, at the end of three weeks of ineligibility, the student has achieved a passing average in all classes, he or she becomes eligible to play or perform. However, if a student's average remains below 70 in any class, the suspension continues for at least three more weeks.

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 fifteen days of the semester. An exceptional situation may be considered by the principal; however, any grade earned by the student in the course he or she dropped after the first three weeks of the semester will be recorded and used for purposes of determining or maintaining eligibility. If the grade is below 70, it is treated like any other failing grade in computing the grade point average (GPA) and determining U.I.L. eligibility.

### **Subsequent Grading Cycles**

Any student, whose official six-week grade, in any course, is lower than 70 shall be suspended from participation in any extracurricular or co-curricular activity or event for at least three weeks during the next six-week grading period. The only exception involves honors-level courses (such as IB or Advanced Placement). A student suspended under these "no pass, no play" rules would still be eligible to practice or rehearse with the team or group. If, at the end of three weeks of ineligibility, the student has achieved a passing average, he or she once again becomes eligible to play or perform. However, if a student's average remains below 70, the suspension continues for at least three more weeks.

Suspensions due to six-week (report card) grades shall become effective seven calendar days after the last day of the six-week grading period in which the failing grade was earned. (For example, if the fourth six-week grading period ended on Tuesday, March 5, and a student received a failing grade in that fourth six-week period, he or she could participate in any activity that occurred during the next week until Tuesday, March 12).

### **Incomplete Grades**

A student receiving an incomplete (I) six-week grade in a course is considered ineligible seven days after the end of the six-week grading period in which the incomplete was recorded. Such students remain ineligible during the next six-week grading period or until the incomplete grade is officially replaced with a passing grade for the grading period.

#### Participation and Eligibility

Eligibility rules apply to all athletic teams including freshman and junior varsity, all other U.I.L. (University Interscholastic League) and vocational competitions, marching band, drill squad, cheerleading, school-sponsored clubs and organizations, and so on. Students not meeting the designated grade requirements may practice but may not compete or perform in any of these activities, even though that activity would not require them to miss any class time. Students who have failed a class are also ineligible to participate in any field trips that would require them to miss instructional class time.

#### Approval For Posters, Fliers, Advertisements

All posted material must be approved by the Principal before being displayed in the classrooms, on approved bulletin/information boards, on the outside walls leading to the cafeteria, and in the cafeteria. No signs or fliers may be posted on the walls in the main building. It is the responsibility of the individual student or the club to remove all material within 48 hours after the event has concluded. All materials posted in unapproved areas or without official signatures will be promptly removed.

#### Social Networking And Academics At WHS

WHS encourages students to use all of the academically legitimate resources available to them in the pursuit of better grades. These resources include Facebook (FB) and/or other social networking tools. One such tool, creating a FB study group or similar group, will be considered an academically legitimate resource if these guidelines are followed:

- The teacher(s) associated with the course which is the focus of a FB student group MUST be invited to join the group.
- The students(s) who either moderate the group and/or initiate the FB study group (FSSG) must advise the teacher(s) in advance of creating the group. If the FBSG is private, that is, not open to all students in the course(s), the teacher (s) must still be invited to join. Regardless of the FBSG's status as private/public, the students moderating/creating the group must provide their names, e-mail addresses, and any other methods of contact associated with the FBSG to the teacher(s) associated with the subject matter being studied.
- Regardless of the FBSG's status (private/public), any discussion of or revelations related to a quiz or test contemporaneous to the period of time during which the test/quiz is active, will be considered cheating. "Active" means the time window (the period of, the day of, the week of) during which the teacher is making the test available to students.
- No FBSG may allow derogatory personal comments about the course, the teacher(s) or other students whether or not the students are members of the FBSG. The FBSG's focus should be the curriculum.
- Failure to comply with these rules creates a presumption that the FGSB is not a legitimate venue for addressing, discussing, and/or commenting on the course material. All

#### Mutual Respect

Waltrip High School students are expected to respect the rights of others to learn and work in a secure environment. Harassment, threatening behavior, vandalism, and/or violence are unacceptable at any time. Those behaviors will have serious consequences up to and including removal from Waltrip High School.

#### Honor Code

Cheating, by any means or method, lying, forgery, plagiarism, stealing, and/or defacing property are all violations of the Honor Code. Waltrip High School's Honor Code promotes the following principles as inherent in the educational process:

1. A student's work will be his/her own.



2. A student's work can be trusted.
3. The rights of each person and their property will be respected.

"To use another person's ideas or expressions in your writing without acknowledging the source is to plagiarize. Plagiarism constitutes intellectual theft." Plagiarism and any form of cheating may result in a failure grade of an assignment and/or disciplinary action.

#### Sportsmanship

Good sportsmanship and fair play are traditions at Waltrip High School. Appropriate behavior is expected at all sports events and school activities.

#### National Honor Society

National Honor Society membership, is open to sophomores, juniors, and seniors. An application process is based on academic excellence, service, character, and leadership. Contact Mr. Faustino Lopez for more information.

### **Off Campus Student Activities**

#### Field Trip Absences

Students participating in a field trip will not be counted as absent from the class taking the field trip. Other classes missed, however, are to be counted as part of the five-day semester allowance for excused extra-curricular absences. Work missed for such activities is eligible for make-up, as are days missed for U.I.L. competitions. Prior approval must be secured for all students participating in a field trip. Students should request work from their teachers **prior** to missing a class for an extracurricular activity, if such work is available.

Students who are failing any class or who have poor or unsatisfactory conduct may not participate in a field trip that will cause them to miss a class in which they are having difficulty. It will be the responsibility of the teacher sponsoring the field trip to respond to notices of student failure or difficulty from any teacher reviewing the field trip list.

Under no circumstances may any students who are failing a class have permission to miss any class for a field trip during school hours. The only exception, according to state law, concerns students in advanced academic courses, who may be permitted to participate in an extracurricular activity despite a failing grade in an advanced course with the principal's approval.

#### U.I.L. and Extra-Curricular Absences

A student is allowed five absences during each semester for participation in school extra-curricular and co-curricular activities. These are excused absences and will be documented in each teacher's attendance records as well as on the school's master attendance database (SIS). Sponsors of extracurricular activities must ensure that lists of participating students are provided to the attendance office prior to departure for those activities, so that the correct absence code is entered for each student's absence. Extracurricular absences will not appear on the student's report card as absences.

### **Personal Graduation Plan & College Access Center**

#### Personal Graduation Plan

House Bill 5 requires each student to connect to a personal graduation plan that leads to an endorsement. The program of study is an advisement tool for students, parents and counselors. It is a map for college and career readiness aligned to an occupational objective. A program of study is considered the intensive education plan, as required. Programs of study work best when they are developed by stakeholders to ensure relevant and accurate information. A Personal Graduation Plan

(PGP) must identify a course of study that promotes college or workforce readiness and career placement and advancement. It must also facilitate the student's transition from secondary to post-secondary education. A completed PGP will consist of the following items

- Student's first name, last name, student ID number, year entered high school, and date initiated.
- The endorsement(s) the student has selected to pursue while in high school and a list of the courses the student will complete to earn each endorsement.
- Post-secondary career areas the student is interested in pursuing after high school.
- Student's signature, parent or guardian's signature, and school counselor or certified administrator's signature.
- The following statement must be above the signature lines. "The importance of a high school graduation plan that includes the one or more endorsements, the distinguished level of achievement, and the importance of postsecondary education, automatic college admission, and eligibility for financial aid have been explained to me." (Applies for students who entered high school 2018-2019 and beyond).

#### College Access Center

The Waltrip High School College Access Center is available to students in grades 9-12. All students can contact Ms. Kelley at [natalie.kelley2@houstonisd.org](mailto:natalie.kelley2@houstonisd.org) or Mr. Weltin at [timweltin@gmail.com](mailto:timweltin@gmail.com). Additionally, 9<sup>th</sup> – 11<sup>th</sup> grade students have additional support through Ms. Rollie at [jennifer.rollie@houstonisd.org](mailto:jennifer.rollie@houstonisd.org) to learn about the various programs and college assistance that is available.