

# **EVAN E. WORTHING HIGH SCHOOL**

**9215 Scott**

**Houston, Texas 77051**

**(713) 733-3433**



## **STUDENT/PARENT HANDBOOK**

**2020 – 2021**

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, sex, veteran status, or political affiliation in its educational or employment programs and activities.

## **LEADERSHIP TEAM**

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## **Campus Administrators**

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**Everett Hare, Sr**

PRINCIPAL



**Janet Jefferson**

DEAN OF INSTRUCTION, 9<sup>TH</sup> GRADE STUDENTS

**Rodney Dotson**

DEAN OF INSTRUCTION, 10<sup>TH</sup> GRADE STUDENTS

**Ashley Judge-Britton**

DEAN OF INSTRUCTION, 11<sup>TH</sup> GRADE STUDENTS

**N/A**

DEAN OF INSTRUCTION, 12<sup>TH</sup> GRADE STUDENTS  
EARLY COLLEGE

**Charsheika Berry**

NEW TEACHER COACH

**Sheena Blain**

TEACHER SPECIALIST

**Tondelyn Johnson**

SPECIALIST, WRAPAROUND RESOURCE

**Jerel Showers**

GRANT ADMINISTRATOR, SENIOR CLASS ADVISOR

**School Mascot and Colors**



Mascot: Colt

Colors: Kelly Green & Gold

### **Mission Statement**

*Worthing High School provides the best opportunity for scholars to receive a rigorous, individualized college and career preparatory education with a wide range of extra-curricular activities in a safe and nurturing environment.*

### **Vision Statement**

*“Worthing High School is a student-centered college and career readiness campus committed to ensuring a competitive education and transforming diverse students into lifelong learners, productive citizens, and socially aware leaders in their communities.”*

### **School Alma Mater**

*Oh, Worthing High,  
We shall always love and honor you.  
Your aim's so high,  
Reaching forth into the sky.  
Loyal, and true to green and gold,  
We'll strive to be faithful to thee.  
Through the years, we'll reach our goal;  
Worthing High, O' Worthing High!*

# **WORTHING HIGH SCHOOL Bell Schedule**

**2020 - 2021**

**A – DAY: MONDAY & WEDNESDAY**

<b>PERIOD 1</b>	<b>8:30AM – 10:05 AM</b>
<b>PERIOD 3</b>	<b>10:10AM – 11:45 AM</b>
<b>LUNCH</b>	<b>11:50AM – 12:40 PM</b>
<b>PERIOD 5</b>	<b>12:45PM – 2:20 PM</b>
<b>PERIOD 7</b>	<b>2:25PM – 4:00 PM</b>

**B – DAY: TUESDAY & THURSDAY**

<b>PERIOD 2</b>	<b>8:30AM – 10:05 AM</b>
<b>PERIOD 4</b>	<b>10:10AM – 11:45 AM</b>
<b>LUNCH</b>	<b>11:50AM – 12:40 PM</b>
<b>PERIOD 6</b>	<b>12:45PM – 2:20 PM</b>
<b>PERIOD 8</b>	<b>2:25PM – 4:00 PM</b>

**C – DAY: FRIDAY**

<b>PERIOD 1</b>	<b>8:30AM – 9:15 AM</b>
<b>PERIOD 2</b>	<b>9:20AM – 10:05 AM</b>
<b>PERIOD 3</b>	<b>10:10AM – 10:55 AM</b>
<b>PERIOD 4</b>	<b>11:00AM – 11:45 AM</b>
<b>LUNCH</b>	<b>11:50AM – 12:40 PM</b>
<b>PERIOD 5</b>	<b>12:45PM – 1:30 PM</b>
<b>PERIOD 6</b>	<b>1:35PM – 2:20 PM</b>
<b>PERIOD 7</b>	<b>2:25PM – 3:10 PM</b>
<b>PERIOD 8</b>	<b>3:15PM – 4:00 PM</b>

**D – DAY: EARLY DISMISSAL**

<b>PERIOD 1/2</b>	<b>8:30AM – 9:30 AM</b>
<b>PERIOD 3/4</b>	<b>9:35AM – 10:35 AM</b>
<b>PERIOD 5/6</b>	<b>10:40AM – 11:40 PM</b>
<b>PERIOD 7/8</b>	<b>11:45AM – 12:45 PM</b>
<b>LUNCH</b>	<b>12:45PM – 1:15 PM</b>

# **PREFACE**

The policies and procedures contained in this handbook are the results of a concerted effort on the part of parents, students, teachers, counselors, and the administration. The contents of this handbook should be read and reviewed throughout the school year. This information has been carefully prepared and presented so that it will be of great value in helping you adjust to our school and become an integral part of it.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. Developing and accepting the responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow. We hope that you will participate in our varied activities, and thus find those things within our school, which will prepare you to live a better life, and finally take your place in this complex society. Remember that your success in this school will be directly proportional to your efforts.

Consequently, one of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

With an understanding of the purposes of discipline in a school, you may form a correct attitude toward it. Then you can not only do your part in making your school an effective place of learning, but you can develop a habit of self-restraint which will make you a better person.

# ACADEMIC HONOR CODE

In an effort to recognize and establish a tradition of academic excellence at Evan E. Worthing Senior High School, every student is expected to uphold this Academic Honor Code (AHC): Our school AHC founded in Pride, Truth, Honor, and Loyalty is inscribed in our school log along with other academic disciplines for maximum exposure.

## ***Pride:***

This principle is maintained when students obtain personal satisfaction and pleasure from being a member of the Worthing "*Mighty COLT*" family.

## ***Truth:***

This principle is maintained through each student's understanding of his/her responsibility to tell the truth and make sure the truth is known. This precluded lying, cheating, stealing, plagiarism, and evasiveness; At Worthing HS, there is no fundamental distinction among them.

## ***Honor:***

This principle is maintained when students commit themselves to strong moral character or strength, and adherence to ethical principles.

## ***Loyalty:***

This principle is maintained by student obligation to faithfulness and allegiance to the educational mission and principles of Worthing High School demonstrate in individual uprightness and character.

The following examples will help students understand what kinds of behavior are dishonest:

## **Cheating:**

- Looking on someone else's paper during a test or quiz;
- Giving or getting information about a test or quiz before or while taking it;
- Looking in a book, cell phone, or at notes during a closed book test or quiz;
- Collaborating with someone on an assignment or project unless such work has been specifically cleared with the teacher in advance;
- Getting information from someone under false pretenses.

## **Plagiarism:**

- Copying sentences or parts of sentences manually or electronically from someone else's writing without proper credit, and/or
- Writing someone else's idea(s) without giving the source credit from the original idea(s).

Ignorance of the Honor Code is not an excuse for a violation.

# **RESPONSIBILITIES OF STUDENTS**

Student responsibilities for achieving a positive learning environment at school or school-related activities shall include:

1. Attending all classes, daily and on time, except when ill or otherwise lawfully excused.
2. Being prepared for each class with appropriate materials and assignments.
3. Exhibiting respect toward individuals and property.
4. Dressing and appearing in accordance with the campus student uniform.
5. Observing all school rules, including safety rules.
6. Seeking changes in school policies and regulations in an orderly and responsible manner through appropriate channels.
7. Pursuing and attempting to master the essential elements of the curriculum of study prescribed by the district and the state.
8. Cooperating with staff in investigation of disciplinary cases and volunteering information when the student has knowledge relating to a serious offense.
9. Being aware of all rules and regulations for student behavior and conduct himself/herself in accordance with the Code of Student Conduct.

# **RESPONSIBILITIES OF PARENTS**

Parents, please support us by doing the following:

1. Make every effort to provide for the physical needs of the child.
2. Strive to prepare the child emotionally and socially to be receptive to learning and discipline.
3. Ensure your child's compliance with school attendance requirements and promptly report and explain absences and tardies to the school.
4. Encourage and lead the child to develop proper study habits at home.
5. Participate in meaningful parent-teacher conferences to discuss your child's school progress and welfare.
6. Keep informed of school policies and academic requirements of school programs.
7. Participate in school related organizations.
8. Be sure your child is appropriately dressed at school and school-related activities.
9. Discuss report cards and school assignments with your child.
10. Bring to the attention of school personnel any learning problem or condition that may relate to your child's education.
11. Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school.
12. Cooperate with school administrators and teachers.
13. Be sure your child attends school tutorials when required or as the need arises.

# Worthing High School Uniform

Evan E. Worthing High School is a uniformed school. For your convenience, shirts and sweatshirts will be available for purchase at Worthing High School. All students must adhere to the following uniform and dress code policies.

The dress code is designed to support a positive learning environment for all students. It is established to teach and maintain proper hygiene, prevent disruption, and avoid safety hazards. Appropriate dress standards promote responsibility and self-esteem, as well as prepares students for future professional and community environments.

The provisions for the dress code shall be enforced equally for all students. If a student is not in compliance with the standardized dress code, he or she will be asked to make appropriate corrections. Repeated offenses may result in disciplinary action as stated in the Student Code of Conduct.

Any clothing or apparel that is deemed inappropriate or disruptive to the learning or school environment may not be worn while attending Worthing or other school sponsored events on or off campus. This will include, but not limited to any clothing that displays or infers any inappropriate writing, inappropriate drawings, or inappropriate advertisements, to include, but not limited to drugs, alcohol, tobacco, violence, prison activities, gang activities, sexual innuendoes, cultural insensitivity, and racial intolerance.

**Any item of clothing/apparel or grooming issue that creates a problem on the campus may be cause for disciplinary action. If need arises, this dress code is subject to change with appropriate notification.**

Students are required to follow the dress code on the first day of school. Students new to Worthing High School must follow the dress code by the end of the second week of enrollment. The standards for grooming and dress will be as follows:

- Students should come to school bathed and free of body odor.
- Clothing should be washed and cleaned.
- Hair should be neat and clean.
- Appropriate undergarments should be worn and not visible.
- Tattoos must be covered.

## **Headwear**

- Caps, hoods, and hats will not be allowed during school hours.
- Bandanas, doo-rags, and bonnets will not be allowed during school hours.
- Sunglasses or sunshades are not to be worn during school hours.

## **Shirts/Blouses**

- Any collared shirt/blouse
- School-approved T-shirts can be worn. Must be a Worthing approved club, spirit, or student organizational t-shirt.
- Sweatshirts/sweaters with appropriate shirt listed above must be worn underneath.
- May be worn tucked or untucked

## **Students are prohibited from wearing shirts/blouses that:**

- Are oversized or immodestly undersized
- Depict or reference alcohol, drugs, tobacco, weapons, nudity, gang affiliation, death, violence, vulgar or obscene language or images, and/or insults to race, religion, gender, or ethnicity, or other emblems or writing that may be expected to cause a material or substantial disruption of, or interference with, normal school operations.
- Sheer or see-through clothing

- Undershirts, blouses, or clothing that exposes the midriff when the arms are raised
- Tube tops or halter tops
- Sleeveless shirts

#### **Pants/Bottoms**

- Any solid colored slacks and shorts will be allowed.
- Any solid colored jeans or khakis may be worn. Jeans or khakis must be appropriately sized, fitting at the waist; no holes or frays allowed.
- Any solid colored jean or khaki shorts may be worn. Shorts must be appropriately sized, fitting at the waist; no holes or frays allowed.
- Tights/leggings or spandex of any kind are **NOT** allowed.
- No athletic shorts, skirts, dresses, or pants.

#### **Pants - continued**

- Tight-fitting slacks, skirts, skinny jeans, skorts, or shorts are not acceptable.
- Hems may not be frayed or cut. Pants cut on the inseam must be hemmed. Hems of shorts, skorts, culottes, skirts, or dresses will be no shorter than slightly above of the kneecap.
- No sweatpants, wind pants, leather or spandex of any color are allowed.
- Pants or shorts with oversized pockets are not acceptable.

#### **Shoes/Footwear**

**For school purposes a flip-flop/thong is defined as any footwear that has a strap that goes between the toes and has no heel strap regardless of the height of the shoe or the material it is made of. Makeshift or added heel straps are not acceptable on shoes.**

- No flip flops, thongs, wheeled shoes (such as heels, roller blades, roller skates, etc.) or shower shoes will be allowed.
- Sandals and Crocs are allowed; however, they must have a strap on the back and attached/applied during school hours.
- All shoes, sandals, crocs must be properly laced and/or fastened during school hours to include lunch.
- Shower shoes are not acceptable and are defined as rubber, plastic, or vinyl shoes that have a strap or band that goes over the top of the foot.

*If the campus administration determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.*

# General Information

## Identification Cards

All students are required to wear a school issued Worthing High School student picture identification card. The card contains the following information: the student's picture, name, grade level, and student data processing number. The card will serve the following purposes:

- Student identification
- Admission to student activities on and off campus.
- School Library utilization.
- Cafeteria food purchase.
- Verify bus riding privileges.

ID cards must remain unaltered and be worn on a school approved lanyard so it can be viewed when facing the student. Failure to properly display the student ID card the entire school day (normally from 8:30 a.m. to 3:50 p.m.) will result in disciplinary action. ***Attempts to reproduce the student ID card and/or the wearing of another student's ID card will be considered a serious violation of the student identification security system.*** Students must replace lost or stolen ID Cards at a nominal cost of \$5 with \$1 for the lanyard. This cost is subject to change during the school year but will only cover the replacement value of the card or lanyard. Temporary daily identification cards will cost a dollar.

## Unacceptable Items

Students are not allowed to have the following items on campus, or at any school sponsored events:

- Permanent markers (ex. Sharpies, Paint Pens, Markers).
- Any type of substance that could be used as an illegal drug (marijuana, tobacco, alcohol, prescribed medications, etc.).
- Any paraphernalia associated with illegal drugs or gang-related materials.
- Any type of printed material that could be considered vulgar and/or graphic and therefore inappropriate for school.

## Personal Property

- Personal property such as cell phones, iPad, laptops, cameras, musical instruments, etc. brought to school are the responsibility of the student.
- The school district does not carry insurance on student personal property.
- Lost items will not be replaced by the school.

# Technology

## Daily Requirements

Houston Independent School District Implemented the Power UP Program for all High School students to be successful. It is important that you do the following:

Students are to bring laptops to school every day.

Students are not to be playing games nor watching movies during class.

Students should make sure their laptops are fully charged for school every day.

Students to remember their username and password or write down and storage in a safe place.

## Laptop Care

Students are responsible for making sure their laptop is in its best condition possible. It is important you do the following:

- Do not keep any food or drinks near your laptop.

- Do not sit, throw, nor drag your laptop.
- Before closing your laptop after use, make sure nothing is left on the keyboard.
- Do not stick papers, books, folders, or notebooks behind your laptops lid.
- Do not write nor engrave anything on your laptop nor the case.

### **Lost or Stolen Laptop**

Safeguarding all HISD technology is required. To practice security for HISD devices, students should adhere to the following safety guidelines:

- Do not let friends hold or borrow your laptop.
- Do not leave your laptop in unattended.
- Do not leave your laptop in your teacher's classroom.
- Do not allow friends to borrow your charger (if misplaced additional costs apply).
- Do not swap your laptop with another student.
- Include a name tag in your identification window (pouch) on your HISD laptop bag.

In event your laptop becomes lost or stolen you need to report it to Mr. Albert in room 111 and file a police report.

**PLEASE NOTE: ANYONE FOUND TO HAVE FILED FALSIFIED POLICE REPORT  
WITH HOUSTON I.S.D POLICE DEPARTMENT WILL BE PROSECUTED**

### **Damage to School Property**

Anyone who accidentally or intentionally destroys or damages property on campus will be held accountable and must pay the cost for repair and/or replacement. Students who are caught in the act of vandalizing the school in any way may fully also be prosecuted of the law and the scholar and parent(s) 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 members should 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 the

Assistant Principal's 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. Students are expected to proceed directly to their destination, take care of business, and quickly return to their class to continue classroom instruction.

## **Attendance Procedures**

### **Texas and Compulsory Attendance**

**Regular attendance at school is not just a good idea, it is the law. It is also the greatest single factor in determining success in school. 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 will be ticketed for truancy.**

### **Texas and Compulsory Attendance**

Regular attendance at school is not just a good idea, it is the law. It is also the greatest single factor in determining success in school. (If you are not here, you cannot learn). 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 to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

## **Attendance Requirements**

Good attendance is of prime importance for the educational development of each student. All students in the HISD are expected to be in attendance in all their classes and to take advantage of the opportunity to learn and pass their courses.

State law TEC 25.092 states that “a student may not be given credit for a class unless the student is in attendance for at least 90 percent (90%) of the days the class is “offered.” Students who are in attendance for less than 90 percent of the days in a semester shall not be given credit for the class unless the Attendance Appeals Committee finds that the absences are the result of extenuating circumstances. The Attendance Appeals Committee will convene once per semester to review petitions for credit.

A “Truancy Notice” and charges of “Failure to Attend School” will be filed against students who have 3 unexcused absences in a two-week period and/or 10 unexcused absences in a month period. Both the student and the student’s parent/legal guardian are subject to prosecution under TEC 25.093 and TEC 25.094.

Attendance will be taken the last 15 minutes of the class period except for the ADA period every period and recorded in Grade Speed. Class meeting times average 80 minutes.

Excuses for absences are personal illness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous, participation in school activities with permission of the school principal, juvenile court proceedings documented by a probation officer, approved college visitation, emergencies, or “any other cause acceptable to teacher, principal, or superintendent.”

All students will be given the opportunity to make up work within three (3) days for both excused and unexcused absences. It is the student’s responsibility to retrieve the assignment(s) from their teacher(s) and return them within the allotted time.

***Daily Attendance in ALL classes is necessary for academic success.***

Upon return to school from an absence, the student must submit a written parent/guardian excuse to the Attendance Office within **three (3)** school days after the absence. This is a **mandatory requirement** for the absence to be excused. This absence note must include:

- Student’s full name
- Date of note and date of absence(s)
- Specific reason for absence(s)
- Parent / Guardian signature
- Phone number(s) where parent / guardian may be reached for absence verification.

The Attendance Office will continue to implement a call-out system for reporting absences to parents (provided we have the correct and working phone numbers). Home visits will occur as needed.

***Written excuses for absences should be in the school’s possession no later than three (3) school days after the date of the absence. The three-day period shall begin with the day the student returns to school. Failure to comply with this procedure will result in the absence being unexcused.***

### **WORD TO THE WISE**

Many parents assume that an absence is excused if their child leaves early for an appointment/illness with a parent note that grants permission. In fact, we must also have appropriate documentation upon the student’s return to school the following day!

## Student Tardy Policy

Number of Tardies	Consequences
1st	<i>Teacher Warning</i>
2nd	<i>Contact Parent</i>
3rd	<i>In 6 weeks = ISS Discipline Referral</i>
4th	<i>Parent Conference</i>
5th	<i>Student referred to Truancy Officer for an Attendance Contract</i>
6th or Above	<i>Discipline Referral (Can include but not limited to ISS or Suspension)</i>

## Leaving School Early

Students with an appointment should have their parent/guardian come to school to sign out. Please allow sufficient time for us to get the student out of class. **It is suggested that parents do not check out students between 10:00 am - 10:30 am.**

In accordance with school policy, we will not release any student unless their parent/guardian signs them out or we have verified the written request.

Students who fell ill during school should ask the teacher for a permit and report to the Nurse's Nurse Clinic. The nurse will determine if the student should be released and will contact the parent or guardian. If need be, a parent may authorize a relative to pick up a student; the person must be listed on school records, or written authorization must be provided. Written authorization can be faxed to 713-731-5537.

Please note if a student leaves the school without first going to the nurse, classes missed for the remainder of the day will be unexcused even if they return to school with a valid excuse.

No student, including those 18 and older, may leave school without parental consent. Students who go off campus without consent are subject to disciplinary action, according to the *Code of Student Conduct*.

### **ATTENTION!**

Students leaving campus early must sign out in the Main Office! Be aware that if you leave campus without signing out, even if a parent has given permission, you will be subject to disciplinary action per the *Code of Student Conduct*.

## Verification of Enrollment (VOE)

Students need a VOE to acquire a driver's permit or license. Students may request a VOE form in the Attendance Office; approved requests are filled within 24 hours. Students will NOT be approved if they have more than 10 absences (full or partial day) during the last school semester. Students will need to reapply at the end of the next semester.

### **WORD TO THE WISE**

The state mandates the requirements for issuing a VOE. Unlike our credit appeal policy, the school does not have flexibility, or discretion where the VOE is concerned. A student will have to wait until the next semester to demonstrate an attendance record that meets the requirements for the issuance of a VOE.

### **Truancy**

Students must be in class for every period, every day. No student should be in the hallways, or anywhere else on the WHS campus without a pass and an ID. Bathroom breaks should occur between classes. Students will only be allowed to leave in cases of emergency and will be required to show a pass if they are found in the hallway during class periods. Students caught in a place where they are not supposed to be will be subject to disciplinary action including lunch detention, after school detention and Saturday detention. Having an associate (substitute) teacher does not warrant any change in the above policies. **Do not leave class without a pass!**

### **Supervision**

Our staff monitors the halls and common areas in between class periods, and during lunch. Staff is also on duty outside the building immediately preceding and following the school day. In addition, we employ H.I.S.D. Police Officers. If a student ever has any concern regarding his/her safety, they should speak with their assistant principal immediately.

## **Conduct and Discipline**

Students are expected to comply with the rules and guidelines that *Evan E. Worthing High School* faculty and staff have put in place and are expected to adhere to the policies and guidelines stipulated in the HISD Code of Student Conduct.

### **Closed Campus**

Worthing High School is a closed campus and **no student, following his/her arrival on campus, shall leave the campus without following the appropriate check-out procedures as established by school administration** (permission from an administrator). Once a student arrives on campus for the school day (front entrance, parking lots, and the building), he or she will not be permitted to leave the campus without administrative approval. Students who leave campus without following these procedures will be disciplined. Students are not allowed to leave campus during the lunch periods. Balloons, flowers, and birthday celebrations cannot be a disruption during the school day.

### **Conduct Before and After School**

Teachers and administrators have full authority over student conduct before, during, or after-school activities on District premises, such as play rehearsal, club meetings, athletic practice, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter code of conduct established by the sponsor in accordance with Board policy.

### **Fighting**

- Because of the potential for serious injury and disruption, fighting is dealt with as mandated by the HISD Code of Student Conduct.
- Students must make every effort to avoid involvement in a fight, or they will suffer the consequences, which may include a ticket for up to \$500.00 and a three day suspension, with an optional recommendation for removal to a District Alternative Education Program.
- HISD Police Officers may also follow HISD Police Department's Policies and Procedures regarding fighting/mutual combat or disruption of school activities.

### **In-School Suspension**

- Assignment to the in-school suspension program may occur after one or more offenses that constitute a suspension as determined by the school administration. Determining factors in the decision will be the nature, number, and seriousness of offenses committed.
- Students assigned to the in-school suspension center must serve the assigned number of days before returning to regular classes. Regular class time missed while serving an in-school suspension is not counted as days missed for attendance policy purposes.

- While serving in the in-school suspension center, students are required to complete all classroom assignments provided by their subject matter teachers, as well as those assigned by the center teacher. These assignments will be graded by the subject matter teacher and will count as part of the student's six-week class grade.
- On the days, a student serves an in-school suspension, **he or she may not participate in or attend any after-school activities, i.e., dances, sport practices, games, etc.**
- In-school suspension is not considered an absence from class. It is very important to follow all rules and regulations while in the in-school suspension program.
- All students assigned an in-school suspension, will surrender their cell phone, and other electronic/listening devices (iPads, headphones, etc.) to the ISS teacher, upon entering the room. HISD Powerup technology devices are the only digital devices that may be accessed by a student during their in-school suspension.
- If a student fails to adhere to the in-school suspension rules, he or she may be suspended from school.

### **Defiance of School Personnel's Authority**

- Defiance is defined as a verbal or nonverbal refusal to comply with a reasonable request from school personnel.
- A first offense penalty is a Level III Act of Misconduct as per the Code of Student Conduct, which can include suspension.
- Failure to properly identify one's self is defiance of authority.

### **Leaving school premises without permission**

- Students may not leave the school premises at any time, including lunchtime. The parking lot is off-limits during school hours.
- Once a student is beyond the fence line, he/she is off school grounds.
- **Penalties for violation of this policy include suspension and parent contact.**
- Subsequent offenses include 3-day suspension, with an optional removal to a District Alternative Education Program and citation for curfew violation.
- **Students will not be allowed to be dismissed from class after 3:00 p.m.**

### **Possession of Nuisance Devices and Telephones**

Cell phones are permitted but must be turned off during the instructional day. **They must be in a backpack or a pocket and not visible (whether in use or not).** Any phone that is seen or heard during the school day, will be confiscated. Remember a cell phone is not a watch, so checking the time is a violation. A cell phone will not be returned if it is confiscated a second time. (District regulations and disciplinary actions as outlined in the HISD Code of Student Conduct for Level II offenses will be followed.)

- Students are not allowed to have personal electronic devices on campus.
- A nuisance device is any object or item that has no legitimate educational purpose and may interfere with the orderly conduct of school business.
- This includes electronic or telecommunication devices such as radios, digital paging device (beepers), iPods, compact disk or cassette tape players, MP3 players, electronic games, laser pointers, toys, dolls, stuffed animals, balloons, or water guns.
- Nuisance devices are not permitted on campus and will not be returned if confiscated by school personnel.
- The school is not responsible for lost or stolen items. **Please note: Administration will not delay instruction to look for missing or stolen items that are prohibited from campus.**
- Any nuisance devices that are confiscated can only be picked up by parent with a \$15.00 fine paid to the school.

### **Inflammatory Actions**

- Profane and offensive language, gestures, or actions which create, or which might create a disturbance are considered inflammatory actions, which are prohibited and in violation of HISD policy.

- Disciplinary options are outlined in the HISD Code of Student Conduct as a Level III Act of Misconduct, consequences can include suspension.

### **Dances and Social Events**

- The rules of good conduct and grooming will be observed at school social events held outside the regular school day.
- All attendees are subject to a search.
- Guests are expected to observe the same rules. The person who did the inviting, may share responsibility for the conduct of the guest.
- A student attending any event may be asked to sign out when leaving; anyone leaving may not be readmitted.

### **Sexual Harassment / Sexual Abuse**

- Unwanted and unwelcomed conduct of sexual nature such as words, gestures, or any other sexual conduct, including request for sexual favors directed toward another student and/or a District employee, is unacceptable.
- Disciplinary options are outlined in the HISD Code of Student Conduct as a Level III Act of Misconduct and consequences can include suspension.

### **Violations of the Law – Alcohol, Drugs, Tobacco, and Weapons**

- By state and federal law, students are not allowed to possess, sell, give away, or use alcohol, illegal drugs, tobacco products, guns, or other weapons on school property.
- Having one of these items in a privately owned vehicle and parked on District property is also prohibited.
- This is a Level IV or Level V offense, depending on the severity of the offense. Disciplinary options are outlined in the HISD Code of Student Conduct.

### **Graffiti**

Defacing of school property with graffiti or other means can lead to an enhanced Felony Charge. A disciplinary action of a felony charge includes an arrest and a referral to a DAEP. Defacing school property includes:

- Writing on desks.
- Destroying classroom books.
- Placing inappropriate displays on computers.
- Pulling off decals or taking parts off the computer.
- Writing on the computer screen.
- Writing on walls or any other school property.

### **Class Behavior**

Students are expected to behave in such a way that promotes learning. As a student, you are expected to:

- Arrive on time to class with all the necessary materials (paper, textbooks, writing utensils, etc.).
- Be an active participant in your learning (ask questions, complete assignments, etc.).
- Make every effort to learn the information.
- Interact respectfully with both your peers and teachers.

A few sample behaviors that impede the learning process and are violations at Evan E. Worthing High School are:

- Not following the classroom rules and procedures.
- Acts of disrespect: talking at inappropriate times, horse-playing, laughing at other students, failure to respond promptly and appropriately to an adult, etc.
- Refusal to participate in classroom activities and/or learning process.
- Use of inappropriate language, gestures, and/or clothing.
- Dishonest acts: cheating, plagiarism, forging signatures, and lying to school officials.

## Hallway Behavior

- If you are outside a classroom during the instructional period, you must have a pass from a teacher, administrator, or clerk.
- While outside the classroom with a hallway pass, you must proceed quietly through hallways and walkways, so as not to disturb those engaged in the learning process.
- **Worthing High School uses a 30/30 rule where students are not allowed to leave the classroom the first or last 30 minutes of class.**
- **Students are not allowed to be in any area of the school without the supervision of an adult.** This includes gym locker rooms, the cafeteria, classrooms, etc. If you are in an undesignated area, you will be considered in violation of the student code of conduct.

## Parent Notification of Violations

- Parents/Guardians may be notified of student violations by phone, email, student agenda, or other written documents.
- All students must have a current phone number on record. The school must be notified of any changes.
- In such notifications, parents could be asked to attend a cluster conference or simply be asked to sign the document verifying that they understand the consequences the student is receiving for their misbehavior.
- It is the student's responsibility to provide the parent/guardian a copy of any written notifications from teachers and school administration.

## Code of Student Conduct

Developed by HISD and distributed to all parents and students, this booklet describes disciplinary offenses and how the district handles them. Parents/guardians are responsible for ensuring that their children adhere to the rules and conventions of proper behavior while at school. HISD has "zero tolerance" for student behavior that could disrupt instruction, or pose safety hazards on HISD property, or while at school-related events. The booklet includes a form that requires both that requires both the student's and parent's signatures and must be returned along with other forms in first day, or registration packet.

To summarize, misconduct is categorized into five levels:

Level I: Violation of classroom, or Transportation rules – generally corrected by the teacher and/or parent/guardian contact.

Level II: Administrative Intervention – generally more serious in nature, or a repeated violation under Level I.

Level III: Suspension or Optional Removal to a Disciplinary Alternative Education Program – Misconduct that disrupts the instructional process in class, at school, or during school-related activities; repeated violation of Level I and II offenses; considered to be a serious offense.

Level IV: Required Removal to a Disciplinary Alternative Education Program – Criminal offenses; any felony, whether school-related or not, are included here unless it is categorized as a Level V. Such an offense requires removal of the student to a Disciplinary Alternative Educational Program (DAEP).

Level V: Expulsion for Serious Offenses – Acts of misconducts that may result in expulsion include, but are not limited to assault, possession of weapons, drug distribution, and other criminal offenses.

**Please refer to the HISD Student Code of Conduct for violations and consequences.**

## Assistant Principal Referrals

- Once a student has been referred to their Assistant Principal, the AP may assign the following consequences:
  - After-school detention
  - In school community service
  - In-school suspension

- Out of school suspension
- Referral to an alternative placement

All student’s assigned discipline by an administrator will have a copy of their conference and dispensation that must be given to parents

**Discipline and Privileges**

We have a high expectation for Worthing High School students and are committed to creating an environment in which they can succeed. Disciplinary consequences are designed to deter the student from making errors in judgment or engaging in misconduct that interferes with the student’s (or other students’) ability to be academically successful.

**Academic Program**

**Grading**

For HISD students to be promoted to the next grade level, they must show that they have learned what the State of Texas requires of all public-school children. HISD “Promotion Standards” generally include classroom grades and a local or state test. Details about the standards are available online through your child’s school.

**Grading and Report Cards 2020 – 2021**

Academic Subjects	Conduct	Grading Cycle	Report Card
90–100 = Excellent	E = Excellent	Aug 24 – Oct 2, 2020	October 9, 2020
80–89 = Good; above average	S = Satisfactory	Oct 5 – Nov 6, 2020	November 13, 2020
75–79 = Satisfactory; average	P = Poor; below average	Nov 9 – Dec 18, 2020	January 8, 2021
70–74 = Passing; below average	U = Unsatisfactory	Jan 5 – Feb 19, 2021	February 26, 2021
below 70 = Unsatisfactory; failing		Feb 20 – Apr 16, 2021	April 23, 2021
		Apr 19 – May 28, 2021	June 4, 2021

**Grade Classification**

In high school, a student’s total credits determine the student’s classification—i.e., what grade level or “year” the student is in. Board of Education policy concerning classification is described in HISD Board Policy EIE(LOCAL).

Credits Earned	Classification (year)
0–5.5	Grade 9 (freshman)
6–11.5	Grade 10 (sophomore)
12–17.5	Grade 11 (junior)
18 or more	Grade 12 (senior)

**Schedule Change Policy**

A student should submit to their counselor a schedule change request form within the first week of the Fall and/or Spring semester. Schedule changes will be made by the Counseling Department. **No course changes are permitted during the first two days of school.** You are not permitted to make schedule changes based on teacher or lunch preferences. **All course changes for the Fall semester and the Spring semester must be completed within the first two weeks of the semester.** Any courses dropped after this time will result in an “F.” Deadlines for schedule change will be posted on campus.

All students are asked to adhere to the following procedures to correct/adjust their schedule.

- No student should be sent to their Counselor for a schedule change. **NO EXCEPTIONS.**
- **No changes will be made on the first day of school.** Students will follow their schedule exactly as printed.

- If there is an error in the scheduled (repeating a class, course needed for graduation, class passed in summer school, etc.) have the student fill out a *REQUEST FOR CHANGE FORM*, turn it in to the teacher. Please complete only one form.
- Students will follow their schedule until they receive a new schedule. The student must sign out with the original teacher and then go to the new class to sign in. Receiving teacher should keep the change form and turn it in at the end of the day to the appropriate grade level counselor.
- Any student who feels there is an error in their schedule must submit a request for schedule change.

Given our emphasis on the course selection process and our priority of maintaining equitable student/teacher ratio, all schedule change requests will be evaluated before any request can be honored. Counselors will see students in the following order:

1. Seniors who need to meet graduation requirements.
2. Students who passed summer school / on-line course requiring a course change.
3. Students who need a course level change.
4. Students who fail to meet the requirements for continuing in a sequential program of study.

### **Grades and Extracurricular Activities**

Under the state's "no pass/no play" law, eligibility for participation in extracurricular activities during the first six weeks of the school year is determined by a student's grades from the final grading cycle of the previous school year, or the number of credits earned during the previous school year. After the first six weeks, a student who receives a grade lower than 70 (or the equivalent) in any academic course is ineligible to participate in extracurricular activities during the first three school weeks of the next grading period. During that time, the student may continue to practice or rehearse with other students but may not take part in any competition or public performance.

### **Excused Absences and Makeup Work**

Teachers and administrators have full authority over student conduct before, during, or after-school activities on District premises, such as play rehearsal, club meetings, athletic practice, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter code of conduct established by the sponsor in accordance with Board policy.

Also, the teacher schedules makeup 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 the counselor for 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.

### **Late Work Policy**

Every Grade Level will present their late work policy in your student's syllabi. Please refer to that information the first week of school.

### **Endorsements**

State legislation has decreed that incoming ninth-graders work with their families and counselors to create a Personal Graduation Plan and customize it with an *endorsement* – a pathway that reflects their career interests and goals for additional education or training beyond high school. The personalized learning system offers five pathways: Science, Technology, Engineering, and Mathematics (STEM); Business and Industry; Arts and Humanities; Public Services; and Multidisciplinary.

### **Naviance for Students**

If you are in HISD in grades 6-12 you have access to Naviance. Naviance is an online program that allows you to do many things such as:

- Explore and apply to colleges and universities
- Explore and apply to thousands of available scholarships
- Learn about different career fields
- Learn about different college events such as college fairs
- Build a resume
- Request transcripts for colleges

To fully utilize the program, the HISD College Readiness Department has created video tutorials on Naviance's many features. We highly encourage you to watch the videos listed below and reach out to your school's counselor or college access coordinator if you need additional information or help.

### **Grad Lab**

Free online high school courses are available to HISD students through HISD Graduation Labs. Students can work on their courses during, before or after school, as well as from home or anywhere with an Internet connection. Tests and finals must be completed in the lab, which is staffed by a Graduation Coach tasked with enrolling students and then monitoring their progress as they complete coursework. The Grad Lab is ideal for self-motivated students who:

- might not meet graduation requirements by May
- are not classified as seniors but who should be graduating in May
- have failed three or more courses in the previous semester, especially ninth graders
- have been retained while in high school
- are past normal school age

For more information on this program, speak to the Campus Graduation Coach or School Guidance Counselor. For more information, please see **Virtual Learning Options**.

### **Transcripts**

- A transcript will be sent to colleges, schools, etc. at the appropriate time.
- Students may request their needs through the registrar's office
- Transcript requests must be made at least 48 hours in advance.
- Final official transcripts will be mailed to your chosen university/school approximately two weeks after you have graduated.

## **Virtual Education Policy**

### **Daily Expectations for Learning**

- Students will check daily posts in Microsoft TEAMS from your teachers and/or grade level administrator by 8:30a.m. the day the class meets.
- Complete **ALL** learning assignments and/or activities for each class by the date identified by the teacher.
- Respond to any teacher email or questions on assignments within 24 hours, Monday – Friday.
- Establish a good workspace for working online.
- Follow the set Norms and Participation Expectations established by your teacher. Proper behavior and interaction with each other online are necessary.
- Expectations for student interaction virtually with students and staff is the same expectations as if in the classroom.
- Your teacher may include videos, notes, and use of a PowerPoint to help facilitate learning course content.
  - Written assignments, online quizzes, reading, or other work to be completed mostly independently may be included.
  - This may include live check-ins via video or text chat during the scheduled available time per class.
  - Students may be asked to record themselves...for language, talking through math problems, reading for fluency and comprehension, doing physical activity, music lessons, art projects, etc.
  - You will be using features that you are familiar and/or additional features that are useful in an online learning environment such as chat, collaborations, and use of the calendar for scheduling time during teacher's office hours.

Please reach out to your teachers, counselor and/or grade level administrator should you need extra support with your academics, workload or need to connect with an adult.

### **Special Education/EL/504 Plan Expectations**

- Special Education/EL/504 staff will continue to provide services for students to the best of their abilities through a virtual format.
- Students should contact their Special Education/EL/504 case manager/administrator with questions.

### **Student Attendance**

- Students need to complete learning assignments/activities for each class by the date identified for the teacher. If there is extended research/project, there may be a daily check-in or reflection on progress.
- Classroom teachers should reach out to students who have **been inactive for two days**. If the teacher is unable to get a response from the students, the teacher will contact the parent. If this situation is not resolved, teacher will then report these individuals to the grade level administrator. Grade level administrator will monitor those students who have been reported by the teacher as being inactive.

### **Student Support**

- Tech Support
  - Students will go to the school's website where they will be able to complete a Technology Work Order. Completed technology work orders will try to be addressed within 24 hours.
  - If you are not able to log into the school's website using your laptop, then you will need to email or call your grade level administrator via TEAMS using your smart phone.

## **School Services**

### **Counseling and Guidance**

School Counselors are available to offer counseling and guidance to every student in school. These services include assistance with educational planning, interpretation of test scores, occupational and career planning, study help, help with home, school and social concerns, or any question or problems the students may wish to discuss with the counselor.

### **Wraparound/Horsepower Lounge**

Worthing Wraparound Department's primary goal is to assess and resolve those issues that could hinder the student's academic success and social growth, in a timely and culturally sensitive manner. By connecting all students, parents and teachers to non-academic support to address critical issues such as, but are not limited to physical and mental health, lack of basic needs such as shelter and food, and many other psychological and social concerns we are removing the barriers that will hinder the student's achievement.

Horsepower Lounge, located in room 109, help provide support to the students, families, and community. The lounge provides uniforms, pantry items, toiletries, mental support resources. The lounge is open for the students and their families daily from 8:00 a.m. - 5:00 p.m. Monday - Friday.

When wraparound services are provided along with strong academics and high-quality teaching, schools can truly meet the needs of the whole child.

### **Baylor Clinic**

The Baylor Teen Health Clinic offers free/low cost age-appropriate comprehensive primary health care, family planning services, health risk reduction education, prenatal care, sports physicals, and wellness exams; nutritional, counseling, and case management. Consent forms are available from the school nurse.

### **School Nurse and Clinic**

- Any pertinent health information should immediately be provided to the nurse so that she may be of assistance in matters concerning student health.
- The School Nurse is responsible for checking student's immunization records.
- Please do not send your child to school ill. Student's must be fever free for 24 hours before returning to school.
- The school nurse provides clinic services in the event of illness or injury occurring during the day.
- A student may go to the clinic only after obtaining a permit from a teacher.
- If the nurse believes the student should go home, the student's parent/guardian will be notified by a school official.
- No student may leave school grounds for an illness or injury without the nurse's or assistant principal's permission.

### **Medicine at School "Zero Tolerance"**

- The School Nurse will coordinate medication needs.
- Any student needing to take medication during the school day must complete a **Physician's Request for Administration of Medication During School Hours** form. The form must be filled out and signed by the physician or dentist and parent/legal guardian, then returned to the nurse to be kept in the clinic on file.
- Medication must be in the original container and be appropriately labeled by the pharmacy. Non-prescription medication must be in an unopened container with a pharmacy label attached.

### **Emergency Medical Treatment**

- If a student should have a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment.
- Parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information (name of doctor, emergency phone numbers, allergies to medications, etc.) up to date. Having current information is of critical importance. Please contact the school nurse to update any information.
- The District is not responsible for medical costs associated with a student's injury. The District does make available, however, an optional, low-cost student accident insurance program to assist parents in meeting medical expenses. A parent who desires coverage for his or her child will be responsible for paying insurance premiums and for submitting claims.

### **Communicable Diseases / Conditions**

Students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse/principal so that other students who have been exposed to the disease can be alerted. These diseases include:

- Diphtheria
- Hepatitis (Infectious)
- Measles (Rubella)
- Meningitis Meningococcal (epidemic type)
- Mumps
- Poliomyelitis
- Ringworm of Scalp
- Scabies
- Smallpox
- Typhoid Fever
- Lice

- Conjunctivitis (pink eye)

## **Safety**

### **Drills – Fire, Tornado, and Other Emergencies**

- Drills are held monthly, as required by law, and are an important safety precaution.
- At the sounding of the fire alarm, students must proceed to the fire exit as directed by instructions posted in the classroom, in a quiet and orderly manner.
- Upon reaching the outside of the building, they will move to the assigned location and must remain with their class.
- Students must leave clear paths along driveways and parking lots for fire equipment.
- Teachers will take roll to ensure that all students have exited safely. When returning to class, students should move quickly and orderly to their assigned class.
- Students are prohibited by state law from making false fire alarm calls. Any student apprehended for making a false fire alarm call will be disciplined according to the procedures outlined in the *HISD Code of Student Conduct*, which mandates the removal of the student to a Disciplinary Alternative Education Program.

### **Safety / Accident Prevention**

Student safety, on campus or at school-related events, is a high priority of the District. Although the District has implemented safety procedures, the cooperation of the students is essential to ensure school safety.

Students should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the *HISD Code of Student Conduct* and any additional rules for behavior and safety set by the principal, teacher, or bus drivers.
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signal.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

### **Pest Control Information**

- The District periodically applies pesticides inside building.
- Except in an emergency, signs will be posted 48 hours before application.
- Parents who want to be notified prior to pesticide application inside their child's school assignment area(s) may contact the school nurse at 713-733-3433.

### **Weather**

- The decision to close school because of inclement weather or bad road conditions is made by the Superintendent of Schools. When the decision is made, it is given to the Houston radio and television stations.
- The announcement will specifically refer to the Houston Independent School District. Do not call the school. Please listen to your local radio or television station.

## **Extracurricular Activities, Clubs, and Organizations**

- Co-curricular activities are an extension of classroom instruction. They directly relate to and enhance student learning of the TEKS through participation, demonstration, illustration, and observation.

- Co-curricular activities are conducted or supervised by a classroom teacher or other district professional. Grade requirements shall not prevent students from participating in after-school, co-curricular activities.
- 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 (Chancery).
- Sponsors of extracurricular activities must ensure that lists of participating students reach 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.
- On the days, a student serves an in-school suspension or out-of-school suspension, he or she may not participate in or attend any after-school activities (i.e. dances, sport practices, games, etc.).
- **Students representing Worthing High School in extracurricular activities** (i.e. sports teams, marching band, UIL activities) and during cocurricular activities (i.e. Kappa League, Ladies of Elegance, other after-school activities) **are expected to be ambassadors of the school and school district with exemplary behavior and academic leadership.** Worthing High School administration, through collaboration with coaches and activity sponsors, may elect to suspend or remove a student from a team, club, or other organization, if the student is found to be in gross violation of student code of conduct, or if the student is representing the school community, or any of its members in a negative or disparaging way. (This includes social media posts.)

Please note: Student clubs and performing groups, such as the band, choir, drill, and athletic teams, may establish codes of conduct and consequences for misbehavior that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the *HISD Code of Student Conduct* will apply in addition to any consequences specified by the organization.

### **Student Offices and Elections**

The Student Council sponsors all student elections. Students who are interested in becoming class officers or hold special honors must satisfy the following requirements:

- Not less than an "S" in conduct for the current and the preceding semester.
- Passing grades in all classes with no less than a "C" average for the current and preceding semester.
- No "F's," "I's," or "P's" in the preceding grading period.

Students who are interested and qualify should sign up in person during the appropriate filing period, which will be announced. Unless otherwise specified, each candidate must pay a nonrefundable filing fee.

### **Attending Worthing Functions**

Parents, we know you'll come to hear your child sing in a choir concert, or play in the big game, and students will likely see their friends in a play, but if this is the only time you're embracing WHS activities, you're missing out! There is always something happening at Worthing on our web calendar. The sports are exciting, the arts are entertaining, and all these activities can be enjoyed at a bargain price.

### **Telephones**

- Public telephones are not available in the school. Students are to request permission to use the office telephones.
- Telephone time is limited to before school, at the teacher's request and after school. These telephones are not to be used during class time for any reason unless authorized by the teacher, counselor, or assistant principal

- Students are not allowed to use their cell phones to contact parents without teacher or administrative approval.

## **Dismissal Procedures**

- **All students must be picked up by 4:00 p.m.**
- Parents must plan to pick students up after school.
- Daily use of school phone will not be allowed. School phones are used to emergency pick up only.
- Students who are staying for after school activities must be picked up promptly after their activities.

### ***What to do if...***

*You are absent for one or two days:*

If you are absent, do not wait for the teacher to come to you. You must take responsibility for your learning!

- Call a friend in your class to get the notes and find out what you missed so you will not be behind when you return. (It is a good idea to have a few friends' numbers written in your agenda.)
- Complete the assignments to the best of your ability.
- Call or email the teacher to request additional information (if necessary).

If you do not make up your work within the guidelines specified by Late Work Policy, you could earn a zero for the assignment. A zero on any assignment will cause a significant reduction in your final average.

***You know you are going to miss the next day(s) of school:***

- Communicate with the teacher at least a day or two before you are going to be out.
- Ask, "Can I pick up my missing assignments on \_\_\_\_\_ (insert date)?"
- Pick up the assignments on the appropriate date.
- Complete the assignments to the best of your ability and turn it to the teacher when you return to school.

***You leave or lose something at school:***

- Look in your classrooms
- Retrace your steps
- Go to the main office to look in the lost and found

Taking care of your things is your responsibility. The more organized you are, the less likely you are to lose things. If you have not mastered organization, keep your valuable items in a safe place at home.

***You see something that should not be happening on campus:***

- Immediately find an adult and report the incident. The safety of our school depends largely on you!

### **A FINAL WORD TO THE WISE**

**The Worthing High School Student Handbook is subject to change. Should revisions be necessary, the changes will be posted on our website. The online version will be the most up to date.**

***We are looking forward to a wonderful and exciting  
school year at  
Evan E. Worthing High School!***