

Grand Oaks High School



Student/Parent Handbook 2018-19

4800 Riley Fuzzel Road
Spring, Texas 77386

The policies and procedures outlined in this handbook may change throughout the school year at the discretion of the Grand Oaks High School Administration. If a major change occurs, there will be notification made to all students and parents/guardians.

School Administration

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Principal
Associate Principal, Curriculum & Instruction
Associate Principal, Building and Operations
Assistant Principal, L-Z
Assistant Principal, A-K
Athletic Director

Counselors

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Lead Counselor
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Grand Oaks High School

Clarification/Additions to Conroe ISD Student Handbook 2018-2019

Respect Policy

At Grand Oaks High School, respect is the cornerstone of all our interactions and behaviors. We acknowledge the dignity and worth of one another, and strive never to diminish another by our conduct or our attitudes.

Why we need a policy: Grand Oaks is a community that dedicates itself to the safety and well-being of its citizens and which recognizes that human dignity is the basis for all our relationships and growth.

Definition of misconduct: Any physical, spoken or written act of abuse, violence, harassment, intimidation, extortion, the use of vulgarity, cursing, making remarks of a personally destructive nature toward any other person, and any restriction or prevention of free movement of an individual. This prohibition applies whether the act is deliberate, intentional or unintentional or is directed toward an individual or group regarding race, color, creed, national origin, sex, sexual orientation, physical or mental disability, political or religious ideology. Federal law and State of Texas rules and regulations will apply.

Putting a stop to disrespect:

Step One: When you witness behavior that is in violation of the Respect Policy, tell the person to stop. Apathy, silence or laughter encourages the abuse and further disrespects the victims. Inform an adult in school and your parents.

Step Two: If the behavior does not stop, contact an administrator as soon as possible to initiate a complaint.

Step Three: If the behavior continues, keep a journal of further incidents, including description, time, date, place and witnesses. Keep your parents and administrators informed.

Corrective Action: Disciplinary actions may include: conference, parent notification, counseling, detention, In-School Suspension, Out-Of-School Suspension, and/or Alternative Education Placement.

Police may be contacted; charges may be filed.

NOTE: The severity of the offense dictates the consequence. These expectations apply to all facets of school life - at school, school activities, on transportation, at bus stops, on field trips, and so on. District policy and all applicable laws will be followed regarding all complaints.

Appeal Process

Parents have the right to appeal a decision of the consequence that has been assigned to their student. The following is the appeal process of a consequence:

1. The student or parent must contact the Associate Principal in writing or email indicating the appeal within 48 hours of receiving the consequence.
2. The student or parent must identify what they are appealing, why they are appealing, and the desired outcome of the appeal.

The Associate Principal will gather information from all concerned and a decision will be made and communicated to the student or parent.

ATHLETIC FACILITIES/EVENTS

CISD athletic facilities are an extension of the school campus. Students are under the authority of the school administrators. All school policies are in force at all facilities. Failure to obey rules and regulations and/or failure to obey reasonable instructions of school personnel may result in loss of eligibility to attend school sponsored events. Failure to comply with district rules and regulations may also result in disciplinary action applicable under the regular school program.

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

- Be courteous to all (participants, coaches, officials, staff, fans, spirit groups)
- Know the rules, abide by and respect the official's decisions
- Win with character and lose with dignity
- Display appreciation for good performance regardless of the team.

Negative, demeaning, or obscene yells will not be permitted at any athletic event while teams are being introduced, or when teams, cheerleaders, or drill teams are performing.

- Students will not be allowed to turn their backs or hold up newspapers while teams are being introduced, or when teams, cheerleaders, or drill teams are performing.
- No alcoholic beverages or tobacco products are allowed on athletic facilities (parking lot or within the facility).
- No air horns or mechanical noisemakers are permitted.
- Food and drink cannot be brought into the facility.
- Spectators are not allowed on the playing areas at any time without administrative approval.
- No loitering is permitted in the aisles or exits.
- No loitering is permitted outside the athletic facility. All persons shall either enter the facility or leave the premises.
- Admittance to athletic facility events is by ticket or authorized pass only.

ATTENDANCE

Tardies: Students are expected to be in class at the designated time. Tardiness will cause student to receive referrals for disciplinary action and can affect student parking privileges.

Students who are more than 15 minutes late to a class will be considered absent and the absence could be considered truancy. This could result in academic and disciplinary penalties as well as loss of parking privileges. Teachers will record tardies when taking attendance. Parents will get an email for each tardy that a student receives. A referral will be sent to the Assistant Principal for every tardy following the sixth tardy. When a tardy referral is generated, students will receive consequences. Excessive tardies can result in In-School Suspension and loss of parking privileges.

Absence Procedures: When a student is absent for one or more periods, his/her parent or guardian should call (281) 939-0033 to talk with the GOHS Attendance Clerk. Please state the reason and duration of the absence. When a parent contact has not been made with the attendance office, the student is required to bring a written excuse signed by a parent or guardian. In case of forgery of an excuse note and/or phone call, disciplinary action may be taken. The attendance office will receive students beginning at 6:45 a.m. daily. When a student is truant, no credit for work will be accepted by teachers.

Students must be in attendance for 90% of the days each semester to be awarded credit for a class. (This only allows 5 absences). A student who is in attendance for at least 75% but less than 90% of the days in a class may be given credit for the class. The student must complete a plan approved by the school's administration that provides for the student to meet the instructional requirements of the class. This is a state

requirement. Students who have excessive absences and fall below 75% attendance will have to arrange for a parent to attend a credit appeal hearing.

Students deliberately not attending school may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent and/or student may be filed in the appropriate court if the student: (1) is absent from school on ten or more days or parts of days within a six-month period in the same school year or (2) is absent on three or more days or parts of days within a four-week period.

Students Enrolling during the School Year with Excessive Absences – Students enrolling in school with excessive absences from their previous school are entering with the possibility of credit loss. (See “Compulsory Attendance” in the Conroe ISD Student Handbook).

To remain eligible for early release and late arrival, seniors must meet the ninety percent attendance policy during the fall semester of their senior year. Students who do not meet the attendance requirements in the fall will lose early release and/or late arrival for the spring semester.

AUDIO/VIDEO

A student may be video/audio taped by the school for the purpose of safety, for co-curricular, extra-curricular, classroom activities, or for media coverage. If other audiotapes or videotapes are to be made, parental permission will be obtained. Video cameras may be in use on buses and on school grounds to help ensure the safety of the students.

CAMPUS DISTRIBUTIONS AND POSTINGS

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

CELLULAR TELEPHONE

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

The use of electronic devices at Grand Oaks High School will be permitted ONLY in the common areas of the campus (hallways, cafeteria, & courtyard); before school; during passing periods; during the student's lunch period; and after school. Use of electronic devices in any area of the building during instructional time is strictly prohibited. Instructional

time is defined as the time period between the tardy bell and the dismissal bell for all class periods. All electronic devices must be turned off, silenced, and not visible prior to a student entering any classroom or other instructional environment including but not limited to the auditorium and the gymnasium. A student leaving the building to use an electronic device is strictly prohibited.

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

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

Cell phones should never be used as a camera or video camera while on campus. The use of any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school sponsored events. Electronic devices used for inappropriate purposes that include but are not limited to academic dishonesty, cyber-bullying, and sending or receiving inappropriate pictures/videos, are strictly prohibited. The unapproved or inappropriate use of electronic devices will result in confiscation and disciplinary consequences for each violation of this policy. In limited circumstances and in accordance with the law, a student's personal electronic device may be searched by authorized personnel prior to reclaiming the item.

The student assumes all responsibility for any electronic devices brought to school. Confiscated electronic devices are not the responsibility of the school or its personnel. Grand Oaks High School and Conroe ISD will not be responsible for damaged, lost, or stolen electronic devices.

**** Failure to relinquish an electronic device to a staff member will be treated as defiance of authority and may result in increased consequences.**

CLUB/ORGANIZATION/REQUIREMENTS

Students are encouraged to participate in the various extracurricular activities approved by the Principal and sponsored, supervised or directed by faculty members. Students or teachers interested in chartering a new student organization should first discuss proposed goals and bylaws with the Principal. Charter of a club or similar organization requires Principal approval of bylaws, sponsored by a faculty member, and establishment of a regular schedule of meetings to be held at the school. An established organization's charter

may be revoked for lack of a faculty sponsor, failure to hold regularly scheduled meetings, or failure to abide by club bylaws and district policy. A current club/organization listing with sponsor contacts can be obtained in the Associate Principal for Administration office, or by accessing our Grand Oaks web page.

CHANGE ADDRESS/UPDATE PHONE NUMBERS

Up-to-date information is essential for the school to handle emergencies successfully and to maintain communication. When vital information changes, it is critical that the Registrar's office be notified immediately.

CLOSED CAMPUS POLICY

Once a student arrives on campus for the school day, he/she will not be permitted to leave the campus without administrative approval. Students leaving school for any reason (doctor's or dentist's appointment, illness, etc.) other than a school sponsored activity without checking out through the attendance office will be subject to disciplinary action. Check-out procedures must be followed even if the parents are aware that the student is leaving. CISD Board Policy prohibits students from leaving campus during the school day (including lunch).

Parents/Guardians or other visitors are not allowed to eat lunch with students.

DELIVERIES TO CAMPUS

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

DRESS CODE

Any clothing or grooming that in the Principal's judgment may reasonably be expected to cause disruption of or interfere with normal school operations is prohibited. The student and parent may determine the student's personal dress and grooming standards, provided that they comply with the general guidelines set out in Conroe ISD policy and the campus dress code for students (listed below). *Since it is difficult to predict in advance what the problem dress will be, guidelines will be interpreted to the students as needed, either on a group or individual basis.*

To be able to ride school transportation, a student must be in dress code. The dress code regulations are in effect from the first day of school through the last day of school. If a student is absent because of dress code violation, he/she may be considered truant and unable to make up work missed.

Any form of extreme or conspicuous dress is unacceptable. Clothing that is obviously inappropriate for classroom activities will not be allowed.

Disciplinary action may result due to dress code violation

General Dress Code Guidelines

- The student dress code is under consideration and is subject to change during the school year.
- Clothing, badges, and/or tattoos which display obscenities, sexual innuendos, depict violence or weapons, advertise or promote alcoholic beverages, narcotics, tobacco, or other prohibited substances, or items that could be viewed as offensive to others are not permitted.
- No student may wear gang related apparel.
- Pins/Safety Pins may not be worn as decorations or jewelry.
- Shoes must be worn at all times by all students. Shoes with cleats, roller shoes, and house slippers are prohibited.
- Hats, caps, headbands (worn across the forehead) and bandanas of any color are not to be worn in the building. Any hat/cap worn in the building will be confiscated and given to the Assistant Principal's office or front office staff. Confiscated hats/caps may not be returned to the student until the end of the semester. In some instances the parent will need to come to school to get the hat/cap. A student is not to have their head covered by a hoodie inside the building.
- Shorts which are Bermuda style or walking style may be worn to school if the length is no shorter than the student's mid-thigh. Boxer, biking, cut-offs with frayed hems, or spandex shorts are not allowed. Also, these types of apparel are not allowed over other clothing.
- Pants, shorts, slacks, skirts (any garment with a waistband/waistline) must be worn around the waist. Excessively baggy pants or pants that are excessively long and dragging the ground are not permitted. Students who are wearing their pants so that any undergarment is exposed will be sent to their Assistant Principal's office to call a parent. Parents will need to bring clothing that properly fits.
- Pants, shorts, slacks, and skirts with holes or tears are not allowed if the holes/tears are higher than the student's mid-thigh. Students can wear leggings under clothing when they are wearing something with holes above their mid-thigh.

- Sleepwear (pajamas, slippers) is not permitted for school clothing.
- The length of skirts, split skirts, slits in garments, and dresses must be no shorter than the student's mid-thigh.
- Shirts and blouses must be long enough to tuck into pants, skirts, or shorts. When a student is sitting, none of the midriff or lower back can be exposed. Muscle shirts, tank tops, tube tops, spaghetti straps, and crop tops will not be permitted. Shirts and blouses must cover the shoulder (front and back) and fit closely under the arm. All shirts/blouses must have a sleeve which covers the shoulder and fits snug under the arm so undergarments are not exposed. Off-shoulder, bare shoulder, backless, and/or see-through attire are not permitted. Low cut shirts or blouses are inappropriate for school and should not be worn. Tops exposing midriffs, back area or cleavage are prohibited.
- Trench coats, dusters, ponchos, blankets, etc., are not allowed and are not to be worn on campus.
- Sunglasses are not to be worn in the building.
- Dog collars, spikes, heavy chains, and dog chains are not to be worn as jewelry, belts, or wallet extensions.
- Application of make-up or cosmetics, brushing or combing hair, and any other grooming procedures are not to take place in the classroom.
- Body piercing that is distracting is inappropriate for school and school activities.

The Principal (or designee), in conjunction with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. If the student's dress or grooming is objectionable under these provisions, the Principal (or designee) shall request that the student make appropriate corrections.

A minimum of one after school detention may be assigned for a student out of dress code. If the student refuses to correct the dress code violation, the Principal (or designee) shall notify the student's parent or legal guardian and request that person make the necessary correction. If both the student and parent or legal guardian refuses, the Principal (or designee) may take further appropriate disciplinary action. The student may be suspended for a period of time determined by the Principal (or designee) for violations of the dress code. If the dress code violation cannot be corrected immediately the student may be placed in ISS until the end of the school day or suspended. Absence from class due to inappropriate dress or grooming will be counted as unexcused. Repeated violations may cause additional appropriate disciplinary action to be taken. The In-School Suspension (ISS) class has specific dress requirements as part of that disciplinary assignment. Students will be reminded about the requirements at the time of the ISS assignment. Dress Code regulations for students are in effect for all student activities.

DISCIPLINE MANAGEMENT

At Grand Oaks High School, respect is the cornerstone of all our interactions and behaviors. We acknowledge the dignity and worth of one another, and strive never to diminish another by our conduct or our attitudes. Teaching good citizenship is a primary goal of our school. All students should respect other's property and rights, practice honesty, and show respect to GOHS staff. The academic and extracurricular benefits and privileges received by students are dependent upon the good behavior of each student. Behavior that threatens the welfare and morale of the school will be referred to the student's Assistant Principal. Students should also realize that teachers have the authority and the responsibility to correct inappropriate behavior when correction is necessary. The school tries to involve the student in some decisions regarding discipline. The following procedures may be used separately or collectively to modify student behavior in correction of problems.

After-school Detention

After-school detention is used for some violations of the student code of conduct. ASD is held Monday through Thursday from 2:45-4:45. The student is responsible for transportation arrangements. ASD is a study period. The student is required to stay busy with school assignments the entire time of the assignment, and will be dismissed for failure to comply with this requirement. A student who fails to attend ASD, who leaves without permission, who is asked to leave for any reason, or who fails to work diligently on classroom assignments is subject to further disciplinary action.

Saturday Detention

Saturday detention is used for some violations of the student code of conduct. Saturday detention is held on specific Saturdays throughout the school year from 8:00-12:00. The student is responsible for transportation arrangements. The student is required to stay busy with school assignments the entire time of the assignment, and will be dismissed for failure to comply with this requirement. A student who fails to attend Saturday detention, who leaves without permission, who is asked to leave for any reason, or who fails to work diligently on classroom assignments is subject to further disciplinary action.

Alternative Placement Disciplinary

In-School-Suspension (ISS)

ISS is provided as a disciplinary action for repeated offenses or offenses of a serious nature. ISS hours are the same as the regular school hours. Students assigned to ISS report to ISS bringing school books, lunches, and needed study materials. In this supervised class, the student studies regular school work, receives assistance from the teacher, and takes all required

tests. All school rules and regulations, including dress code, will be in effect for students during the ISS assignment. ISS assignments are made for entire/partial school days. A student who fails to complete a full day in ISS, who is absent on the assigned day, who leaves without permission, who is asked to leave for any reason, or who fails to work diligently on classroom assignments, is subject to further disciplinary action. For example, leaving ISS for a physician's appointment will result in the student returning to ISS to complete their assigned time. Additional rules and regulations will be in effect for students assigned to ISS such as a more structured dress code. ISS rules and dress code will be given to and discussed with all students at the time they are assigned to ISS. Students assigned ISS may not participate in extra-curricular activities during their ISS assignment.

Out of School Suspension (OSS)

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

Disciplinary Alternative Education Program (DAEP)

Short-term DAEP is a 5, 10, or 15-day placement located at 701 N. 3rd Street in Conroe. It is the consequence for serious or persistent misbehavior identified in the Student Code of Conduct and/or the GOHS Disciplinary Management Plan.

DISCIPLINARY APPEAL PROCESS

Parents have the right to appeal a decision of the consequence that has been assigned to a student. The following is the appeal process of a consequence:

1. The student or parent must contact the Associate Principal for Operations in writing or email indicating the appeal within 48 hours of receiving the consequence.
2. The student or parent must identify (1) what they are appealing, (2) why they are appealing, and (3) the desired outcome of the appeal.

Consequences will begin as scheduled pending the outcome of the appeal. The appeal process should be completed within 3 school days of the receipt of the written appeal. Certain circumstances may require an extension of this time frame as the Associate Principal will gather information from everyone concerned and a decision will be made, then communicated to the student or parent. The decision of the Associate Principal can be further appealed to the building Principal by contacting the Principal's office in writing expressing your desire for an

appeals meeting. The decision of the building Principal is final.

(See Appendix A for common violations of the Code of Conduct and consequences)

DISCIPLINARY CONFERENCES

Parent/Teacher Conferences (PTC)

If the student has difficulty overcoming behavior or academic concerns, then the school feels a responsibility for involving the parent. Parent conferences may be scheduled before or after school or during a teacher's conference/planning time. Please call the counselor's secretary to schedule a conference at least 48 hours prior to the desired conference date. This will allow all parties involved to appropriately prepare for the conference.

Student Conferences

If a student receives a written referral from a faculty member, he/she will discuss the problem with the Assistant Principal. The student is responsible for his/her own behavior. The Assistant Principal will help identify the problem and establish steps to help the student correct the problem.

EVACUATION OF THE BUILDING/FIRE DRILLS

There may be a need to evacuate the building due to emergency conditions. Evacuation drills are preparation for the reality of fire or imminent disaster. The school administration, faculty, and staff, therefore, ask each student's absolute cooperation abiding by the rules set forth in this section of the handbook. Students are to remain with the teacher who facilitates the evacuation. When leaving the building, students are to move in a safe and orderly manner away from the building to the outer perimeter of the campus that is closest to the exit point. Close all doors as you evacuate. Students are to take nothing except their valuables. Students are urged to consider the seriousness of drills. False alarms may occur from time to time as a result of a system malfunction. In such cases, everyone will be notified via the school intercommunication system. Without such notification, students should assume the alarm is valid and move to evacuate the building. A false alarm intentionally initiated by anyone constitutes a criminal act and will result in prosecution to the fullest extent possible.

Drill Instruction: The following procedures will be used in the event that it is necessary to evacuate the building for any reason.

Evacuation Procedures

- Follow all staff directions
- When the alarm sounds, all students and building personnel will leave the school.
- Silence is to be maintained during the drill.

- Everyone is to exit as quickly as possible, but do not run.
- The drill should be treated as a real emergency by everyone. This is essential to the safety of everyone.
- If any exit is blocked, use the nearest alternate exit.
- If a fire occurs during a change of classes, use the nearest exit.
- After the drill is over, return to your room by the same route that was used in vacating. **No person should reenter the building until the all-clear signal is given.**
- Be aware of the location of fire extinguishers and fire alarms. Know where the nearest one is at all times.
- Directions for fire drill and evacuation procedures are posted in each classroom.

Hazardous Weather Procedures

- Remain calm - do not panic.
- Teacher will advise you if you are moving to a "green dot" (interior or windowless) room or moving over to a safety area in your classroom.
- If you are moving from a "red dot" (outer edge) classroom to a "green dot" classroom leave backpacks and books, as these will hamper movement.
- Once in the predetermined position as advised by your teacher or supervisor assume the "tuck and cover" position when advised to do so, or when the need is apparent.
- Remain quiet and in position until the "all clear" signal is given.

FOOD AND DRINKS

Food, candy, and drinks may be consumed only in the cafeteria. No food items are allowed in any other part of the building.

GRADING POLICY

Each teacher will have two grading categories: Major and Minor. The tables below apply to Level Classes and Honors, Pre-AP, AP, and Dual Credit Classes.

Level	% of Grade
Minor	40%
Major	60%
Honors/PreAP/AP/Dual Credit	
Minor	30%
Major	70%

Retest Policy Remediation and a re-assessment activity will be provided when the grade falls below a 70% on a major grade. The highest grade that a student can make on a retest is an 85%. A minimum of one re-assessment per nine weeks will

be offered and the department team will determine retest dates. It is up to team discretion to offer more than one re-assessment. Students cannot retest a semester exam.

Late Policy

Minor assignments– A minor grade that is assigned as homework will not be accepted late for full credit. Homework will be accepted late with 10% deducted for each school day late. Assignments will not be accepted after the 5th day.

Major – Major long term assignments will be accepted late for a 10% penalty per school day for a maximum of five school days.

HALL PASSES

During normal instructional (non-passing) time, a hall pass is required of any student outside the classroom. Written passes are at the discretion of a staff member. It is the student’s responsibility to request a hall pass whenever it becomes necessary to leave the classroom. Students in the hall without an approved pass will be sent back to the classroom they left to secure a pass. For reasons of safety and security, no student should be in school hallways during class time without an approved pass. Students needing to go to their car during the school day must obtain a pass from the Assistant Principal’s office.

IDENTIFICATION CARDS

All students are required to have a student identification card. Students must carry their ID card with them at school and school events. Failure to show student ID upon request by a school staff member may result in disciplinary action.

Replacement cost for a lost ID card will be \$5. Student ID cards are provided through pictures taken during orientation or for the yearbook at no extra cost. ID cards are required in the attendance office, administration office, library, and when picking up VOE’s, textbooks and yearbooks.

LIBRARY POLICIES

To better serve our students, the Library is open beyond the regular school day. 7:00 a.m.-3 p.m. Monday-Thursday (unless a holiday follows 7:00 a.m.-3:00 p.m. Friday (and before holidays) 7:00 a.m.-12 p.m. noon (early release days)

Passes and Policies:

- Students must have a pass to the Library during the school day.
- Students must “sign in” when they come to the Library.
- No food or drinks (including water) are allowed in the Library.
- The Library enforces the GOHS cell phone/electronic device policy.

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

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

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

LOCKDOWN PROCEDURES

If staff and students are directed to lockdown and/or evacuate a specific area of the school, it is of the utmost importance that you cooperate and follow all directions carefully. We ask that you give your full attention to the adult in charge of your supervision at the time such an announcement is made, as order and safety are of the highest priority in these situations.

Lockers

Not every student will be assigned a locker. Student lockers are available through a student’s Assistant Principal Office. Student lockers are property of CISD and subject to being searched.

LOST AND FOUND

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

OFFICE/BUILDING HOURS

Offices and switchboard hours are 7 a.m. - 3 p.m. Staff members will be available to assist callers during these times. The main campus number is (281) 939-0000.

The building will be open at 6:45am for students to enter the building and go to the cafeteria or tutorials.

MAKE UP WORK

As per Conroe ISD Secondary Student Handbook, “Students will be given the opportunity to make up work missed due to any absence with the exception of truancy. ...It is the responsibility of the student to request and complete any assignment or test missed because of an absence. For any work assigned during a student’s absence, the student will be permitted one day for each day of absence to complete that

work. Long term assignments are due even if the student is absent on that day.”

PARKING REGULATIONS

Parking at Grand Oaks High School is a privilege. Registration for parking will begin during student orientation. A vehicle registration application will be filled out by each student wanting to receive a parking permit. Applications for parking will not be accepted unless all outstanding fines, fees, and/or dues have been cleared (examples – lost or damaged textbooks and/or library books, fund raisers, fees for materials used in some courses). All students must complete the Drivers Safety and Orientation course each year before a parking permit will be issued. Cost of the parking tag is \$75.00 and must be paid before the tag can be issued. A student may be registered for one parking space only. Students may register more than one family vehicle, but only one tag will be issued.

All vehicles parked at Grand Oaks High School are subject to search.

Items Required when Purchasing a Parking Permit

- A valid Texas Driver’s License
- Proof of Texas Liability Insurance (20/40/15)
- A current Texas Inspection sticker
- A Texas Registration and License Plate number for the vehicle the student will be parking on campus.

Vehicles:

- Must have parking permit displayed (rearview mirror) - only one tag is issued for each space. Replacement tags will cost \$10.
- Only vehicles registered for that space will be allowed to park in that space.
- New vehicles must be registered before school starts at 7:20 with the Associate Principal for Operations. Student’s will not be given a pass to class and can be considered tardy or absent for not following this policy.
- No parking in handicap spaces without a tag from the Associate Principal for Operations.
- Student vehicles will be towed if parked in fire zones, bus ramps or visitor parking area.
- Speed limit for all parking lots is 10 mph.
- While in the parking lot, all occupants of vehicles shall be seated and wear safety belts (cannot ride in beds of pick-ups or on tops of vehicles)
- If a student parks on campus during school hours while on parking suspension his/her vehicle will be towed.

Suspension of Parking (10 school days)

- Any moving violation.
- Any parking violation.
- Unregistered vehicle.
- Unauthorized use of personal vehicle during school hours.

- Ten (10) total tardies including “free tardies.” Tardies are tallied cumulatively from the beginning of the school year.

Suspension of Parking (15 school days)

- Truancy (2nd truancy will result in a 6 week suspension)
- Registered in more than one parking space.
- Fifteen (15) total tardies including “free tardies.” Tardies are tallied cumulatively from the beginning of the school year.
- First DAEP assignment

Permanent loss of Parking

- Excessive Absences (in excess of 10% of classes in a semester)
- Twenty (20) tardies including “free tardies”. Tardies are tallied cumulatively from the beginning of the school year
- Second DAEP assignment
- Any drug and alcohol related offenses.
- Third truancy
- Hangtag borrowed, traded, stolen, sold, lost or given away will result in all parties involved losing parking.
- Parking while serving a parking suspension
- Any combination or repeated offenses for temporary suspensions will result in permanent loss of parking.

Special Parking Circumstances

- A temporary parking space will be issued in case of a doctor’s appointment, temporary handicap or other situations beyond the control of the student, if 24 hours’ notice is given.
- A temporary space will not be given for a student who has missed the bus, missed their ride with a partner etc.
- No students are to park in visitors parking for any reason.
- If a student registers for a parking space after the school year has begun and has one truancy on record he/she may be issued a parking space but it will be revoked for any one violation after the effective date of issuance.

Parking at Grand Oaks High School is a privilege and not a right. Conroe I.S.D. provides bus transportation. Therefore, we are not obligated to furnish parking for students. Parking privileges are only for registered students at their respective campuses. A parking fee is charged at GOHS. If parking is permanently suspended during the school year no money will be refunded at any time.

Additional parking suspensions/sanctions may be assigned at the discretion of the Assistant Principals.

PRACTICE LIMITATIONS

Practice by a student shall not exceed eight hours per extracurricular activity per school week (12:01 a.m. on the first instructional day of the calendar week through the conclusion of instruction of a calendar week, excluding holidays). This limit applies to time before or after school.

RANDOM SEARCHES ON CAMPUS

Every person coming onto Grand Oaks property is subject to random searches for weapons in accordance to CISD District policy. The following are provisions of this policy:

1. Students may be subject to random searches for weapons in accordance with the provisions of this policy.
2. Students may be subject to search by a metal detector if there exists an individualized reasonable suspicion that the student possesses an illegal weapon.
3. All persons may be screened by a metal detector before entering a school-sponsored activity.
4. If any weapons are found, the student will be subject to appropriate disciplinary action. [See FO series]
5. All illegal weapons found shall be turned over to the applicable law enforcement agency to determine if criminal prosecution is warranted.
6. The student's parent(s) or guardian or other person having lawful control shall be notified if weapons are found in searches conducted under this policy.

In addition, trained dogs will be used to conduct random searches of areas around lockers, vehicles, vacant classrooms, and vacant common areas. If a dog alerts to something in these areas, a more thorough search will be conducted by school officials.

SCHEDULED ACTIVITIES

All student activity events must be approved and scheduled by the Associate Principal for Operations, and must be attended and supervised by a sponsoring member of the GOHS faculty. Timely scheduling will prevent conflicts between competing activities. GOHS facilities must also be scheduled through the Associate Principal for Operations. A calendar is kept for each major venue.

Sanctioned Activities

The only activities that may use the school name or "nickname" are those that are approved by the school administration. Use of the school name without the permission of the Principal will be subject to disciplinary action. School clubs and organizations may not be affiliated with college fraternities and sororities. Initiations and "hazing" are strictly prohibited. All club and organization activities must be approved and chaperoned by a faculty sponsor.

Off-Campus Activities

All school-sanctioned activities must be placed on the school calendar, regardless of whether the activity is held on campus or off campus. School policies and regulations apply to all school sponsored activities.

STUDENT ACTIVITIES/DRESS CODE/EXPENSES

The Principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students should be aware that there are additional expenses that may be required for some extracurricular activities, such as drill team and cheerleading. The sponsor will provide a written estimate of required expenses.

STUDENT ACTIVITIES POLICIES

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

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

Attendance Requirements for Participation:

Ten Day Rule: Students will not be permitted to participate in such activities that would require a student to be absent from any class more than ten times during the year. Exceptions may be made for post-season activities with the proper prior approval. (EXCEPTIONS: An exception to the rule may be made on behalf of individual students who are competing in UIL sponsored activities. These exceptions must be based on circumstances that are unforeseen and result from the student's earning the right to compete at post-UIL district levels. Exceptions shall not exceed a total of five additional absences per year.)

ACADEMIC ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN UIL ACTIVITIES

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

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

Dropping a Course: A student may not drop a course after the first eight (8) days of the new semester. The Principal may

consider an exceptional situation; however, any grade earned by the student in the course he dropped after the first eight days of the semester will be recorded and used for purposes of determining/maintaining eligibility. If the grade is below 70, it is treated like any other failing grade in computing the grade point average (GPA) or in determining UIL eligibility.

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

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

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

ELECTED STUDENT OFFICES/SCHOOL HONORS

In order to be eligible for school honors and student offices, as a minimum requirement the candidate must have currently and for the preceding semester (Aug-Dec or Jan-May) have a passing mark in all subjects, and have a general grade average of 75 or better the preceding semester. Students so selected must maintain the outlined standards in citizenship and scholarship or relinquish their honors and offices. Students who do not meet standards for continued participation in accordance with the ADDENDUM TO THE STUDENT CODE OF CONDUCT: PARTICIPATION IN EXTRACURRICULAR/CO-CURRICULAR ACTIVITIES will not be allowed to participate for a period of time to be determined by the severity of the violation, during which time the student may practice and/or work out, but not participate. If, at the end

of the first removal, the student has an unsatisfactory academic average or conduct, a second period of removal from participation will be given. If unsatisfactory academic progress remains, and/or if conduct problems remain, the student will be dismissed from the activity for the remainder of the school year. In order for a student to be eligible for school honors based on academic achievement, the student must have a general average of "B" (80 or better) and must earn his/her last five credits at GOHS.

TUTORIAL SERVICES

At GOHS, all teachers will offer tutorial services in their classroom either before school or after school. Teacher will advertise their tutorial times to their students and post this information on their CANVAS page. Students needing tutorials in the morning must get a pass from the KIOSK located in the cafeteria before reporting to their classroom. Students without a pass will be sent back to the cafeteria.

VENDING MACHINES

CISD/GOHS is not responsible for lost items or money in any vending machines. Please notify school personnel if a vending machine is not properly working so that it can be marked as "out of order". However, the school does not have keys to the machine and cannot refund money.

Verification of Enrollment (Driver's license)

All students taking any test to obtain any part of their driver's license must have a PPD-043 verification of enrollment and attendance form (VOE) completed by the Assistant Principal's secretary. Please allow 48 hours for the completion of this process. Any student needing to renew his/her driver's license or applying for his/her first driver's license during the summer should request the VOE from his/her Assistant Principal's office the last week of the spring semester (DPS accepts the VOE in June, July & early August if received from the high school the last week of the previous school year.). Every year until the student's eighteenth birthday, the student must obtain the VOE in order to renew his/her license. The student must sign the document in the presence of the school official. Students denied credit due to excessive absences will not be issued a PPE-043 form. (Students are only allowed 5 absences per semester without the risk of being denied credit) A student must meet the following two requirements to be eligible to receive an instruction permit and/or a Texas Driver's license to operate a motor vehicle:

1. The student has been enrolled for at least 45 days and is currently enrolled in a program to prepare to pass the high school equivalency exam (GED).
2. The student is enrolled in a public or private school for at least 80 days in the fall or spring semester preceding the date of application.

VISITORS

GOHS is a closed campus. Students may not have visitors during the school day, including lunch time. Persons visiting any CISD campus must check in at the Front Office and secure a visitor pass. A picture I.D. is required of all visitors. While on campus, a visitor must wear the pass in clear view at all times. Trespassers will be prosecuted.

Appendix A

Grand Oaks High School Disciplinary Sanctions

The following outlines common infractions and minimum consequences that may be issued.

Academic Dishonesty (Includes cheating/plagiarism)

- 1st Offense- Grade of zero, Saturday Detention (4 hours)
- 2nd Offense- Grade of zero, Saturday Detention (4 hours)
- 3rd Offense- Grade of zero, 3 days ISS

Alcohol (Possession, Distribution, Selling, Under the Influence)

- 3 days suspension, up to 15 days DAEP, police referral, loss of parking

Assault

- 3 days suspension, up to 15 days DAEP, police referral, loss of parking, possible recommendation expulsion

Bus Referrals

- Disciplinary consequences to be determined by administrator. Consequences may include loss of bus-riding privileges, detention, ISS, or DAEP placement.

Cell Phones/Electronic Devices/Communication Device/CD Player/MP3 Player, etc.

- 1st Offense- Warning, student picks up device after school
- 2nd Offense- After School Detention, student picks up device after school
- 3rd Offense- 4 hour Saturday Detention, parent picks up device
- 4th Offense- Parent picks up device and disciplinary consequences to be determined by administrator

Students will receive a minimum of 2 days of ISS if they refuse to turn in their electronic device to the requesting staff member when the student is improperly using the electronic device.

Classroom Disruption

- Disciplinary consequences to be determined by administrator.

Damage to Property

- Restitution for damages, disciplinary consequences determined by administrator and/or police referral

Dress Code

- 1st Offense- Warning, correct infraction, and parent contact by administrator
- 2nd Offense- ASD (2 hours)
- 3rd Offense- SDH (4 hours)

Drug Paraphernalia – Possess, Use, Give, or Sell Paraphernalia Related to Any Prohibited Substance

- 3 days suspension, up to 15 days DAEP, police referral, loss of parking

Drugs (real or imitation) – Possession, Distribution, Selling, or Under the Influence of Marijuana, a Controlled Substance, or a Dangerous Drug (without regards to the amount)

- 3 days suspension, up to 15 days DAEP, police referral, loss of parking, recommend expulsion

Drugs (real or imitation) – Possession of Seeds or Pieces of Marijuana (less than a usable amount)

- 1st Offense- 5 days ISS and loss of parking
- 2nd Offense- 10 days DAEP and loss of parking
- 3rd Offense- Determined by administrator

Electronic Communications/ Improper Computer Use (Violation of CISD Technology Policy)

- Determined by administrator based on the nature of the offense. Consequences could range from loss of computer use to ASD, SDH, ISS, DAEP, or even expulsion.

Failure to Attend Detentions

- 2 hr After School Detention will turn into a 4 hr Saturday Detention
- 4 hr Saturday Detention will turn into 2 days ISS
- (2nd) 4 hr SD- 3 days ISS
- (3rd) 4 hr SD- 4 days ISS

Failure to Report to Office with Pass, Referral or Staff Directive

- 2 days ISS

Activating Fire Alarm

- 3 days suspension, minimum of 15 days DAEP, loss of parking, police referral, possible expulsion

Activating Cabinet Alarm on Automated External Defibrillator (AED):

- Minimum of 2 days ISS

Fighting (Any unwanted physical contact, including shoving or pushing.)

- 3 days suspension, up to 15 days DAEP, police referral, loss of parking

Forgery of any Official Document (i.e. Notes or by Phone Calls)

- 1st Offense- 3 days ISS
- 2nd Offense- To be determined by administrator

Gang Activity

- Subject to DAEP assignment, loss of parking

Identification (failure to ID oneself with GOHS student ID card)

- 2 hour ASD

Laser Lights

- Laser Lights are prohibited at GOHS and any school activity and will be confiscated. Disciplinary consequences will be determined by administrator.

Obscene Language

- 1st Offense- ASD (2 hours)
- 2nd Offense- SDH (4 hours)
- 3rd Offense- 2 days ISS

Obscene Language toward Teacher/Staff Member

- 1st Offense- Minimum 2 days ISS, possible suspension
- 2nd Offense- Minimum 5 days DAEP, possible suspension, loss of parking

Parking & Driving Violations

1st Offense- \$20.00 fine, parents contacted, loss of parking for 5 school days

- 2nd Offense- \$20.00 fine, parents contacted, loss of parking for 10 school days

- 3rd Offense- \$20.00 fine, parents contacted, car will be towed at the owner's expense, with parking privileges revoked for the remainder of the school year. If the third violation takes place during the final nine-weeks, the loss of parking privileges may extend into the next school term.

Possession of lighter/matches

- Lighters and matches are prohibited at GOHS and will be confiscated. Disciplinary consequences will be determined by Administrator.

Tardies (each nine weeks)

- 6th tardy- 2 hour ASD
- 7th tardy- 2 hour ASD
- 8th tardy- 4 hour Saturday Detention
- 9th tardy- 4 hour Saturday Detention
- 10th tardy- 2 days ISS
- 11 or more- To be determined by administration

Theft

- ISS or DAEP placement, police notification

Tobacco/Electronic Cigarettes/Vape Pipes

- 3 days ISS

Truancy

- 1st Offense- 2 days ISS, parking suspension/revocation, possible citation
- 2nd Offense- 4 days ISS, parking suspension/revocation, possible citation
- 3rd Offense- 5 days ISS and/or DAEP
- 4th Offense or more- To be determined by Administrator

Unexcused Absences to 1st and 2nd period for Drivers

- 3rd UA- Loss of parking for 5 or 10 school days or for the remainder of the school year
- 6th UA- Loss of parking for 10 school days or for the remainder of the school year
- 9th UA- Permanent loss of parking for the school year

Violence/Threats of Violence

Any threats of violence (i.e. verbal, written, or physical) will be taken seriously and be dealt with accordingly. Students are encouraged to report any threat or rumor that is heard, to a Teacher, Counselor, Administrator, or Police Officer, or to call 1-888-KID-CHAT.

Weapons (Real or Imitation)

- 3 days suspension, up to 15 days DAEP, police referral, loss of parking, recommend expulsion

The aforementioned list of infractions and consequences is not exhaustive of all possible infractions or consequences. Students and parents should refer to the Conroe ISD Student Code of Conduct for additional information. In addition, the consequences listed for each infraction is typical, but the Administration reserves the right to increase or decrease the consequence based on the infraction or student's past behavior record.